Traveler Review of Authorization (TA) or Expense Report (TR)

This section will show the traveler how to review their documents and submit them for approval. As the traveler, you must review and submit the Travel Authorization (TA) or Expense Report (TR) for which a delegate has entered for you. Only the traveler can request an advance, if necessary.

You will receive an email from Workflow@astate.edu with the subject ‘Travel Document Review Request’. The email will list the ‘Travel Authorization or Expense Report’ number. In this email, you will see a summary of the travel document. By selecting the workflow link in the email, you will be taken to the Travel and Expense system, where the document can be reviewed and submitted. To log into the Travel and Expense system, your Username will be your ‘8-digit Campus Wide ID Number’ and your Password will be your ‘6-digit PIN’.

Once logged in, go to the ‘Expense Manager’ tab and click ‘Authorization Reports’ for the authorization and ‘Expense Reports’ if the travel document is a reimbursement. The travel document that you need to review will open to the ‘Summary’ screen.

Please review the information by selecting from the page numbers at the bottom of the screen. Page 1 displays ‘General Information’; page 2 displays ‘Reimbursable’ expense information. Page 3 displays the ‘Funding Summary’. Page 4 displays ‘Non-reimbursable Expenses’.

If you are reviewing an authorization which has been submitted by your delegate, you may now submit the document for approval, or you may request an advance. If you are also requesting an advance, when this is submitted, the authorization will be submitted along with the advance for approval.

To request an advance, you must be a full-time employee and have been approved by your supervisor for an advance.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA number, and the TV number if an advance was requested, will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.

If submitting an expense report, or TR, you will receive a popup box asking if this is your final expense report for this travel authorization, or TA. Select ‘YES’. You will not receive this prompt for a TR generated from a blanket TA.