EX.080.012 - Sending Back a Travel Authorization

Purpose	• To identify the purpose of the Send Back function. • To identify what actions an employee can take when a travel authorization is sent back to them. • To identify the route a travel authorization takes if it is sent back from a reviewer. • To send back a travel authorization using the Worklist.
Description	The Send Back function allows approvers and reviewers to return the travel authorization to the initiating employee to correct any erroneous information or provide any missing information. The employee can resubmit the transaction once the missing information and/or corrections have been provided/made. If a higher approval level (such as a Reviewer) sends back a Travel Authorization to an employee, the transactions must be routed through the normal approval levels once it is resubmitted (it will not route directly from the initiating employee to the Reviewer). When an employee receives a travel authorization that has been sent back, they can modify it and then resubmit it for approval. If a Reviewer sends back a Travel Authorization to an employee, the transaction must be routed through the normal approval levels once it is resubmitted. There are three methods which can be used to review and approve expenses transactions: • Email Notification • Worklist, and the • Summary Approval page. See business process EX.020.300, Understanding Approval Methods, for additional information.

	Each of these methods provides the approver with the same set of options: • Approve • Deny • Send Back • Hold, and • Budget Check. The main difference is the navigation used to reach these approval options.
Security Role	**BOR_EX_APPROVAL**
Dependencies/ Constraints	A Travel Authorization has been created.
Additional Information	None

Procedure

Below are instructions on how to send a Travel Authorization back to the employee because incorrect/insufficient information was entered.

Step	Action
1.	Click the **NavBa**r icon.
2.	Click the **Menu** link.
3.	Click the **Worklist** link at the top right corner of the page.
4.	View **Worklist** details by clicking the **Detail View** link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	The **Worklist** can be customized by clicking the **Customize** button.
6.	Transactions which need attention are displayed in the **Worklist** and can be selected by clicking on an item in the **Link** column. The following naming convention is used: TAApproval - Travel Authorizations ERApproval - Expense Reports CAApproval - Cash Advances

Step	Action
7.	Click a Travel Authorization entry (TAApproval) in the **Link** column.
8.	The **Travel Authorization Summary** page will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	Click the **vertical** scrollbar to navigate to the bottom of the page.
10.	If the institution uses encumbrance accounting for Travel Authorizations, a transaction is required to be budget checked before it can be approved. A transaction is **NOT** required to be budget checked if it is to be **Sent Back**, **Denied**, or placed on **Hold**. Thus, it is okay to proceed with sending the travel authorization back if the **Budget Status** is **Not Chk'd.**
11.	To see the Details of a Travel Authorization, click the **Travel Authorization Detail** link in the bottom right corner of the page.
12.	An explanation must be typed in the **Comments** section before the transaction can be sent back. The comment should include specific things which need correction, and/or the reason the Expense Report is being sent back to the employee.
13.	Enter "**Enter correct departure and arrival times**" in the **Comments** field.
14.	Click the **Send Back** button.
15.	Click the **OK** button.