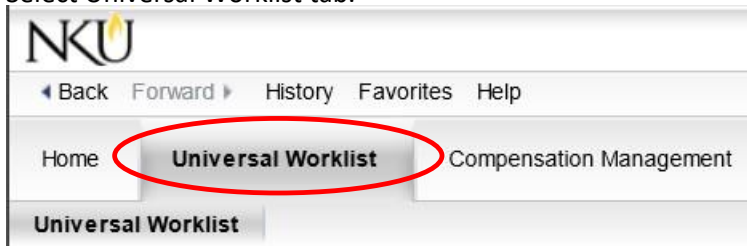


Return Travel for Correction

Location(s): Universal Worklist (UWL)

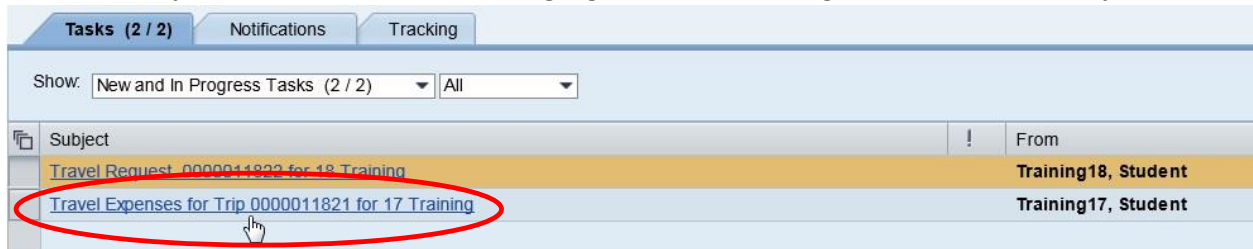
Purpose: If the travel request or expense report has errors or is missing information, the approver may send it back for correction.

1. Log into myNKU.
2. Select Universal Worklist tab.



3. Click the underlined subject for the travel expense to send back for correction.

Note: The subject line does not need to be highlighted before clicking on the underlined subject.



4. A new window will open.
5. Click Send Travel Expense Back for Correction to return to the initiator.

Travel Expenses for Trip 0000011821 for 17 Training

Sent Date: Today by Training17, Student Priority: Medium

Status: New

Description: Please approve or send back for correction the travel expense.

Personnel Number: 00007514
 Trip Number:0000011821
 Destination:Cincinnati
 Reason:NCAA Meeting at UC
 Departure:
 Return:
 Cost (Estimated): 0.00
 Cost (Reimbursed): 5.06

Required Reading:

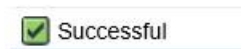
Type	Title	Created On	Created By
	EmployeeTrip: 0000011821 - Display Object		

Attachments:

Type	Title	Created On	Created By
	EmployeeTrip: 0000011821		

Travel Expenses for Trip 0000011821 for 17 Training:
 Approve Travel Expense | **Send Travel Expense Back for Correction**

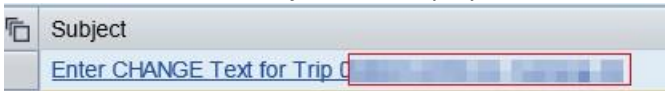
6. A confirmation will appear at the top of the window.



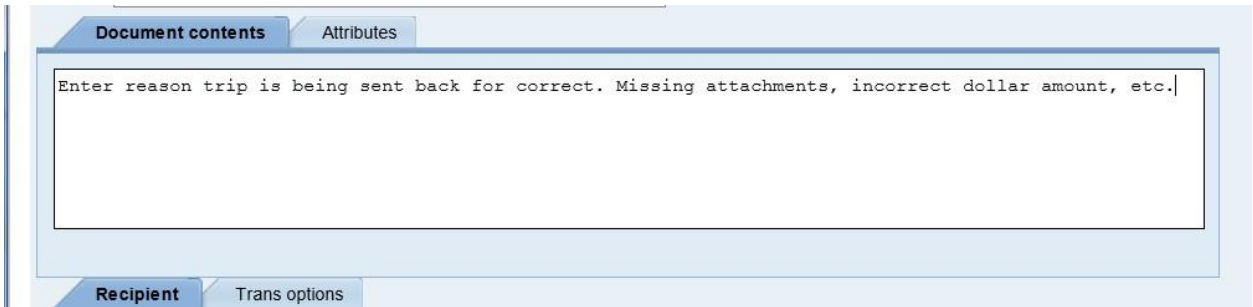
7. Click Refresh to update Tasks list.



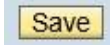
8. Click the underlined subject that displays Enter CHANGE Text for Trip...



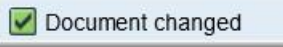
9. Enter the reason the expense report is being sent back.



10. Click Save to save the text.



- A confirmation message will display



11. Click Send... to send the information to the initiator.



- A confirmation message will display that the document was sent.

