Travel – Approving a Travel Authorization

For employees approving a travel authorization.

Purpose:	Approve a travel authorization.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind thatSupporting documents can be attached.
Procedure:	Complete the following steps to approve a travel authorization:

1. If you have a travel authorization to approve, you will receive a bell notification and email.

■ TU STR/	ΑΤι	JS							Ļ ¹⁴ TM	
	Go	od after	noon, Ti	ravel Man	ager!					
	Me	Payables	Expenses	Procurement	My Enterprise	Tools	Others			
	APPS									
		Expenses	+							
	Thin	gs to Finish								
				terday	× Yesterday		× Yesterday	×		

NOTE: If you have an authorization to approve, you will also receive an email. From that email, you can approve or reject the authorization. At the top of the email, it will say **"Access this task in the Workspace Application"**. Clicking the **Workspace Application link** will route you to Stratus. The recommended approval method is to click the link in the email and follow the below steps in Stratus.



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Action Required: Authorization Appro		aver manager (1,5 m.00 c					
TM Travel Manager <elbz-test.fa.sender@ To Rowe, Lauren M.</elbz-test.fa.sender@ 	workflow.mail.us2.cloud.oracle.com>			S Reply	≪ Reply All	→ Forward Tue 4/26/2022	
45287.PDF 90 KB							
CAUTION: This email is from outside of TU. Use cau	tion before clicking links or opening attachm	nents. If suspicious, report to phist	ing@towson.edu.]				
Access this task in the Workspace Application							
	Authorization Approval						
	1,347.00 USD Travel Manager						
	AUTH000009205487 submitted o Overnight Trip	on 4/26/22					
	4/29/22 - 5/2/22, Las Vegas, NV Funds check ran on 4/26/22 9:12						
	Approve	Reject	Request Info				
	Items						
	Airfare Cost Center 21470		548.00				
	Hotel Cost Center 21470		799.00				
	Approvers						
	UTRAVEL_OFFICE						
	Assigned to Lauren Rowe		4/26/22 9:12 AM				
	T		4/26/22 9:12 AM				

2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.

otifications	Show
Search	
ACTION REQUIRED	3 minutes ago
Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)	
Travel Manager Approve	Reject
ACTION REQUIRED	Yesterday
Authorization Approval AUTH000009206591 for Elizabeth Shearer (1,176.00 USD)	
Elizabeth Shearer Approve	Reject
APPROVED	Yesterday
Expense Report Approval EXP000009167459 for Lauren Rowe (69.99 USD)	
Lauren Rowe	Dismiss
APPROVED	Yesterday
Expense Report Approval EXP000009167418 for Lauren Rowe (25.00 USD)	
Lauren Rowe	Dismiss
DELEGATED	Yesterday
Approval of Invoice 00002315E9152 from UPS (245.75 USD)	
Lauren Rowe Approve	Reject
Load More Iter	ms 1-5 of 160 items

3. This will bring up the authorization details. From here, you can view the expense report image, approve, reject, or click on actions in the top right corner.

Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)	Actions Approve Reject
	Check Funds
	View Results
Authorization Approval	Request Information
1,347.00 USD Travel Manager	Delegate
AUTH00009205487 submitted on 4/26/22	Reassign
Overnight Trip	Route Task
4/29/22 - 5/2/22, Las Vegas, NV	Escalate
Funds check ran on 4/26/22 9:12 AM: Passed	
	Suspend
Items	Add Comments
Airfare 548.00	Add Attachment
Cost Center 21470	View Approvals
Hotel 799.00	
Cost Center 21470	

NOTE: Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.

Delegate – delegate approval to someone else to approve the expense report on your behalf.

Reassign - reassign approval to someone else to approve the expense report on your behalf.

Route Task – will require you to approve the expense report, then can be routed to an additional person to review/approve.

Add Comments – adds comments to the expense report.

Add Attachments – adds attachments to the expense report.

View Approvals – see who approved before you/who it will go to after you.

4. When you have reviewed the authorization and are ready to approve, click Approve. Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)



Authorization Approval	
1,347.00 USD Travel Manager	
AUTH000009205487 submitted on 4/26/22	
Overnight Trip	
4/29/22 - 5/2/22, Las Vegas, NV	
Funds check ran on 4/26/22 9:12 AM: Passed	
Items	
Airfare	548.00
Cost Center 21470	
Hotel	799.00
Cost Center 21470	

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the travel authorization instead of approving.

Authorization Approval 1,347.00 USD Travel Manager AUTH00009205487 submitted on 4/26/22 Overnight Trip 4/29/22 - 5/2/22, Las Vegas, NV Control Comment Comment	ct
1,347.00 USD Travel Manager AUTH00009205487 submitted on 4/26/22 Overnight Trip 4/29/22 - 5/2/22, Las Vegas, NV For the transport of the trans	
AUTH00009205487 submitted on 4/26/22 Overnight Trip 4/29/22 - 5/2/22, Las Vegas, NV Approve Submit Cancel Comment	
Overnight Trip 4/29/22 - 5/2/22, Las Vegas, NV Approve Submit Cancel Comment	
4/29/22 - 5/2/22, Las Vegas, NV Approve Submit Cancel	
Approve Submit Cancel	
Comment	
Drag files here or click to add attachment V	