



Travel Management System (TMS)

JOB AID # 8.02

Date: 01/24/2013

Job Aid Description: Best Practices for Approvers

- Respond promptly to all email notifications from the system to review and approve your employee's travel requests, cash advances, and expense reports
- Review all email notifications regarding air, hotel, and car bookings. Respond if necessary—and promptly—**only in event the booking should be voided or cancelled.**
- **"Void"** an airline ticket by replying to the booking notification email within 24 hours from the time received. (Travel, Inc. booking fees still apply)
- **"Cancel"** airline tickets if it is after the 24 hours of receiving the booking notification email by calling Travel, Inc. (Travel, Inc. booking and airline cancelation fees still apply AND ticket is not refunded, but can be re-used.)
- Thoroughly review ALL information submitted through TMS by your staff before approving any item!
- Review the Approval Flow. Insert any Authorized Approver not included, such as a Business Manager, Grants Manager, Project Manager or others required for your department.
- Approvers are held accountable for ALL approved information on the Expense Report. Please be sure to check reports carefully for required receipts, policy violations, allocations, etc. before you approve!
- You can approve, deny, or send items back to the employee for changes.
- Vacation Rule: When out of the office and unable to approve, please send an email to travel@kennesaw.edu with the dates when you are out of the office and identify who should be assigned to approve on your behalf.
Note: Delegated Approvers for Vacations must be either one level up or next level below the chain of command from your position.