Sign and Send for Approval on a previously created Travel Request or Travel Expense report

1. Log in to ESS

2. Select Employee Self-Service, then Travel Management
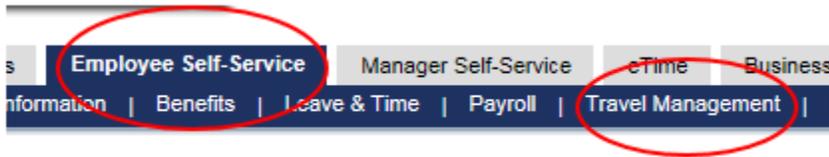
3. Select "My Trips and Expenses" from the menu at left

Available Applications

My Trips and Expenses

This page serves as the central m
view, change, copy, or create new
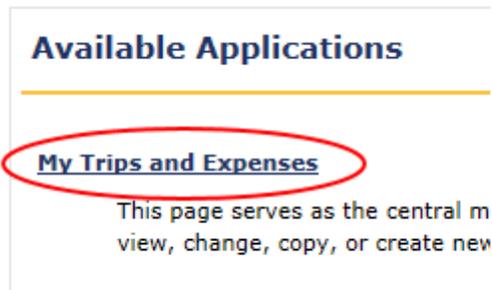
NOTE: This will bring up several tabs. Be sure to select the applicable tab – *Travel Requests OR Expense Reports* to locate the desired document

All My Trips (0)	All My Travel Requests (0)	All My Expense Reports (0)	Pending Exp. Reports (0)
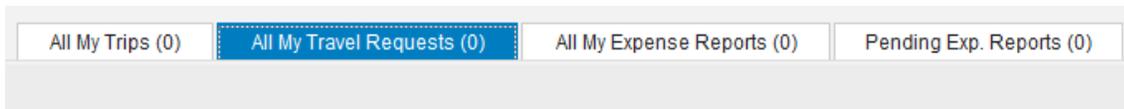
4. Select the trip number and click on change;

Travel Requests (2)	Expense Reports (1)			

View: [Standard View] | Display/Print | Change | Copy | Delete | Cancel Trip

Trip Number	Start Date	End Date	Destinati Change	Reason
1000000190	05/25/2015	05/31/2015	San Diego, Ca	Presenting at National Con
1000000132	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Direct
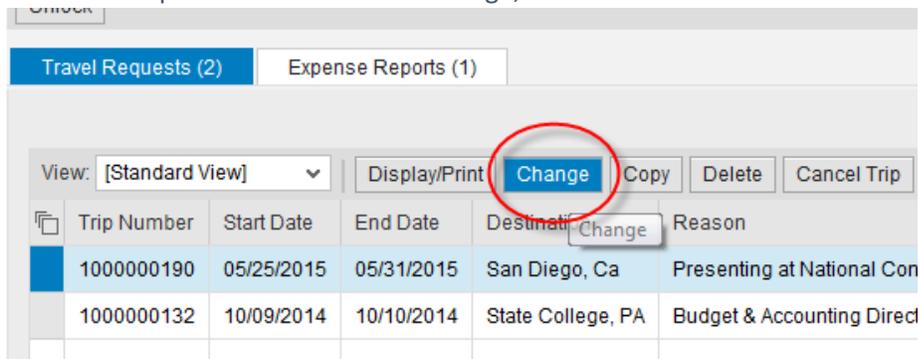
5. Once you are in the change screen, at the top in the road map, select Review and Send;

Change Travel Request (1000000190)

1	2	3
General Data	Review and Send	Completed

Employee ████████████████

‹ Previous Step | Review › | Save Draft

Calendar of Trips | Attachments (0)

You should then see the Save and Send for Approval option;

Change Travel Request (1000000190)

1	2	3
General Data	Review and Send	Completed

Employee ████████████████   Start Date 05/25/2015   End Date 05/31/2015

‹ Previous Step | Save and Send for Approval

✅ some estimated costs are initialized
✅ some estimated costs are initialized

Final Action

◯ Save Draft   I only want to save my travel request and send it later

◉ Save and Send for Approval   I want to save my travel request and send it now for further processing
                                   I confirm that I have entered all data to the best of my knowledge

Summary

Total Travel Expenses   3,265.55 USD

Estimated Costs   3,265.55 USD