



Travel Management System (TMS)

JOB AID # 2.02

Date: 1/31/2015

Job Aid Description: Add Authorized Approvers to a Travel Request

The approver of a Travel Request will default to your department manager. There are times when you need other people, like a Business Manager, administrator or another budget manager to review and approve your request. The request will still have to go through your default manager.

To Add Authorized Approvers to your workflow:

Request Header Segments Approval Flow Audit Trail

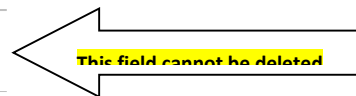
1. Click on the **Approval Flow** tab of your Travel Request.
2. You may add other approvers by clicking on the "Add a Step After this Step" plus icon





or the "Add a Step Before This Step" button next to the Manager Approval field.



You will be given a new field called User-Added Approver where you can add additional approvers either before or after your manager. With your cursor in the field, slowly begin typing the person's Last Name. A list of names will populate a drop down list. If you are unsure of the spelling of the name, enter a '*' and the entire list of Authorized approvers will drop down for you to choose from.



NOTE: Be very careful to select the correct person! Verify that the email address is @kennesaw.edu. You may add multiple approvers, however, it is not recommended to add more than 4 other approvers, as it will slow down the workflow.

3. To delete a User-Added Approver, just click the Red X button  next to the name field. Then Save Workflow. 

4. If your approval flow is correct, just click Submit Request button.

Submit Request 

Please note: The Approval flow for your next request will default back to just your department manager.