TRAVEL AND EXPENSE APPROVAL PROCESS

Jackson State University
If you are the Approver for an Authorization or Expense Report, you will receive an email similar to the example above indicating you have something to Approve.

- Click on the **Workflow** link in the email to take you to the Workflow Login Page.
- Log into Workflow and you will be taken directly to the approval page.
LOG INTO BANNER WORKFLOW

- Username: J#
- Password: received from bannerpaws
<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Expense Approval for Dean Joseph TR000758</td>
<td>ReimbursementApproval</td>
<td>Normal</td>
<td>03-Dec-2015 03:19:49 PM</td>
</tr>
<tr>
<td>Root</td>
<td>Expense Approval for Lois Alexis TR000755</td>
<td>ReimbursementApproval</td>
<td>Normal</td>
<td>02-Dec-2015 03:18:25 PM</td>
</tr>
<tr>
<td>Root</td>
<td>Expense Approval for Rosemarie Pryce Washington TR000732</td>
<td>ReimbursementApproval</td>
<td>Normal</td>
<td>03-Dec-2015 11:08:57 AM</td>
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</tbody>
</table>

Show Reserved Items

1 - 5 of 5  First  Previous  Next  Last  Go to page: 1  

Top

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Your approval is being requested for the following Travel & Expense Authorization Report.

Traveler: Harry Kim
Affiliation: Administration
Entered by: Gary Rindone
Relocation: No
Report Type: Out of State Travel
Document Code: TA000320
Report Date: 25-OCT-2013
Document Purpose: Conference
Document Description: None
Document Comments: None
Expense Amount: 1,617.00 USD
Per Diem Amount: 298.00 USD
Reimbursable Amount: 1,915.00 USD
Non-Reimbursable Amount: 564.65 USD
Total Amount: 2,479.65 USD
Budget Available for Reimbursable Expenses: No
Previous Approver Comments: N/A

Please select an approval status and enter any appropriate comments.

* Approval Status
  - Approve (Final)
  - Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)
  - Deny
  - Return for Correction

Approver Comments:

Additional Approver:
- Click on the **Travel and Expense Page** link on the Workflow page to take you to the report in Travel and Expense Management. You can navigate through this report just like the creator but you cannot modify it except to add attachments and comments. Exit back to your Workflow page to select your approval decision.
Welcome

Sign in to Travel and Expense Reporting
Please enter your User Name and Password.

User Name: [Your J#]
Password: [6 digit PAWS Pin]

Sign In
New York 11-15-13 (TA000320 - Submitted)

Harry Kim (ID: A00010905)

**General Information**
- Report Type: Out of State Travel
- Purpose: Conference
- Report Date: Oct 25, 2013
- Description:
- Pay Amounts: 1,915.00 USD
- Affiliation: Administration

**User Activity History**
- Initiated By: Gary Rindone (ID:A0001070H)
- Sent to traveler by:
- Submitted by: Gary Rindone (ID:A0001070H)

**E-Mail Address**
profilecomp@collegeboard.org

**Itinerary**
- From: Nov 15, 2013 7:00 AM West Chester
- To: Nov 22, 2013 2:00 PM New York

**Attachments**

**Comments**
**APPROVAL DECISIONS**

- **Approve (Final)** - *NEVER* select this option.
- Approve Authorization but Not Advance
- Approve and Add Approver (enter approver’s J00#)
- Deny
- Return for correction (If the report is returned for correction, you must enter a comment to let the traveler know what needs to be changed.)
- Click the **Complete** button to complete your approval process.
Dear Gary,

The following Travel & Expense document has been forwarded for an additional approval.

Document Code: TA000025  
Document Purpose: Conference  
Document Description: None  
Document Comments:  
Reimbursement Amount: 631.25

The following comments were entered:  
|This is okay by me, how about you?|

Regards,  
John Miller
Dear Gary,

The following Travel & Expense document has been approved by Mark Sanders.

Document Code: TA000025
Document Purpose: City Sight
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
Good to Go!

Regards,
Mark Sanders
ADDING A PROXY FOR WORKFLOW

User Information

Logon ID: 300087162
Last Name: Weekly
First Name: Stephanie
Middle Name: 
Email: stephanie.weekly@jsums.edu
Effective From: 27-Mar-2015 09:27:36 AM
Effective To:

Notifications
Launching

My Roles

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role Name</th>
<th>Effective From</th>
<th>Effective To</th>
<th>Type</th>
<th>Proxy Assignment</th>
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</thead>
<tbody>
<tr>
<td>Root</td>
<td>Approver</td>
<td>27-Mar-2015 09:30:23 AM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
</tbody>
</table>

My Proxies
SETTNİNG PROXY DATES

Choose the persons J00# from the list
Select dates (From/To)
Click non-confidential
Click Save
Questions/Concerns

- Stephanie Weekly, Travel Coordinator
  - 601-979-0699

- Kizmet Davis-Esco, Travel Coordinator
  - 601-979-0869
  - Email: travel@jsums.edu
This concludes the Travel Approvals Training.

You may now click...