

## EX.080.010 - Approving a Travel Authorization

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the methods for reviewing and approving travel authorizations.</li> <li>To identify the required budget checking status needed for a Travel Authorization to be approved.</li> <li>To approve a Travel Authorization via the Worklist.</li> </ul>
<b>Description</b>	<p>There are three methods which can be used to review and approve expenses transactions:</p> <ul style="list-style-type: none"> <li>Email Notification</li> <li>Worklist, and</li> <li>Summary Approval page.</li> </ul> <p>See <a href="#">business process EX.020.300</a>, Understanding Approval Methods, for additional information.</p> <p>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.</p> <p>Travel Authorizations must have a <b>Valid</b> budget status before they can be approved at any level. If changes are made to a transaction, and/or the transaction has not previously been budget checked, an approver will need to on-line budget check the transaction before it can be approved (or wait for the nightly batch budget check process to run). See <a href="#">business process EX.030.013</a> for an overview of budget checking.</p>
<b>Security Role</b>	<b>BOR_EX_APPROVAL</b>
<b>Dependencies/ Constraints</b>	A travel authorization has been created.
<b>Additional Information</b>	None

## Procedure

Below are instructions on how to begin the approval process for a Travel Authorization.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> link.
3.	Click the <b>Worklist</b> link in the top right corner of the screen.
4.	View worklist details by clicking the <b>Detail View</b> link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	Customize the way the <b>Worklist</b> appears by clicking the <b>Customize</b> button.
6.	Transactions which need attention are displayed in the <b>Worklist</b> and can be selected by clicking an item in the <b>Link</b> column. The following naming convention is used:  TAApapproval - Travel Authorizations ERApapproval - Expense Reports CAApapproval - Cash Advances
7.	Click a Travel Authorization (TAApapproval) entry in the <b>Link</b> column.
8.	The Travel Authorization details will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	Make a note of the Authorization ID. This number may be needed later in this business process in the event there is a budget checking exception.
10.	Click the <b>vertical</b> scrollbar to navigate to the bottom of the page.
11.	To view the Travel Authorization Details, click the <b>Travel Authorization Detail</b> link at the bottom right corner of the page.
12.	If the submitting institution uses encumbrance accounting for travel authorizations, a transaction is required to be budget checked before it can be approved.  The <b>Budget Status</b> (whether or not a transaction has been successfully budget checked) can be viewed near the bottom of the page below the comments section. The Budget Status must display <b>Valid</b> before the transaction can be approved. The <b>Approve</b> button is grayed out until the <b>Budget Status</b> displays <b>Valid</b> .

Step	Action
13.	<p>This budget checking process can happen one of two ways:</p> <p><b>Nightly Batch</b> – If a traveler submits a travel authorization or expense report and the Department Manager approver does not take any action that day, the transaction will be automatically budget checked during the nightly batch process. Example: Traveler “A” submits a travel authorization at 2 pm. The Departmental Manager “B” is on leave and does not review the transaction until 10 am the following day. In this example, “B” will not need to budget check the transaction because it was automatically preformed the night before.</p> <p><b>Online</b> – If a traveler submits a travel authorization or an expense report and the Department Manager wants to review the transaction the same day, he/she will need to manually budget check this item because the nightly batch process has not yet run.</p> <p>See <a href="#">Business Process EX.030.012</a> for additional information on the budget checking process.</p>
14.	<p>If a transaction already has a <b>Valid</b> budget status and a change to the amount or to the chartfield is needed, the transaction will need to be re-budget checked before it can be approved.</p>
15.	<p>For this example, the approver will on-line budget check the transaction to approve it without delay.</p>
16.	<p>To perform <b>Online Budget Checking</b>, click the <b>Budget Options</b> link.</p>
17.	<p>Click the <b>Budget Check</b> button.</p> <p>This process may take several minutes to complete. There is no need to manually refresh the page.</p>
18.	<p><b>Decision:</b> Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>• Is the budget status Valid? Go to step 19 on page 4</li> <li>• Is there a Warning or Error Message? Go to step 25 on page 5</li> </ul>
19.	<p>If the process runs successfully without warnings or errors, the user will see <b>Valid Budget Check</b> on this page.</p> <p>Also, the commitment control information for the transaction will be populated.</p>
20.	<p>Click the <b>OK</b> button to return to the transaction.</p>
21.	<p>Click the <b>vertical</b> scrollbar to navigate to the bottom of the page.</p>

Step	Action
22.	Notice that the <b>Budget Status</b> is now <b>Valid</b> , and that the <b>Approve</b> button is now available for selection.
23.	Click the <b>Approve</b> button.
24.	Click the <b>OK</b> button.
	<i>The remaining steps apply to other paths.</i>
25.	<p>There may be <b>Warnings</b> or <b>Error</b> messages if there are problems with the chartfield or various other issues. Each institution should decide how to best handle resolving these types of issues.</p> <p>If a <b>Warning</b> message appears, the transaction still receives a <b>Valid</b> budget check status and is eligible to be approved. If an <b>Error</b> message appears, the transaction cannot proceed without modification.</p>
26.	Click the <b>OK</b> button to acknowledge the message.
27.	<p>There is the option either to review the exception, or to return to the previous page.</p> <p>For this example, let's review the exception.</p>
28.	Click the <b>Yes</b> button.
29.	<p>Next, a page lists all Travel Authorization budget exceptions for the institution.</p> <p>For privacy reasons, the approver must know the specific Travel Authorization ID number (or Commitment Control Tran ID number). The approver cannot select or identify exceptions by name or employee ID.</p>
30.	<p>Ex) The Travel Authorization being reviewed was ID 0000300015.</p> <p>Click this entry in the <b>Travel Authorization ID</b> column.</p>
31.	<p>View the exception reason.</p> <p>The Exception for this transaction ID is that <b>No Budget Exists</b>.</p>
32.	To view the chartfield that was used on this transaction, click the magnifying glass near the beginning of this line.
33.	This page displays the Chartfield that was used on this transaction.
34.	Click the <b>OK</b> button to return to the previous page.

Step	Action
35.	<p>If responsible for resolving budget checking exceptions, the approver will need to take action on resolving this issue.</p> <p>If not tasked with resolving the budget checking exception, the approver should review this transaction at a later time to see if the budget checking exception has been resolved.</p>
36.	<p>To review a Travel Authorization budget checking exception at a later time, follow the instructions in <a href="#">business process EX.030.016</a>.</p>
37.	<p>Click the <b>Return to Search</b> button.</p>
38.	<p>Click the <b>Worklist</b> link to continue reviewing any transactions that await approval.</p>