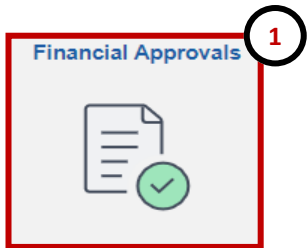


# Approve Travel & Expense Report Documents



1. Log into PeopleSoft and look for the **Financials Approvals** tile in homepage .
2. Select the “**All**” link to display all financial documents pending your approval.
3. Select the individual document lines to review and approve separately.

Employee Self Service

View By Type

- All (3)
- Expense Report (1)
- Travel Authorization (1)
- Voucher (1)

All			3 rows
<b>Travel Authorization</b>	0000139356 Tony Stark	100.00 USD	Routed 11/14/2019 >
<b>Expense Report</b>	Scott Lang - 0000234590 / Business Meeting Expense ↓ Low Priority	50.00 USD	Routed 11/14/2019 >
<b>Voucher</b>	UTEP1 / 00098289 / 111419_001 Peter V. Parker ⚠ Medium Priority	25.99 USD	Routed 11/14/2019 >

Pending Approvals

Travel Authorization

Tony Stark  
100.00 USD

Header is pending your approval

**Summary**

Name Tony Stark	Authorization ID 0000139356 Submitted for Approval
Total Amount 100.00 USD	Date From 11/25/19
Travel Auth Description National PeopleSoft Conference	Date To 11/27/19
Business Purpose TRV-Attend Meeting, Conf, etc.	Created By Scott Lang
Comment Attend National PeopleSoft Conference in Orlando	Submission Date 11/14/19
	Updated on 11/14/19 - 3:55 PM

**Attachments and Notes**

View Attachments

**Accounting**

View Accounting >

**Lines**

Date/Expense Type	Amount
11/25/19 TA-Travel-Auth-Encumbrance-Amt	100.00 USD

Approve Terminate More

Sendback Hold

4. Review **Summary** information (Amount, Description, Comment).
5. If available, review **Attachments**.
6. Review Expenses (Date, Description, Line Amount).
7. To see funding information, select > arrow to open a pop-up window and then select **View Accounting**.
8. To go back , click the exit (X) button and on the left hand corner of the page click **Back to Header**.
9. Use the **Approve, Terminate, or More (Sendback)** buttons on the top right corner to continue. Select the **More** button to **Sendback**.
10. From the confirmation pop-up window, press **Submit** to complete. Please note: Comments are required when sending back or terminating



Cancel Approve Submit

You are about to approve this request.

Approver Comments