Approving Travel Authorizations

After an employee submits a travel authorization, it goes through the approval process. Approvers can approve, deny, send back for revision, or hold the travel request. The expense line data for the travel authorization is read-only, so approvers cannot edit descriptive information or line item amounts.

Employees cannot approve their own travel authorizations. The system compares the employee ID on the travel authorization with the employee ID that is associated with the approver’s user ID.

Approvers cannot modify accounting (department id and expense code) information. This is because the workflow of a given transaction is determined at the time the employee submits the travel or expense for approval. If accounting information needs to be changed, send the TA back to the employee for revision.

When a travel authorization is DENIED, it cannot be modified or processed further. (Use Deny Request if the Approver wishes to not approve the TA now or ever. Use Send Back for Revision if the Approver simply requires modification to the TA before approval.)
Approvers access Travel Authorizations via the Worklist.

**Worklist**

The *worklist* is located at the top right-hand corner of the screen.

Select the link to the TA or ER that you wish to review.
You will be taken to the Travel Authorization Summary page, where you may:

- View accounting information
- View expense detail lines
- Deny individual expense detail lines (denying an individual expense detail line is NOT the same as denying the entire TA)
- View approver comments
- View exception comments