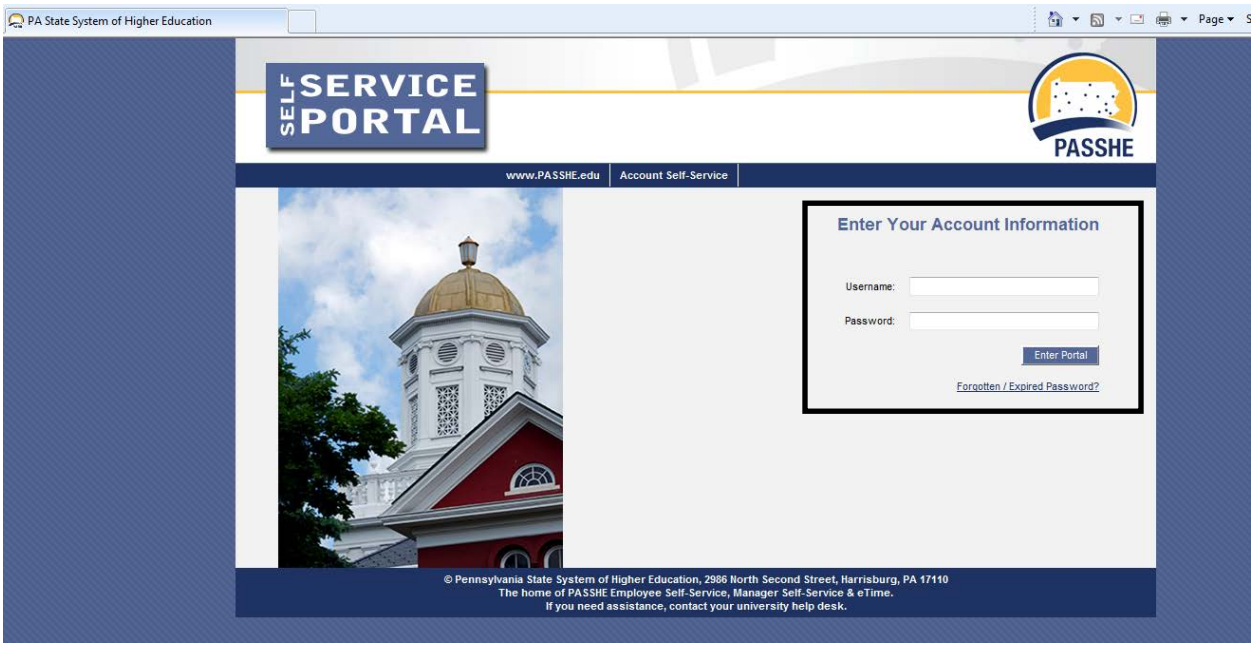
PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Approve Trip

All trips (Travel Requests and Expense Reports) will be approved via the portal.

Log into the portal…



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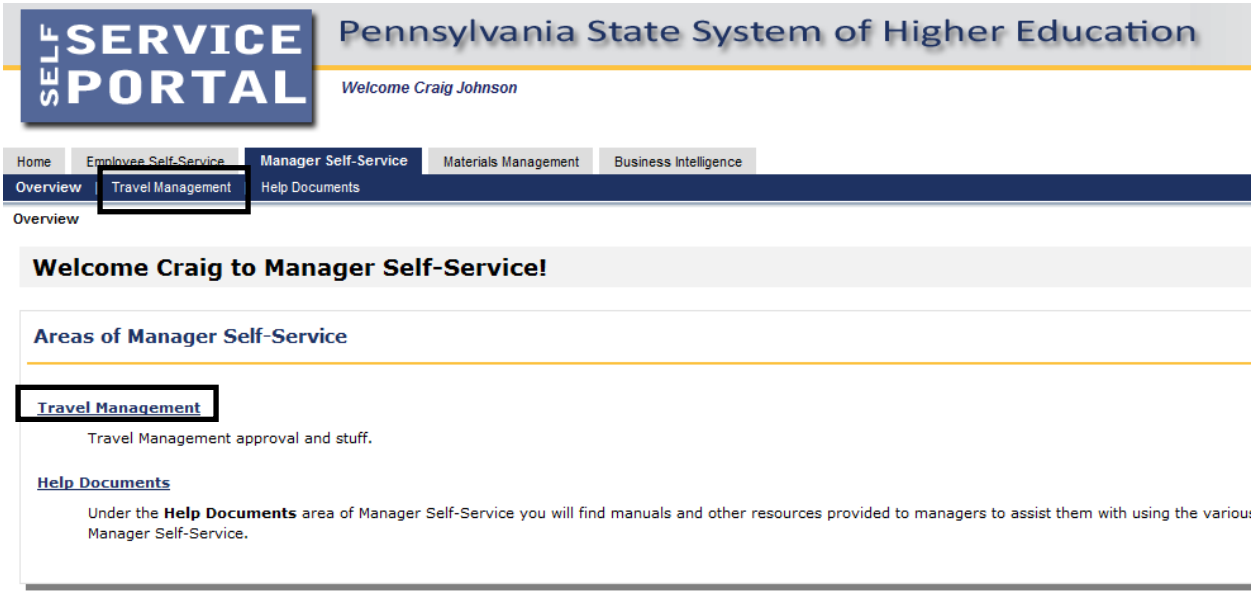
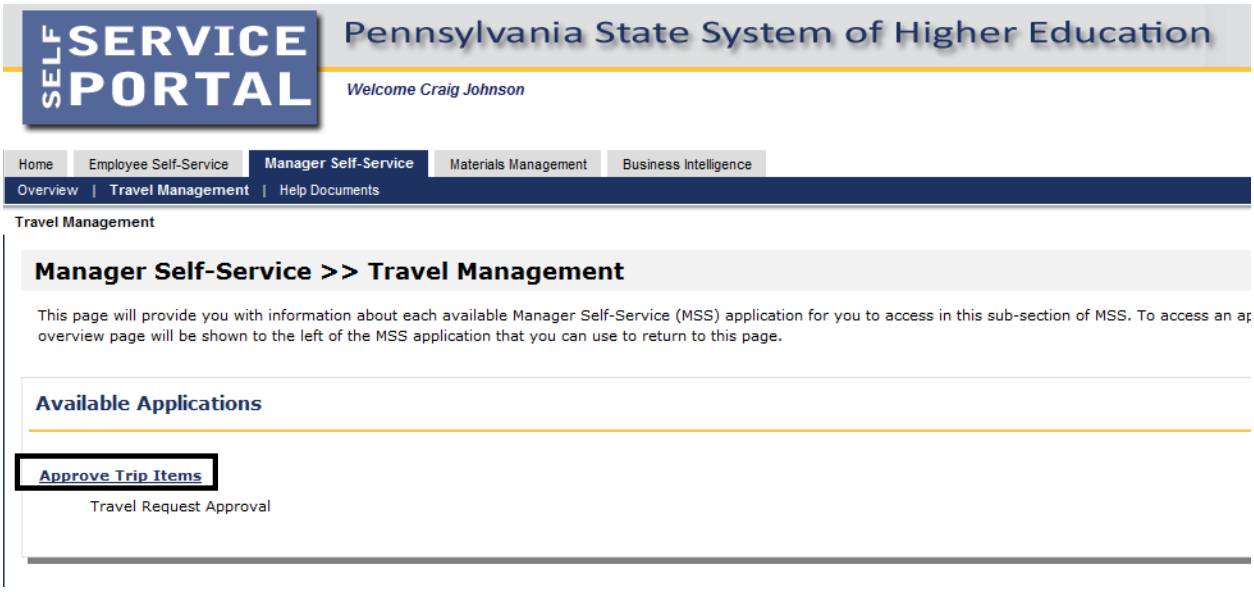
From the MSS tab, click on either of the 2 provided Travel Management links.



Next, click on Approve Trip Items



PA STATE SYSTEM OF HIGHER EDUCATION
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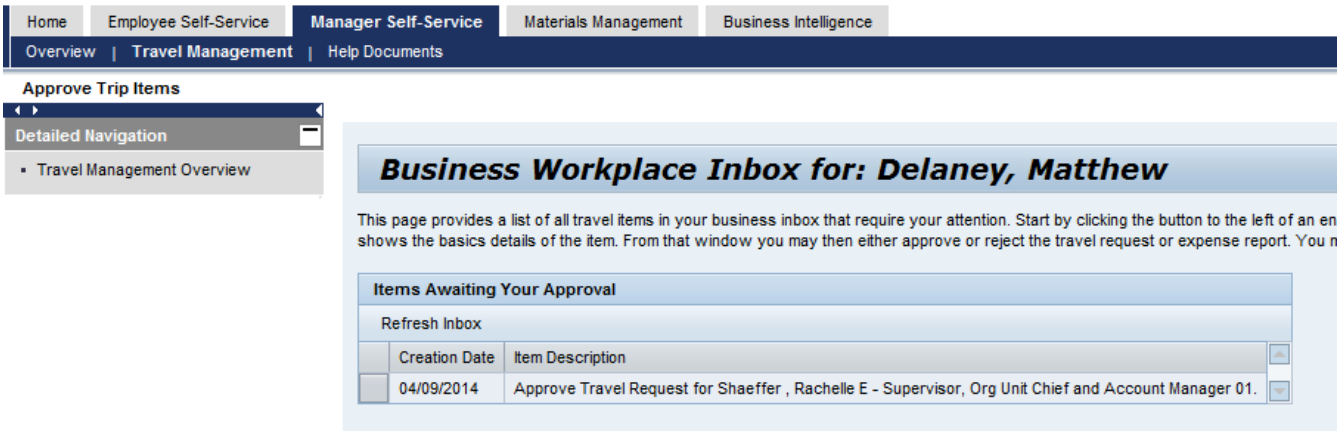
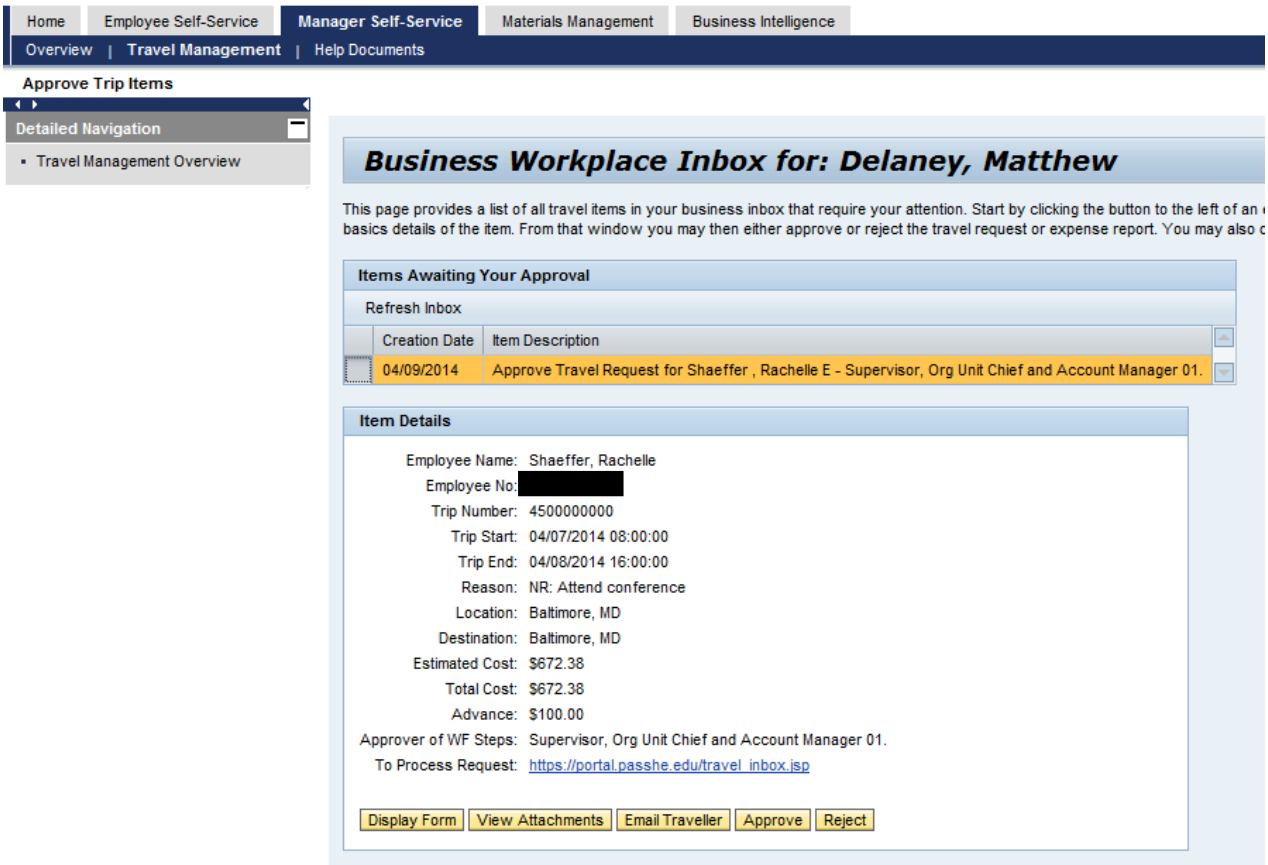
Approve Trip

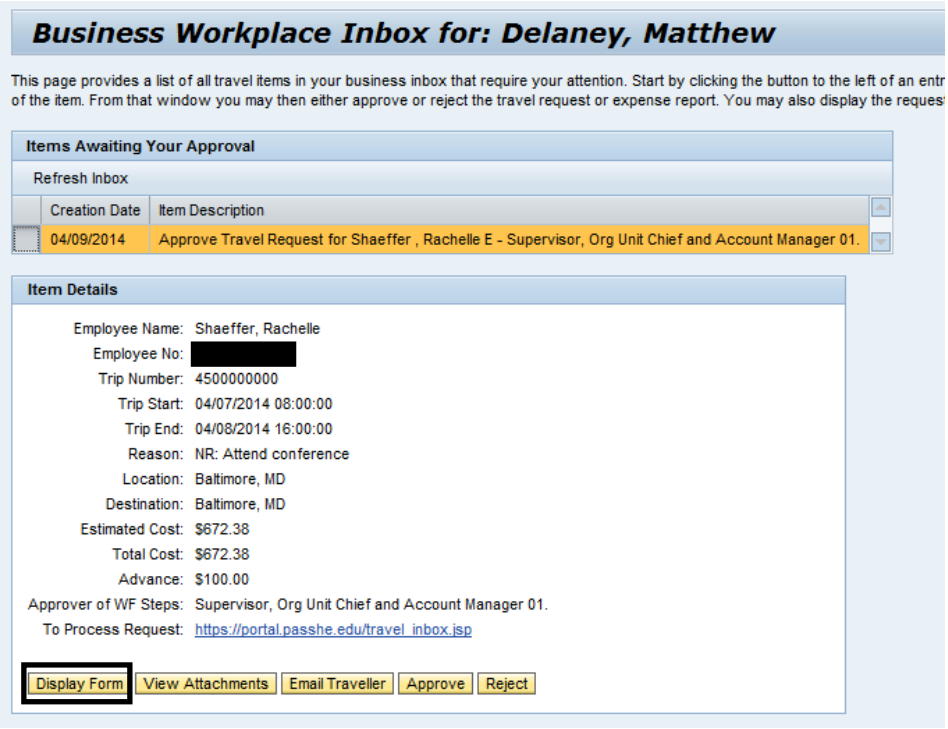
All trips that are awaiting your approval will be listed in the Business Workplace Inbox.



Click on the line you wish to act upon, and additional details for that trip will be shown.

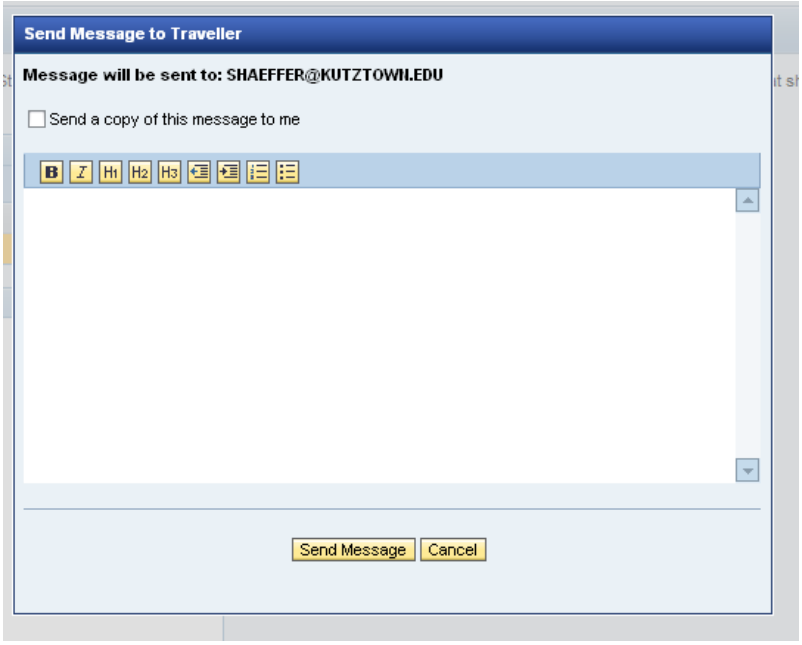


If you would like to see the Request/Expense Report in even greater detail, click on the Display Form button.

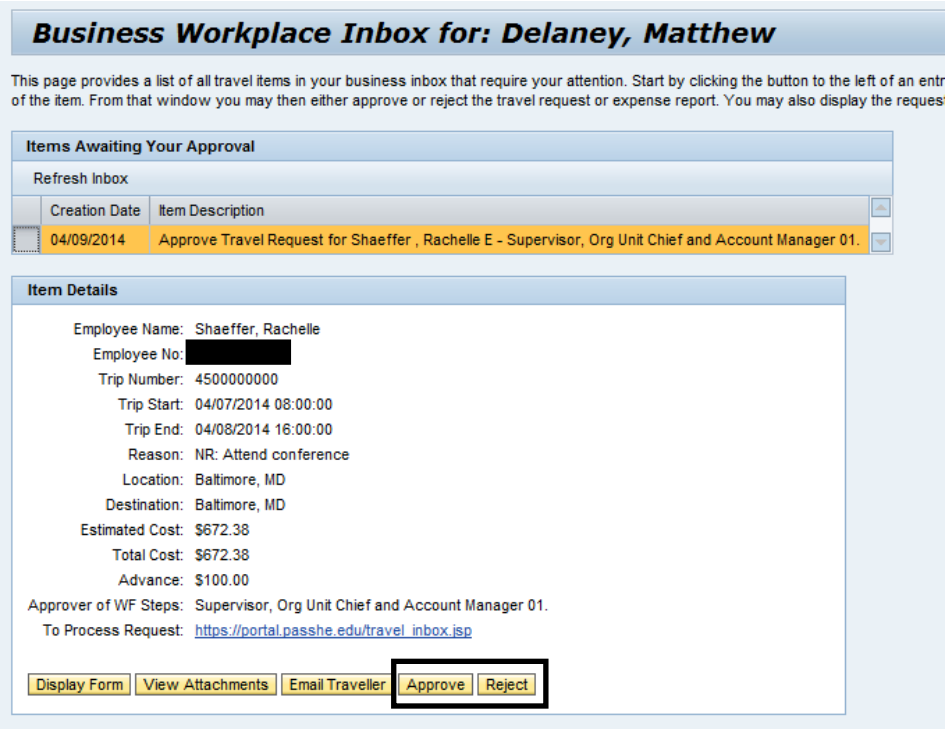


You can display any Attachments that the traveler added to the trip by clicking on View Attachments.

If you need to email the traveler for any reason, click on [Email Traveller] and the following pop-up box will appear allowing you to create and send a message.



Next, you can either Approve or Reject the trip by clicking on the appropriate button.



PA STATE SYSTEM OF HIGHER EDUCATION
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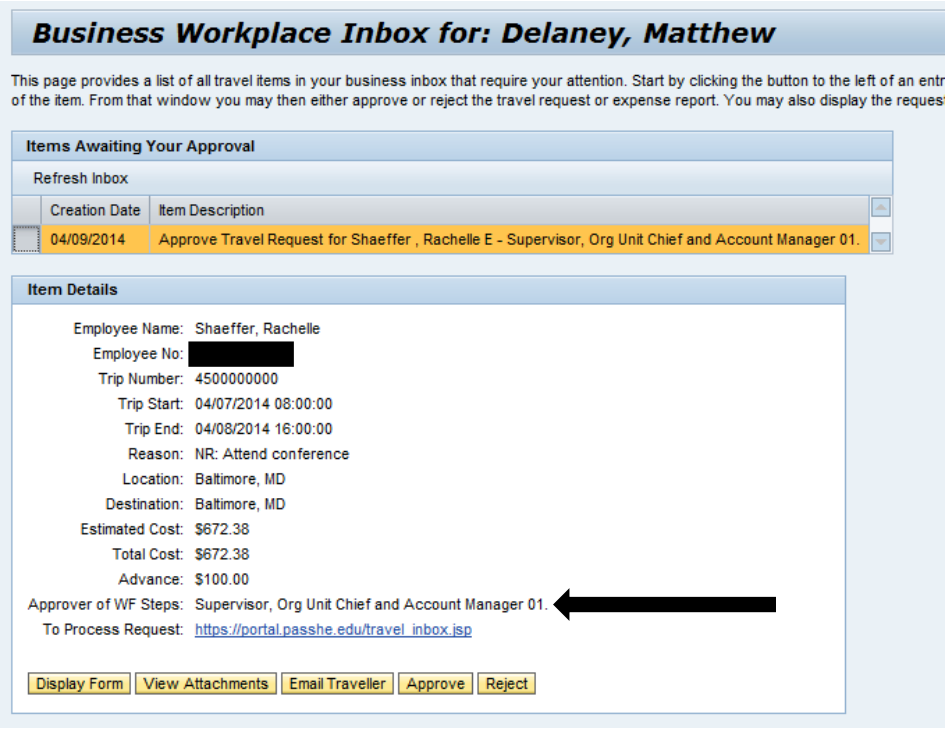
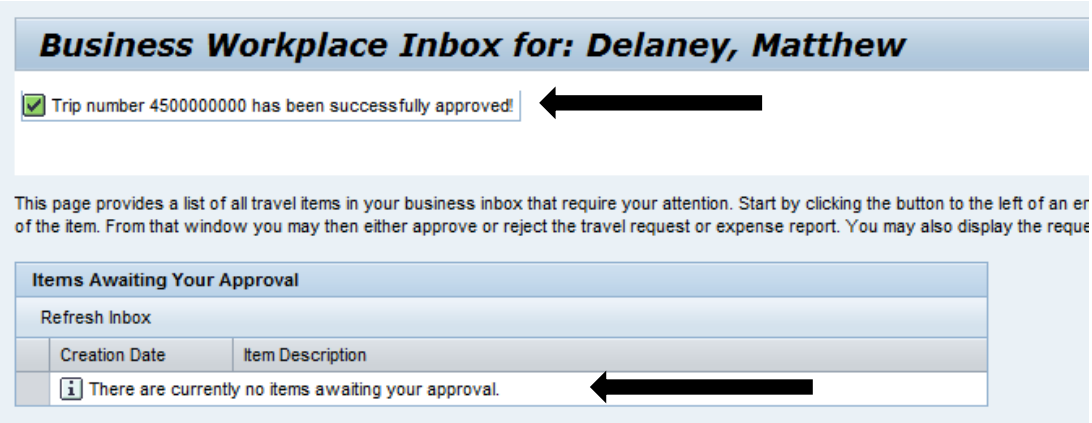
Approve Trip

Note: If you need to approve the trip for multiple steps in workflow, you only need to take action once. In this example, M. Delaney is approving the trip as the Supervisor, Org Unit Chief, and Account Manager.



Once you Approve or Reject the workflow item, it will disappear from your inbox.



The Approval Log on the form is dynamically updated as the trip moves through workflow. This allows the traveler, travel assistant, and accounts payable office to know exactly where the trip is within the approval process at any given time.

Approval Log

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Org Unit Chief	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A
Account Manager 01	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A
Grant Manager	Johnson , Craig		Apr 9, 2014	2:09:52 PM	W
Out-of-State Manager	Silberman , Gerald		Apr 9, 2014	2:09:52 PM	W
A/P Approval	Vink , Mary		Apr 9, 2014	2:09:52 PM	W