Kennesaw State University	Travel Management System (TMS)
JOB AID # 6.03	**Date: 03/29/2012**

Job Aid Description: Approve Travel Request

NOTE!!! It is important that you, as an approver, assign your approval duties to the appropriate person when you are traveling for work or are on vacation and unable to approve your staff travel. The person you delegate to approve reports on your behalf should be either up the chain of command from your position or the next person below in the department in the chain of command. If you need to delegate your approval to someone else, simply send an email to travel@kennesaw.edu with the date range you will be out and the person who will approve on your behalf.

1. As an Approver, you will receive an email notification each time one of your staff members submits a Travel Request.
2. To view the request, log into the Travel Management System using your User Name and Password.
3. From the **Approval Queue** section of your **My Concur** page, Click on the **Travel Request** tab.
4. You will see the Travel Request Name which is the location and date of the trip and the employee that the trip is associated with under "Employee". Each Travel Request is assigned a unique ID to track the request.
5. Click the Trip Request you want to Review by clicking on the Travel request name.
6. You will be taken to the **Travel Request Header** tab where you are able to review the general information regarding the trip: 1. Trip name 2. Start and End trip dates 3. Purpose of the trip 4. Total estimated amount 5. Speed Chart 6. Any comments entered by the employee.

   Note: If a trip expense is being allocated between two or more departments, an employee will have to create and send a Travel Request for each department speed chart separately to obtain pre-trip approval. An allocation will be indicated by a letter (A or B, etc) behind the Travel Request Name for each allocation.

7. Click on the **Segment** tab to review the Air Hotel, Rental Car, Lodging, Meals, and Misc expense components of the request. (Note: Employees should break out their request by segment, however, they may estimate the entire trip Total in the Misc. section. If they choose this option, a comment should be included explaining or breaking out individual expenses.
8. Segments are kept in a running list. To view all expenses, use your scrolling bar to scroll through segments. You also have the ability to view and/or print the Travel Request expense detail by the clicking **Print/Email** button. A summary page of report and expense information will open in a separate window.
9. Click on the **Approval Flow** tab (or the **Approve & Forward** button) to verify the Approval Flow of the request before Approving to make sure the employee included all necessary approvers in the workflow.
10. The system will allow you to choose another person(s) from a list of authorized approvers to review and approve the request. To add another approver click the button. You may add multiple approvers, however, it is not recommended to add more than 4 other approvers, as it will slow down the workflow.
11. If you are satisfied with the information provided and approve the travel, click **Approve**.
12. If you are not approving the request and/or need more information or clarification from the employee before approving, click the **Send Back Travel Request**. (You will be required to enter a comment to explain the reason report is being returned.)