Review all fields on the Request Header for accuracy. View all comments. Request name should have from and to information and dates of travel. Example- DFW-SFO 4/11-15/15.
View the information on the cash advance. Check to see if there is a Comment with the amount and the expense type.
Review Segments and the amount per segment.
Review all expenses. Travel Allowance (Meals per Diem) and mileage are estimates. If there is a cash advance for Registration the Cash Advance Box **MUST** be checked. The Payee field should also be completed with a vendor name/number or employee.
Check to see if proper documentation is attached. There must be an agenda attached. If there is Registration, the registration form needs to be attached. If COE, a justification needs to be attached.

Click the approve button or send back request if a correction needs to be made or there’s missing documentation.