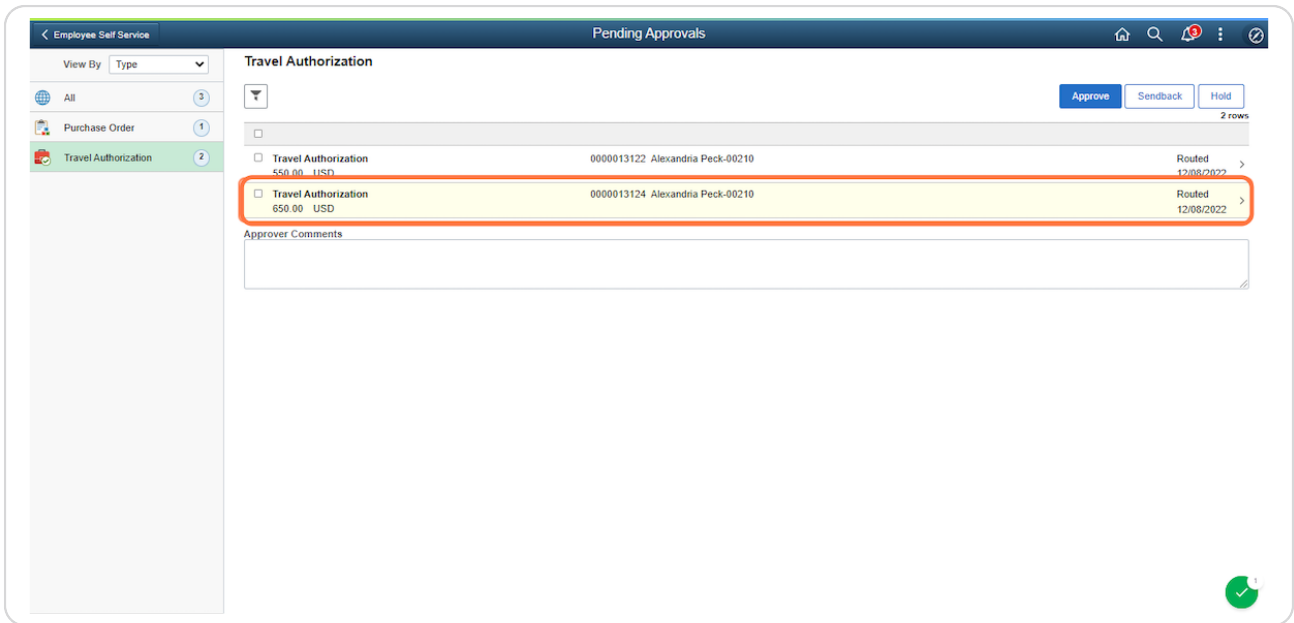


How to Insert an Approver into the Approval Workflow

These steps work for both Travel Authorizations and Expense Reports.

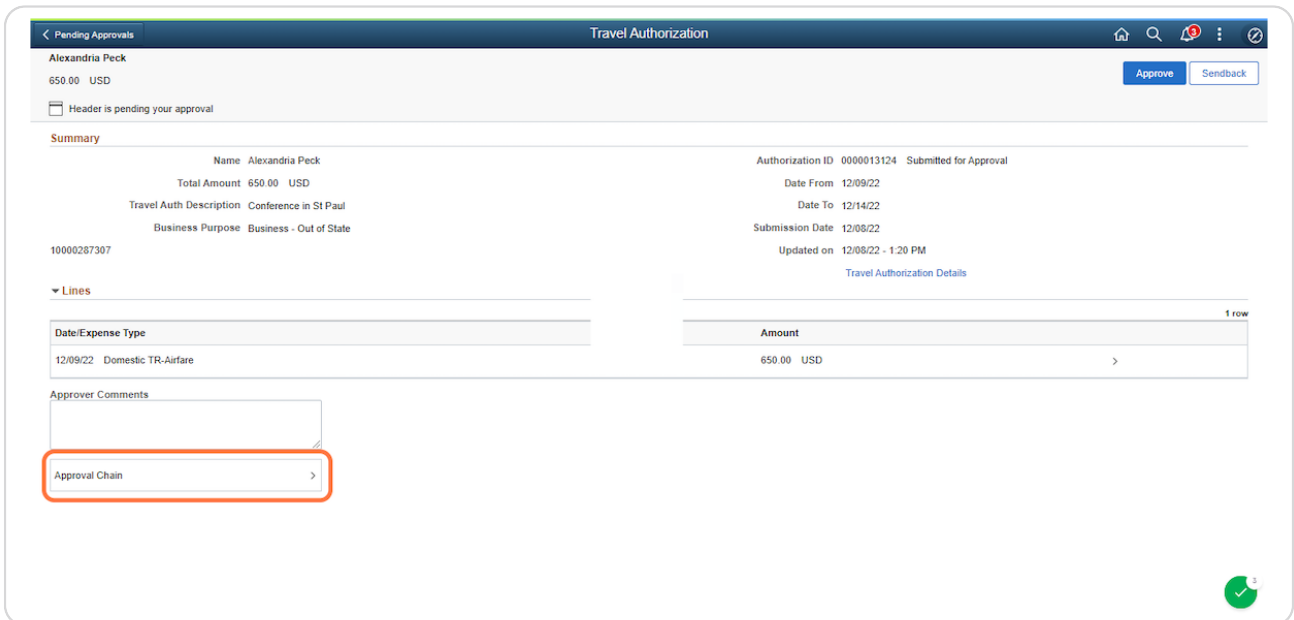
STEP 1

Navigate to the Pending Approvals screen and select the Travel Authorization or Expense Report, whichever is applicable.



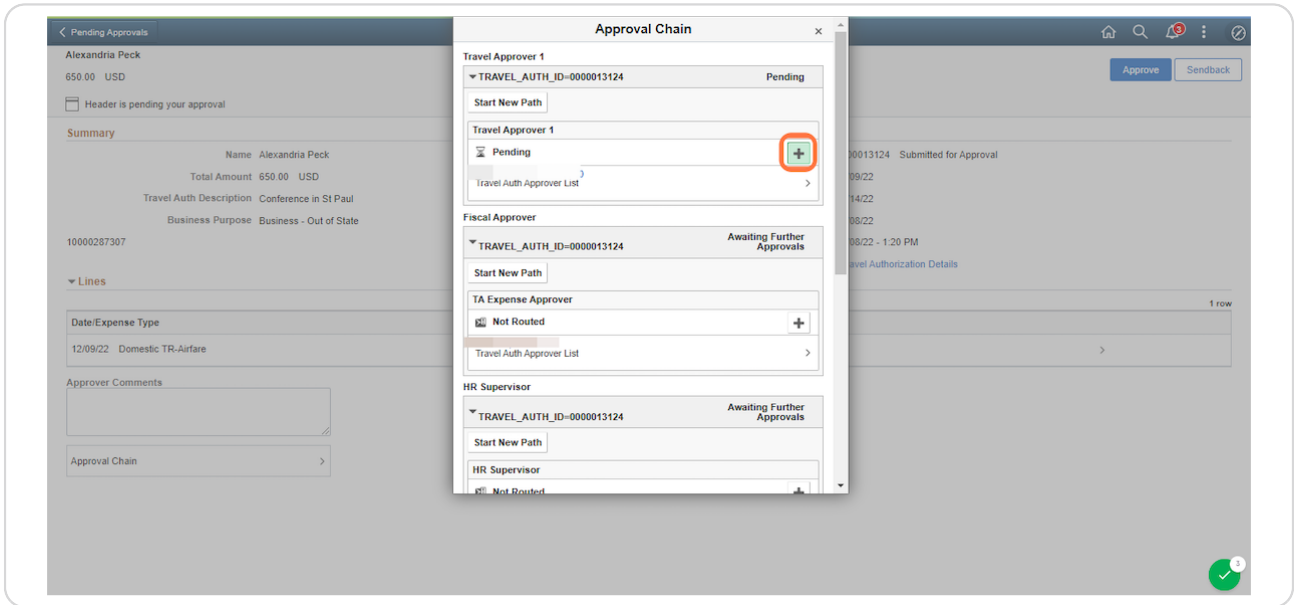
STEP 2

On the header page, click on the Approval Chain field in the lower left hand corner.



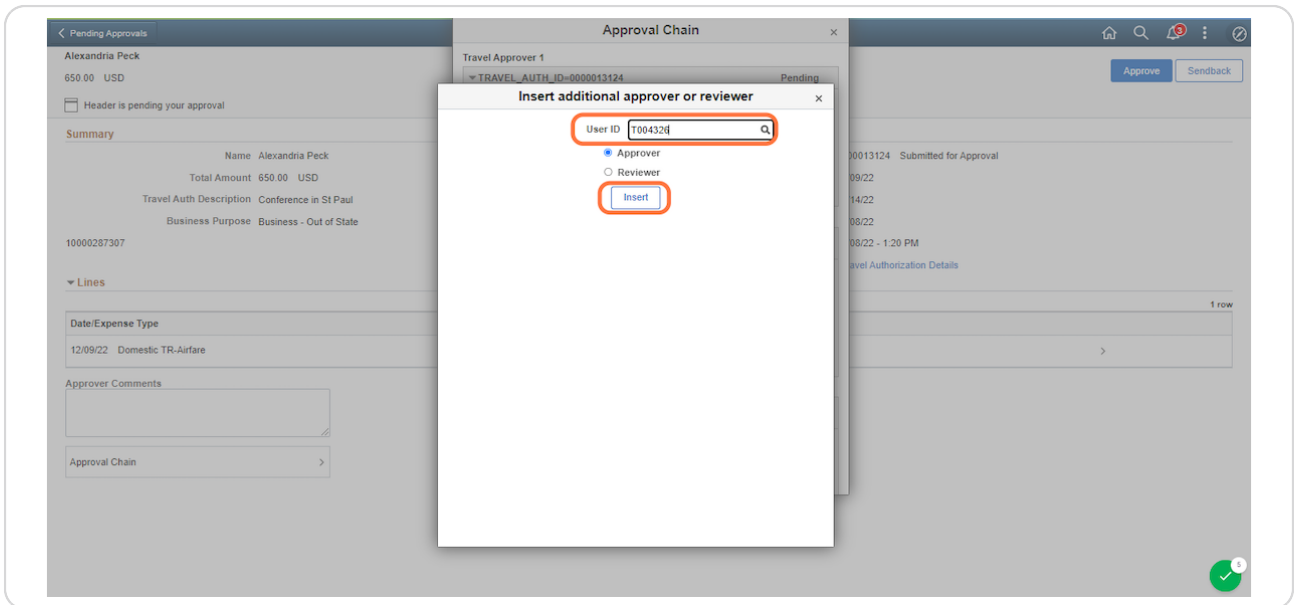
STEP 3

In the Approval Chain window, click on the Plus (+) sign next to your name.



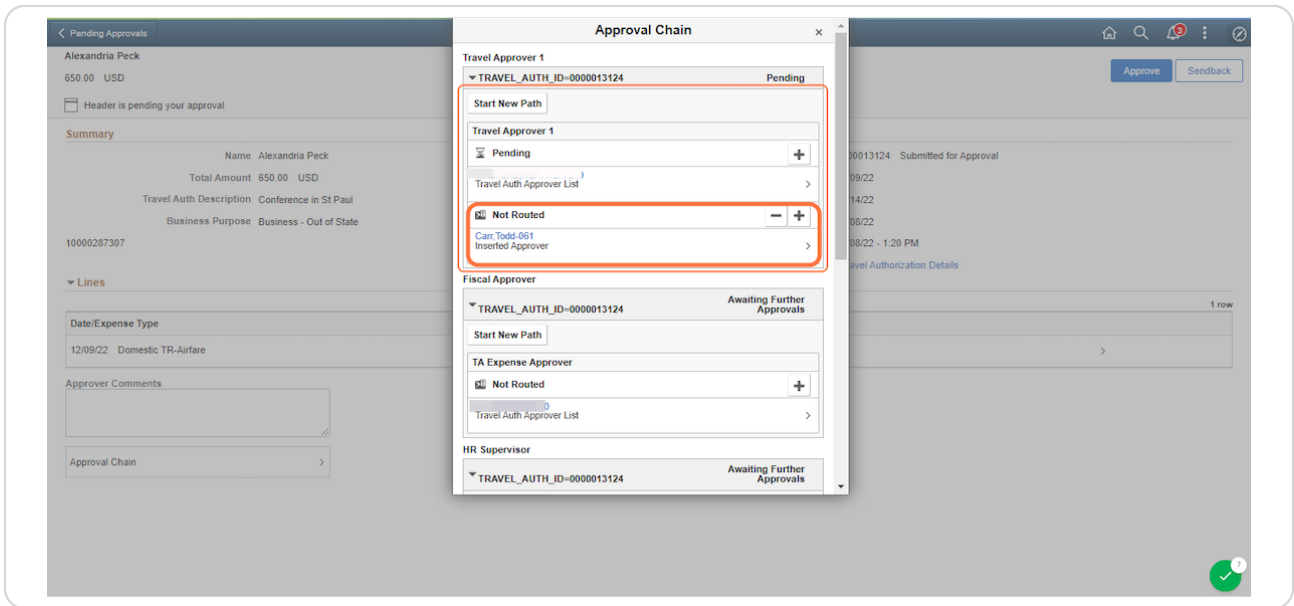
STEP 4

The Insert Additional Approver or Reviewer window will appear. Enter the User ID of the approver you wish to insert into the approval workflow. The Approver radio button should be selected by default. Click the Insert button.



STEP 5

The name of the additional approver now appears in the Approval Chain window. The approval will be routed to this user after you review and approve the report.



STEP 6

Click the X in the upper right hand corner of the window to close the Approval Chain window. The process is now complete.

