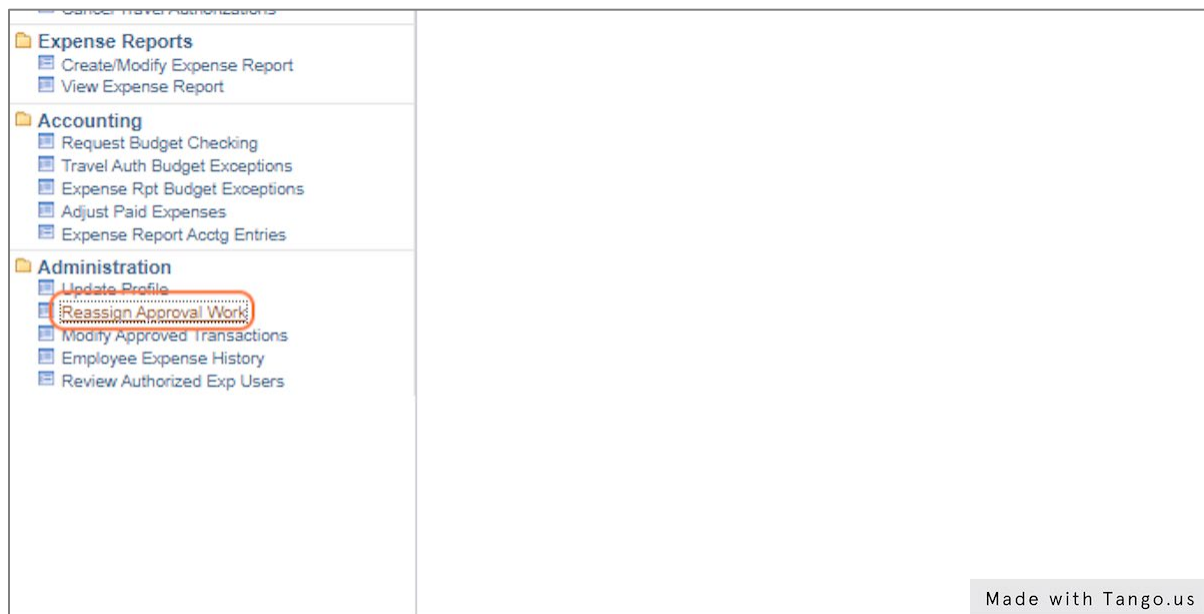


Reassign T&E Approvals

Use this guide when you need help reassigning approvals already in an approver's list when the approver is temporarily unavailable to complete the approval process.

1. Go to Travel Admin WorkCenter.

2. Click on Reassign Approval Work.



3. Type the User ID of the person whose approvals you want to reassign. You can also change the Search by option or use Advanced Search to locate the approver.

«

Reassign Work

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Made with Tango.us

4. When you have entered the identifying information, click Search.

[Create/Modify Travel Auth](#)
[View Travel Authorization](#)
[Cancel Travel Authorizations](#)

Expense Reports
[Create/Modify Expense Report](#)
[View Expense Report](#)

Accounting
[Request Budget Checking](#)
[Travel Auth Budget Exceptions](#)
[Expense Rpt Budget Exceptions](#)
[Adjust Paid Expenses](#)
[Expense Report Acctg Entries](#)

Administration
[Update Profile](#)
[Reassign Approval Work](#)
[Modify Approved Transactions](#)
[Employee Expense History](#)
[Review Authorized Exp Users](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Made with Tango.us

5. Type the User ID of the person you are assigning the approvals to or use the looking glass to search for the correct person.

Travel Admin W

Define Security

Reassign Work

Approver S003403 Whiteside, Shelley-061-IDOA

Reassign Work To

Select All Deselect All Reassign

Transaction Information

Select	Transaction Type	Total Amount		Name
				Made with Tango.us

6. Click on Select All if you want to reassign ALL approvals in the list under Transaction Information.

T&E Rpts My WC

Travel & Expenses

Define Security

Reassign Work

Approver S003403 Whiteside, Shelley-061-IDOA

Reassign Work To Carr, Todd-061

Select All Deselect All Reassign

Transaction Information

Select	Transaction Type	Total Amount		Name
<input type="checkbox"/>	Expense Report	10.000	USD	Britt, Luke H
<input type="checkbox"/>	Expense Report	100.000	USD	Britt, Luke H
<input type="checkbox"/>	Expense Report	20.000	USD	Auber, Jenna

Made with Tango.us

7. Check the checkbox in front of the transaction(s) you want to reassign if you are not reassigning all transactions.

<input type="checkbox"/>	Expense Report	10
<input type="checkbox"/>	Expense Report	2
<input type="checkbox"/>	Travel Authorization	1
<input checked="" type="checkbox"/>	Travel Authorization	1
<input type="checkbox"/>	Travel Authorization	1
<input type="checkbox"/>	Travel Authorization	
<input type="checkbox"/>	Travel Authorization	

Made with Tango.us

8. Click REASSIGN.

Approver S003403 Whiteside,Shelley-061-IDOA
 Assign Work To Carr,Todd-061

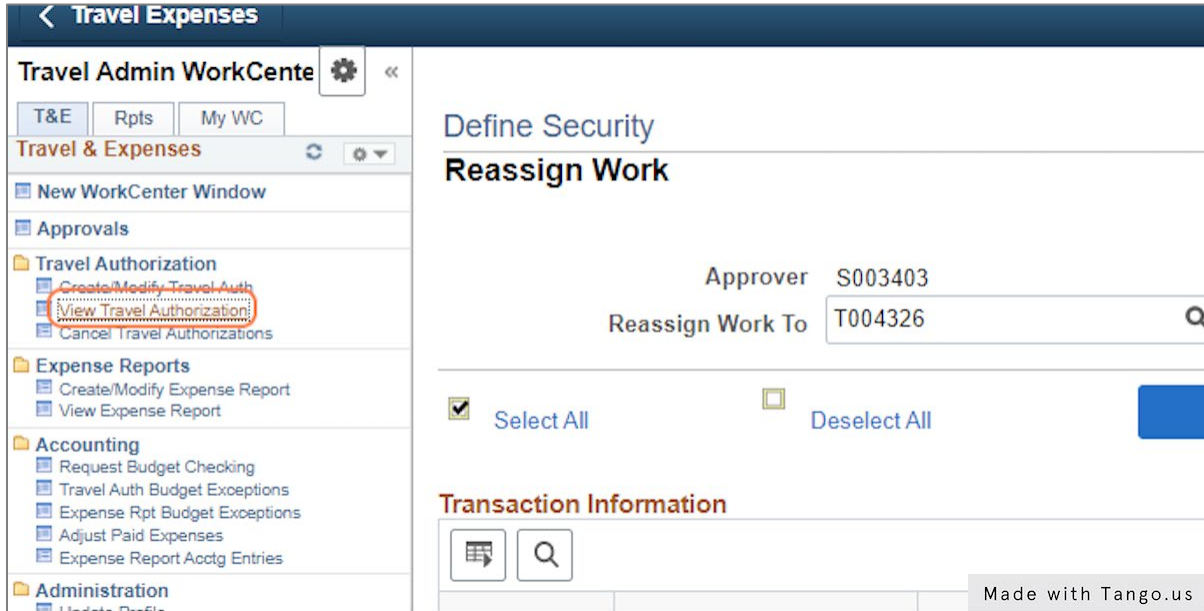
Deselect All

ation

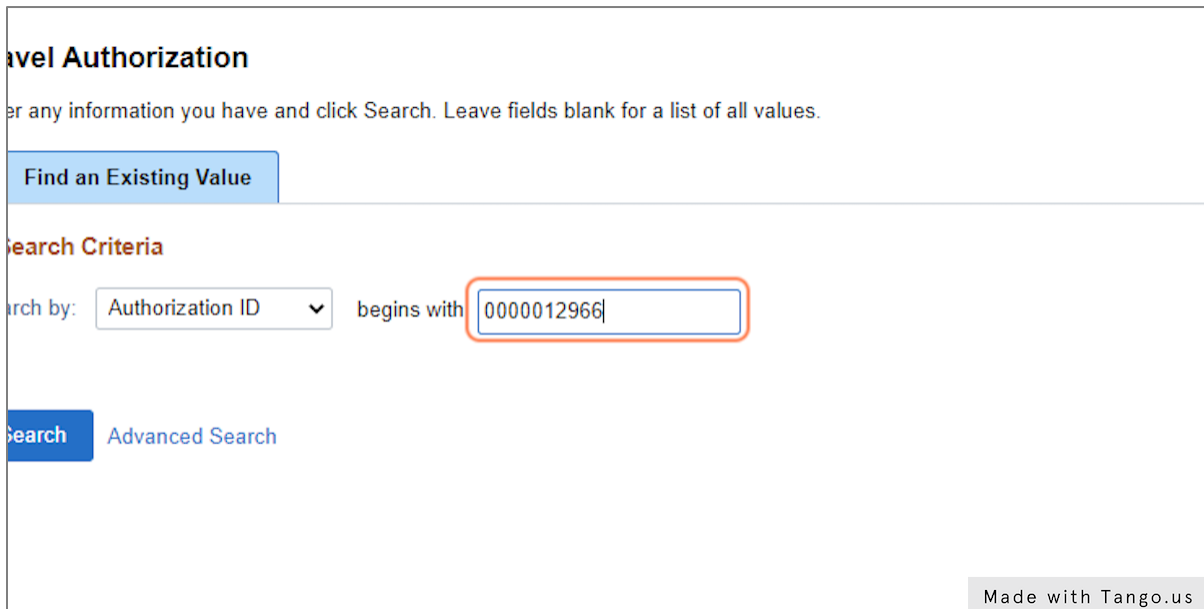
Transaction Type	Total Amount		Name	Empl ID
Expense Report	10.000	USD	Britt,Luke H	

Made with Tango.us

9. To verify the reassignment was successful, click on View Travel Authorization or View Expense Report in the Travel Admin WorkCenter, depending on which type of travel document you reassigned.



10. Type the document number you reassigned.



11. Click Search.

Find an Existing Value

Search Criteria

Search by: Authorization ID begins with 000001296

Search Advanced Search

Made with Tango.us

12. Verify the person indicated in the role you just reassigned is the person you reassigned as the approver.

Name	
Luke Britt	1
Todd Carr	1

Made with Tango.us