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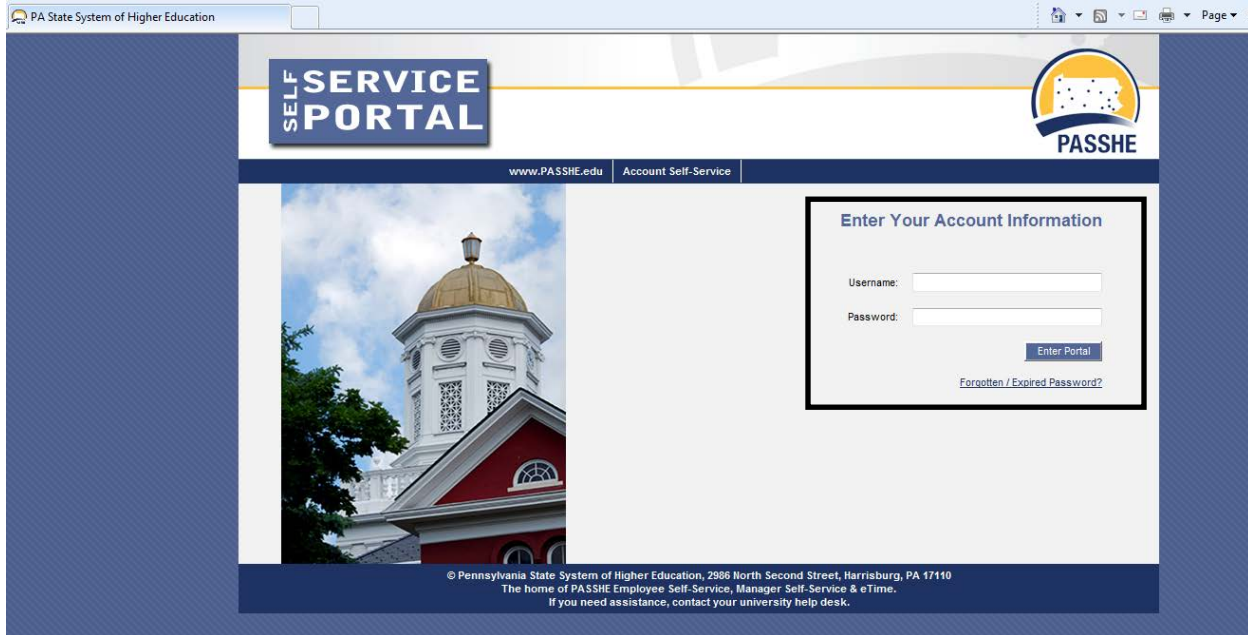## Shared Administrative System
TM – Travel Management
Approve Trip

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

Log into the portal…

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

Next, click on Approve Trip Items

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 .

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.

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.

Business Workplace Inbox for: Delaney, Matthew

This page provides a list of all travel items in your business inbox that require your attention. Start by clicking the button to the left of an entry of the item. From that window you may then either approve or reject the travel request or expense report. You may also display the request

Items Awaiting Your Approval

Refresh Inbox

	Creation Date	Item Description
	04/09/2014	Approve Travel Request for Shaeffer , Rachelle E - Supervisor, Org Unit Chief and Account Manager 01.

Item Details

Employee Name:	Shaeffer, Rachelle
Employee No:	
Trip Number:	4500000000
Trip Start:	04/07/2014 08:00:00
Trip End:	04/08/2014 16:00:00
Reason:	NR: Attend conference
Location:	Baltimore, MD
Destination:	Baltimore, MD
Estimated Cost:	$672.38
Total Cost:	$672.38
Advance:	$100.00
Approver of WF Steps:	Supervisor, Org Unit Chief and Account Manager 01.
To Process Request:	https://portal.passhe.edu/travel_inbox.jsp

[Display Form] [View Attachments] [Email Traveller] [Approve] [Reject]

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

Business Workplace Inbox for: Delaney, Matthew

☑ Trip number 4500000000 has been successfully approved!

This page provides a list of all travel items in your business inbox that require your attention. Start by clicking the button to the left of an entry of the item. From that window you may then either approve or reject the travel request or expense report. You may also display the request

Items Awaiting Your Approval

Refresh Inbox

	Creation Date	Item Description
ℹ		There are currently no items awaiting your approval.

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