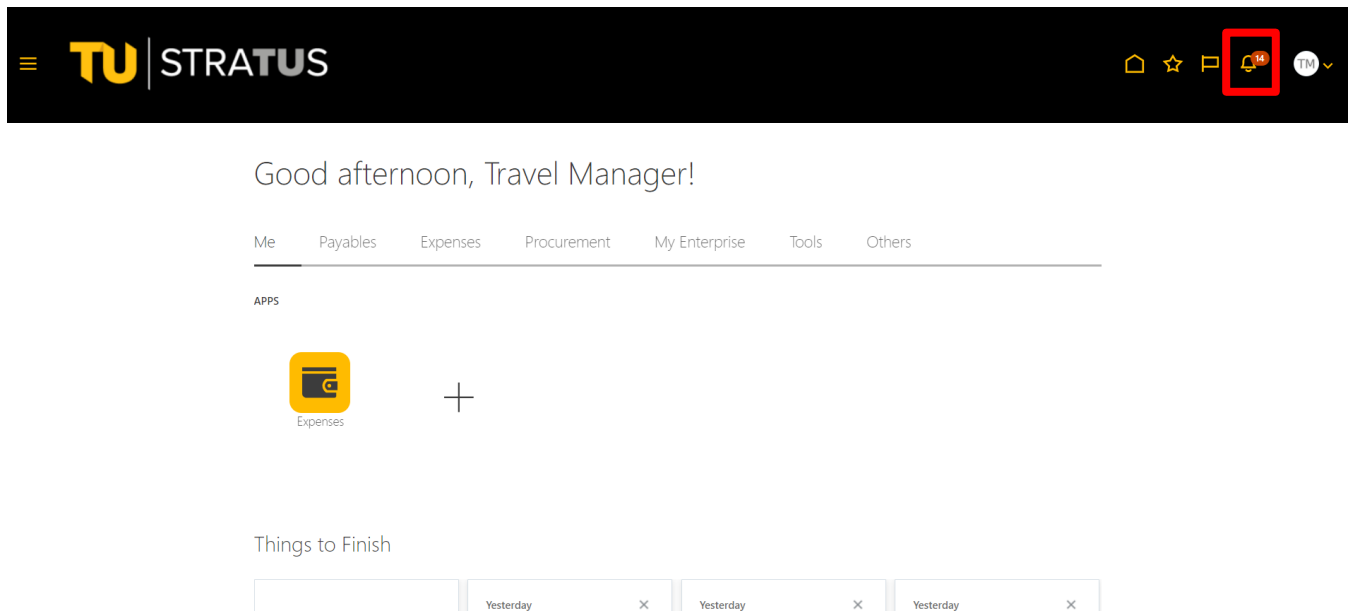


Travel – Approving a Travel Authorization

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 that...
- Supporting 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.



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.

Travel – Approving a Travel Authorization

Action Required: Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)



Travel Manager <elbz-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
To: Rowe, Lauren M.

Reply Reply All Forward ...
Tue 4/26/2022 9:13 AM

45287.PDF 145 KB
OPR1_VPS_ATUPAM.A60TSU1T.JOB08510.D0000107_-2022-04-18-11.25.31.pdf 90 KB

CAUTION: This email is from outside of TU. Use caution before clicking links or opening attachments. If suspicious, report to phishing@towson.edu.

Access this task in the [Workspace Application](#)

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

Approve Reject Request Info

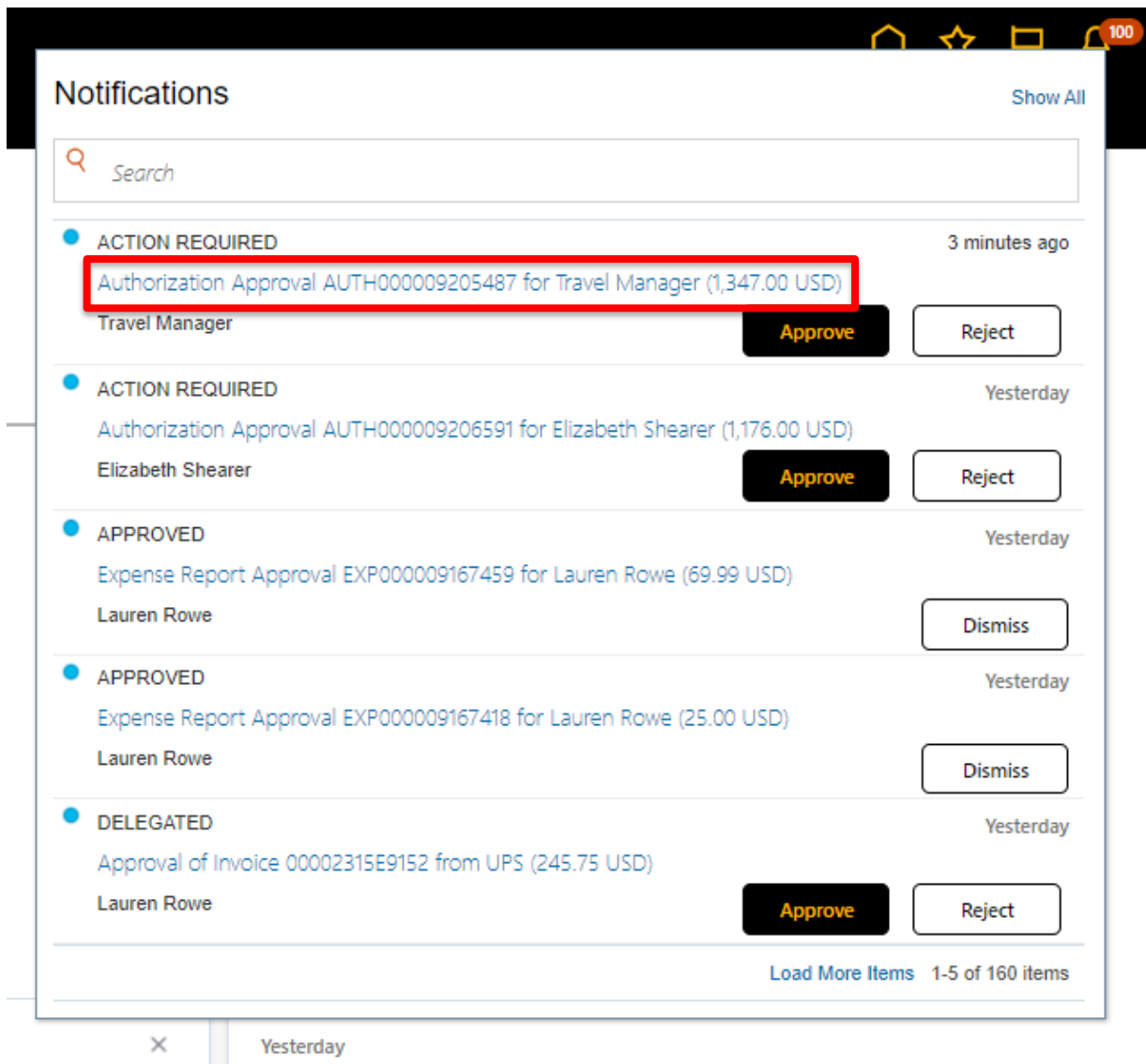
Items

Airfare	548.00
Cost Center 21470	
Hotel	799.00
Cost Center 21470	

Approvers

- TU_TRAVEL_OFFICE
- Assigned to **Lauren Rowe** 4/26/22 9:12 AM
- Submitted by **Travel Manager** 4/26/22 9:12 AM

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



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.

Travel – Approving a Travel Authorization

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	

Actions ▾ **Approve** **Reject**

- Check Funds
- View Results
- Request Information
- Delegate
- Reassign
- Route Task
- Escalate
- Suspend
- Add Comments
- Add Attachment
- View Approvals

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.

- 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	

Actions ▾ **Approve** **Reject**


- 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 AUTH000009205487 for Travel Manager (1,347.00 USD) Actions ▾ **Approve** **Reject**

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
E. ... 4/26/22 8:43 AM P...

Approve **Submit** **Cancel**

Comment

 [Drag files here or click to add attachment](#) ▾