INSTRUCTIONS:

1. Begin by selecting the Travel Authorizations tab to filter Travel Authorizations available for approval. Select the Transaction ID of the authorization to be reviewed.

2. A summary page of the Travel Authorization selected will display.
3. Select **Accounting Defaults** to review or change the chartfield values, followed by the **OK** button. If the chartfields are modified, it will be for all expense lines. The Account values **cannot be changed**.

4. **Do not use Add Chartfield Line.** Split funding is not currently supported.

5. Select the **Expense Type** to review the **details** for each line item. Line items **cannot** be individually approved. Review for accuracy.
6. Make sure all the supporting documentation is attached within the **Attachments** links.

7. Review and ensure that the **Total Authorized** in the **Totals** section is correct.

8. If the transaction requires corrections and/or modifications, the approver must **Send Back** the request to the traveler. Enter an explanation in the **Comments** section, followed by the **Send Back** button.

9. **Do not use** the **Budget Options** link. This option is currently not supported.

10. If the transaction is ready to be approved, select the **Approve** button.
11. Once the transaction has been approved, a **Submit Confirmation** message will display. Select the **OK** button.

The transaction will be routed to the next approver.