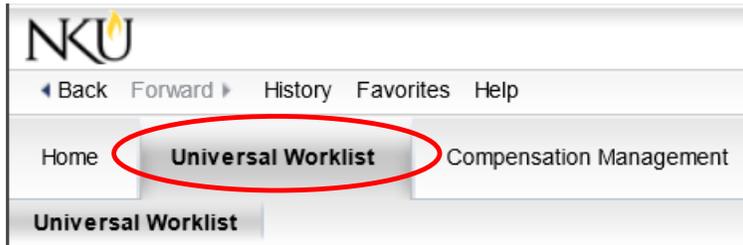


Return for Correction

Location(s): Universal Worklist (UWL)

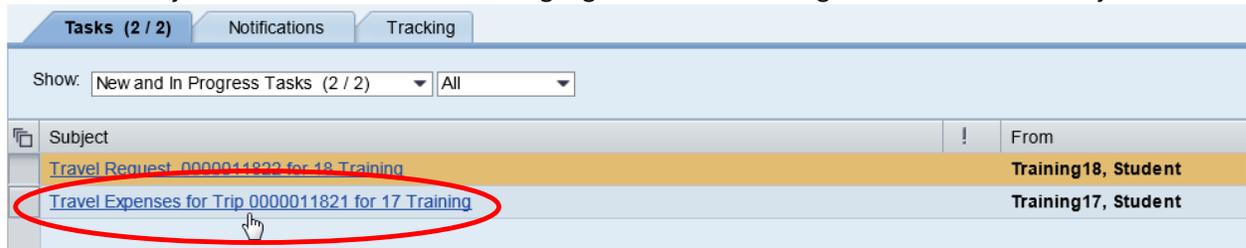
Purpose: If the travel request or expense report has errors or is missing information, the approver may send it back for correction.

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

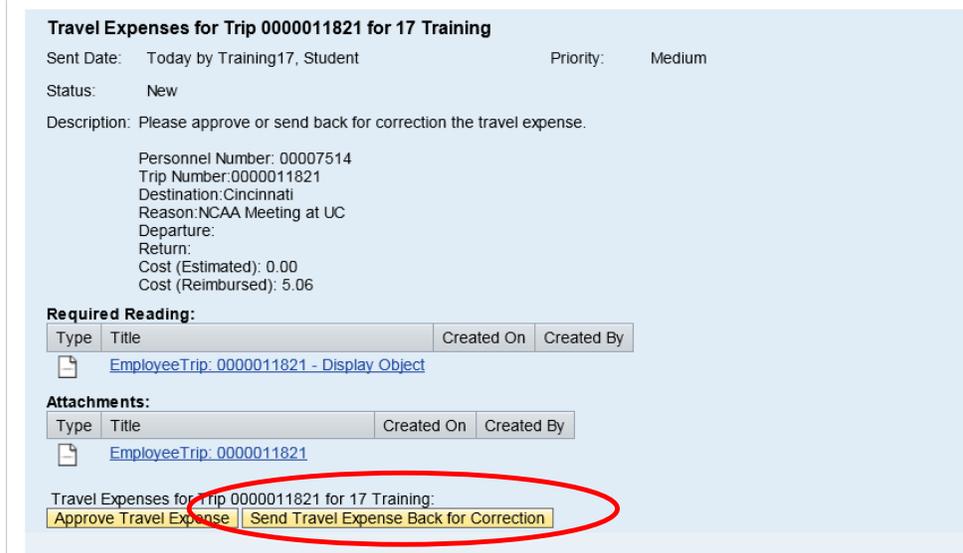


3. Click the underlined subject for the travel expense to send back for correction.

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.



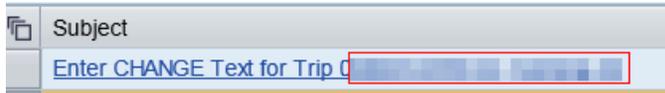
6. A confirmation will appear at the top of the window.



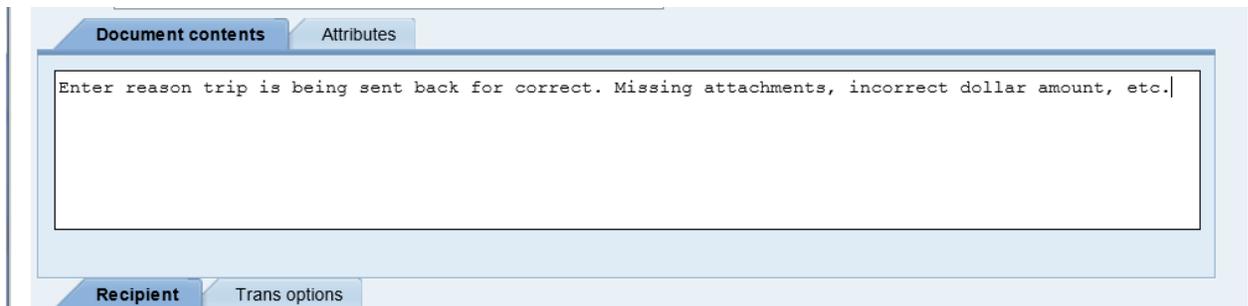
7. Click Refresh to update Tasks list.



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



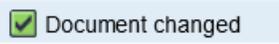
9. Enter the reason the expense report is being sent back.



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.

