



OKLAHOMA
Office of Management
& Enterprise Services

Travel Authorization Approval User Guide

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DOCUMENT CONTROL

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Target audience
Travel and Expenses

Sources / Supporting documents
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INTRODUCTION

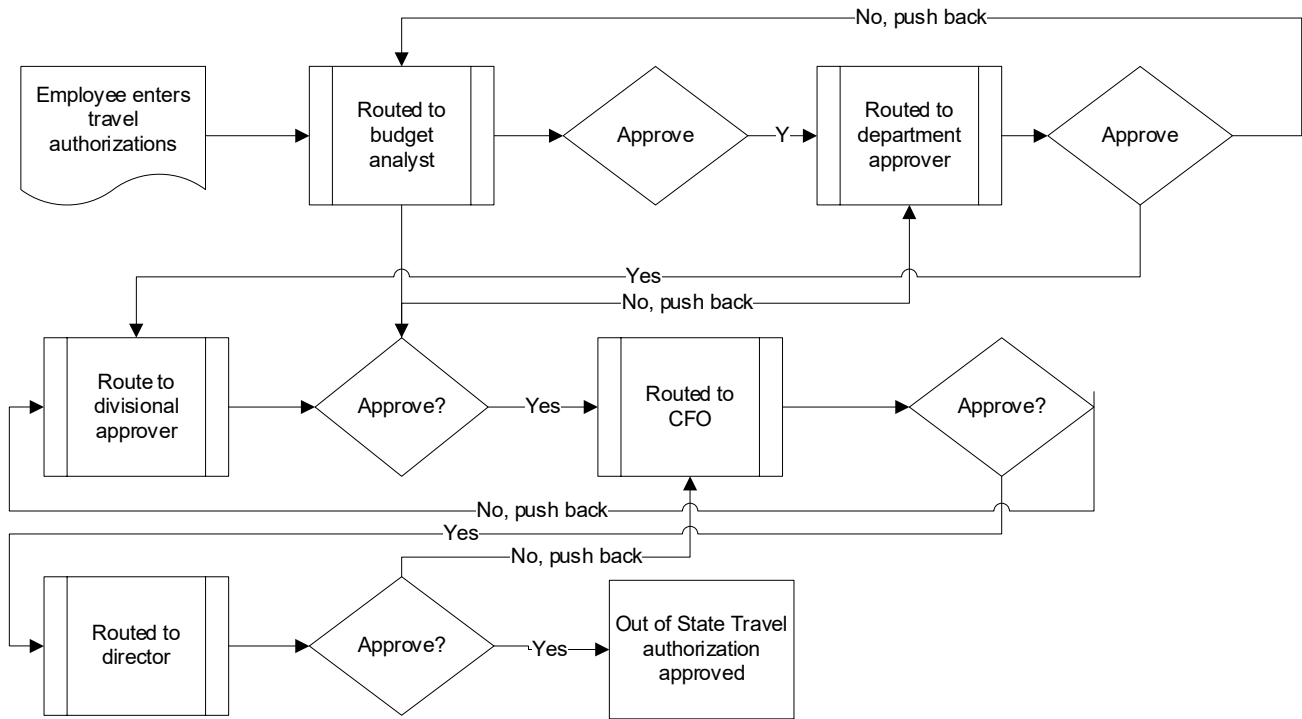
The purpose of this document is to walk the user through the steps to perform the following functions:

- Approve Out-of-State Travel Authorization using the email link.
- Approve Out-of-State Travel Authorization using Push Notifications.
- Approve Out-of-State Travel Authorization using Approval tile.
- Push Back Out-of-State Travel Authorization using the email link.
- Push Back Out-of-State Travel Authorization using Push Notifications.
- Push Back Out-of-State Travel Authorization using Approval tile.
- Deny Out-of-State Travel Authorization using the email link.
- Deny Out-of-State Travel Authorization using Push Notifications.
- Deny Out-of-State Travel Authorization using Approval tile.
- Approve In-State Travel Authorization using the email link.
- Approve In-State Travel Authorization using Push Notifications.
- Approve In-State Travel Authorization using Approval tile.
- Push Back In-State Travel Authorization using the email link.
- Push Back In-State Travel Authorization using Push Notifications.
- Push Back In-State Travel Authorization using Approval tile.
- Deny In-State Travel Authorization using the email link.
- Deny In-State Travel Authorization using Push Notifications.
- Deny In-State Travel Authorization using Approval tile.



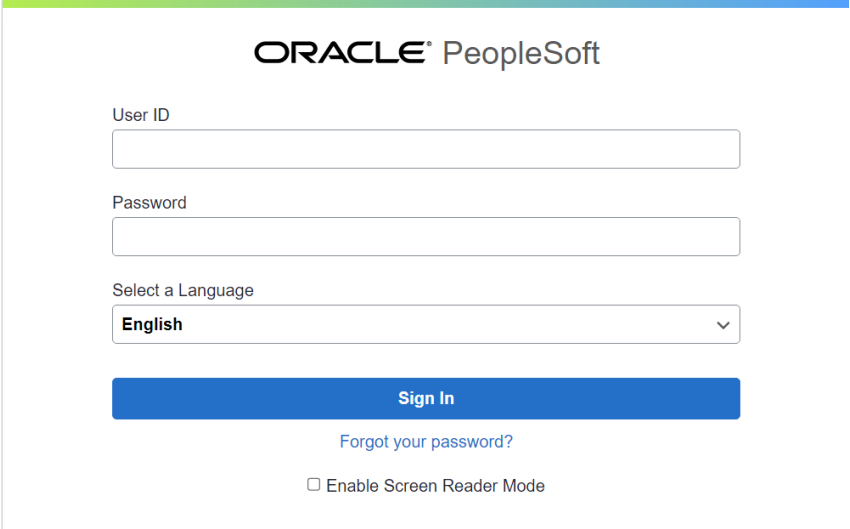
OUT-OF-STATE TRAVEL AUTHORIZATION PROCESS FLOW

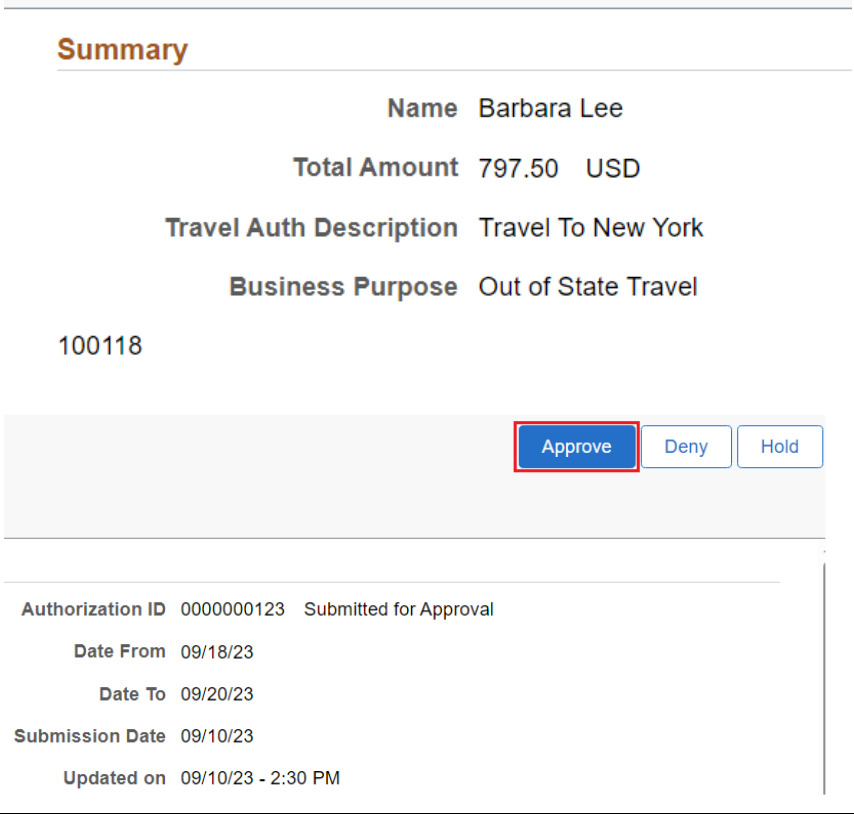



PeopleSoft OMES Out of State Travel Authorization Approval Process





Approvals - Out-of-State Travel

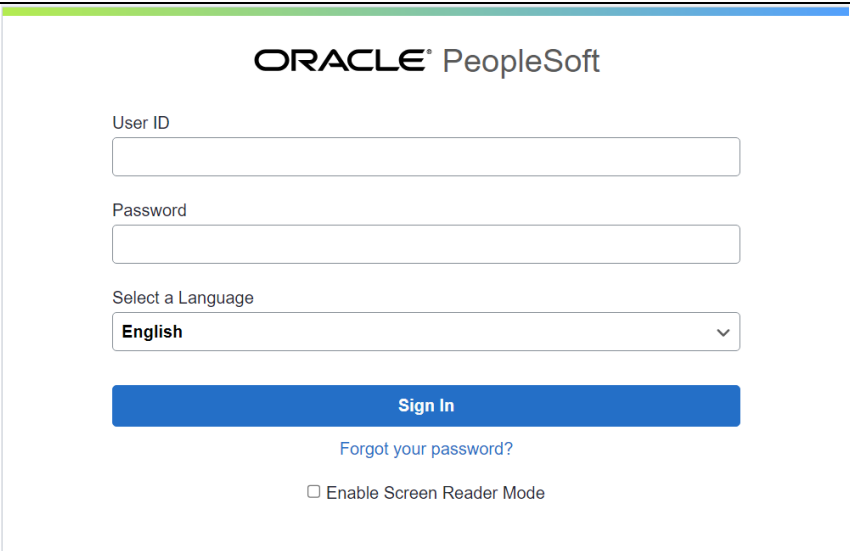
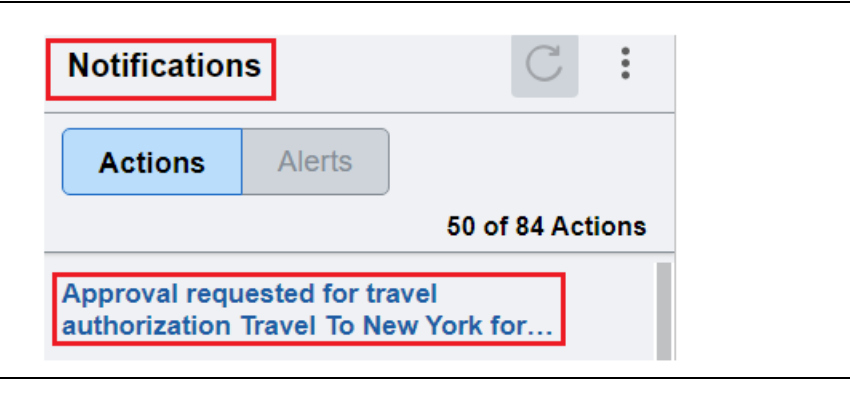
Approve Out-of-State Travel Authorization using the email link

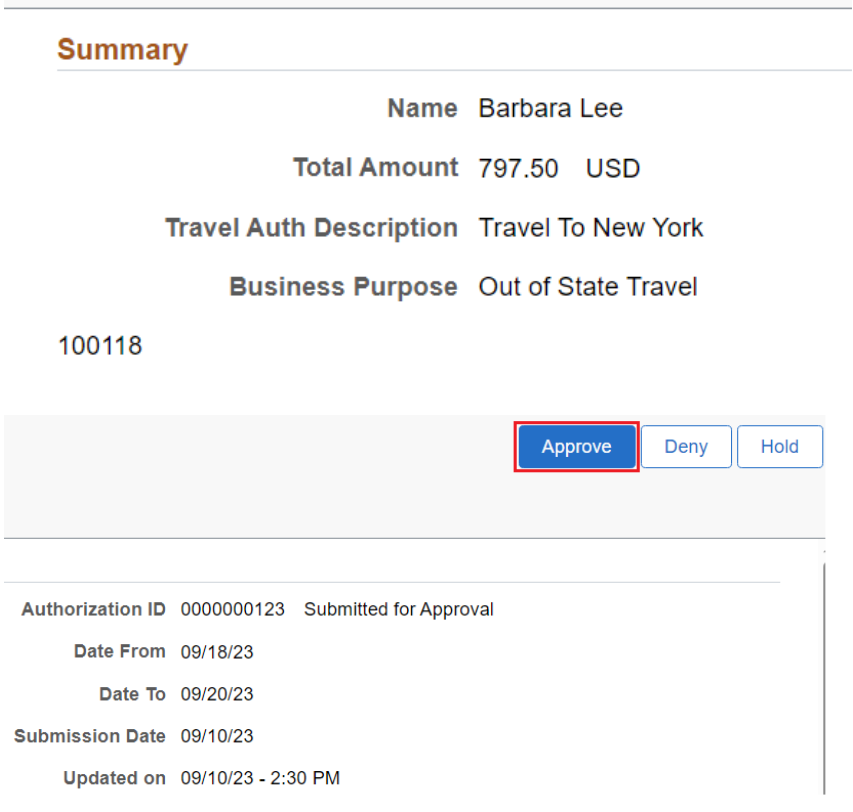




	Setup/Usage Instructions	Screen Prints
1.	Email received for Out-of-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFLAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQwEqkVcCCWdKj8wrSa9K9407khhsfD6NfPaRfWnmNu4MBFuZ44QFohKf0qDiWQO0Wo\$</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	

3.	Once logged in, the approval screen displays.	
4.	<p>Select the  button.</p> <p>Approval comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving Out-of-State Travel Authorization, so that you can review prior approvals.</p>	

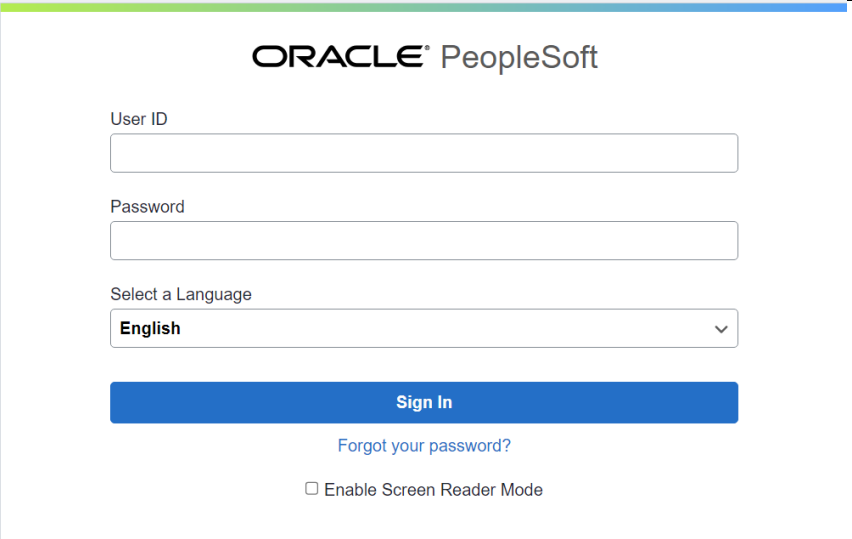
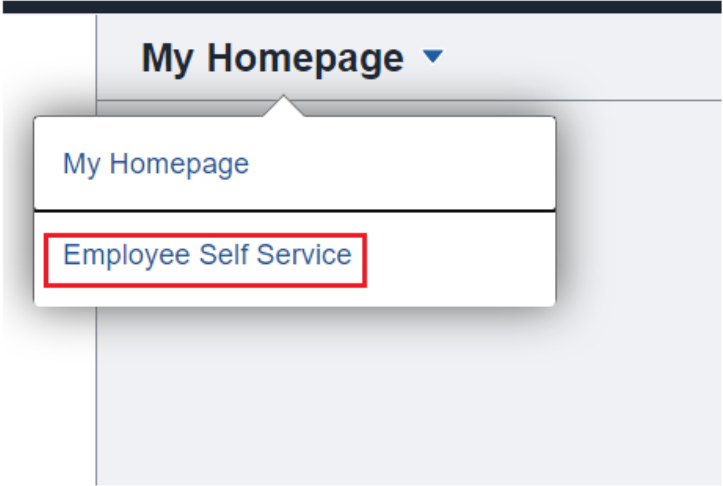
5.	<p>Select the  button.</p> <p> If you are the director (final approver), the Out-of-State Travel Authorization is finalized upon approval. If you are a budget analyst/departmental/divisional approver or CFO, the Out-of-State Travel Authorization is routed to the next approver.</p> <p>Refer to OUT-OF-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	Out-of-State Travel Authorization is approved.

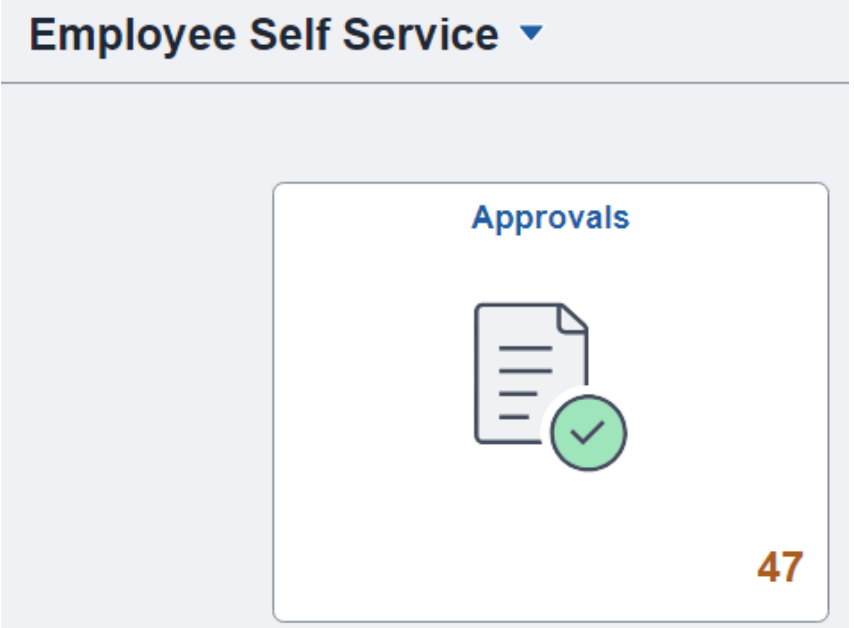
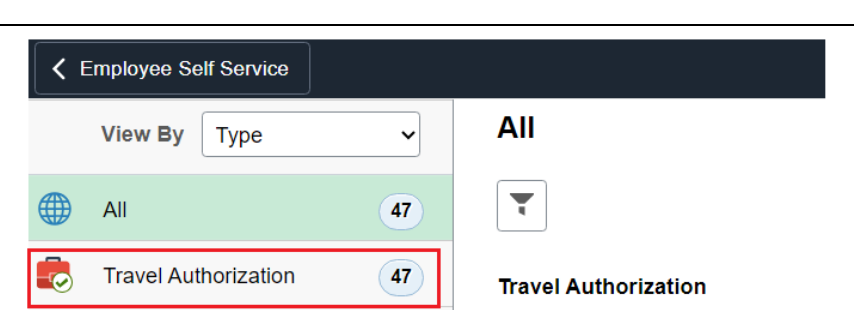
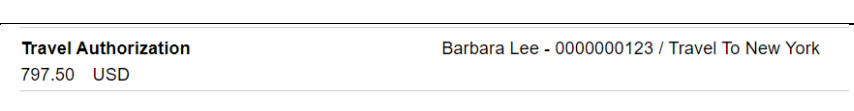
Approve Out-of-State Travel Authorization using Push Notifications

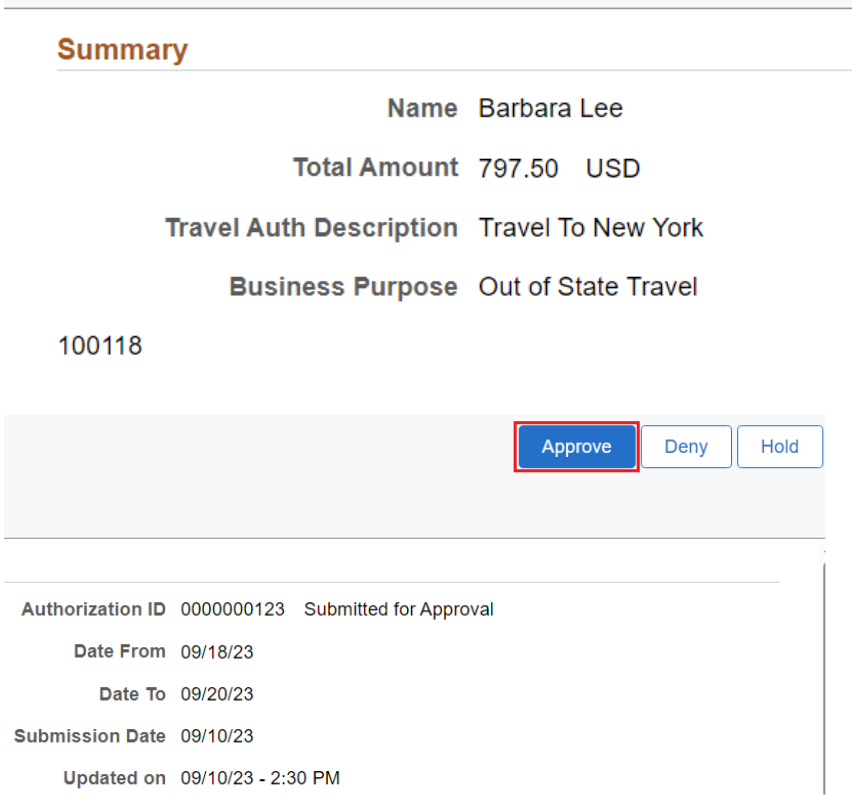



	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to approve under the Actions panel.	



3	<p>The approval screen displays.</p>	
4.	<p>Select the  button.</p> <p>Approval comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving the Out-of-State Travel Authorization, so that you can review prior approvals.</p>	
5.	<p>Select the  button.</p> <p>If you are the director (final approver), the Out-of-State Travel Authorization is finalized upon approval. If you are a budget analyst/ departmental/divisional or CFO approver, the Out-of-State Travel Authorization is routed to the next approver.</p> <p>Refer to OUT-OF-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	<p>Out-of-State Travel Authorization is approved.</p>

Approve Out-of-State Travel Authorization using Approval tile

	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	From the top left, select My Homepage , then select Employee Self Service from the drop-down menu.	

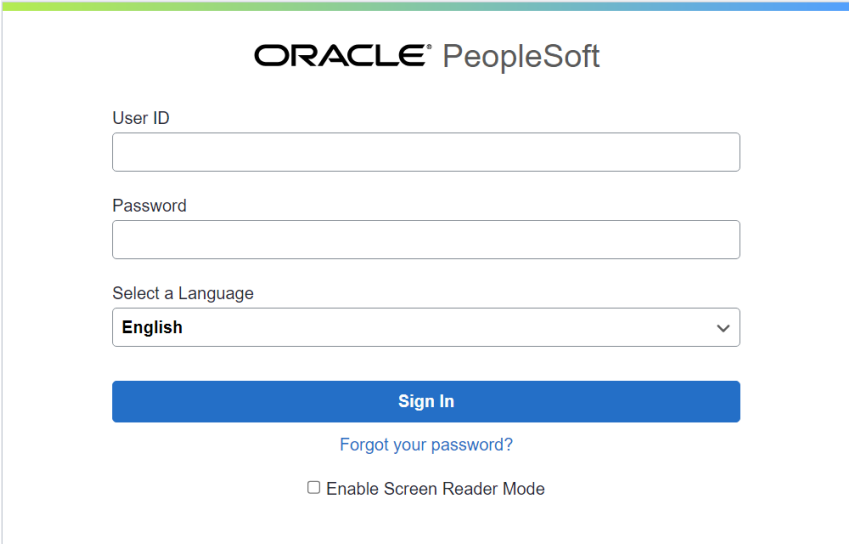
3.	Employee Self Service displays the Approvals tile.	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' containing a document icon with a green checkmark and the number '47' in the bottom right corner.</p>
4.	Select the Approvals tile.	 <p>The screenshot shows the 'Employee Self Service' header with a back arrow. Below it is a 'View By' dropdown set to 'Type'. There are two filter options: 'All' (with a globe icon and a '47' badge) and 'Travel Authorization' (with a briefcase icon and a '47' badge). The 'Travel Authorization' option is highlighted with a red box. To the right, there is a filter icon and the text 'Travel Authorization'.</p>
5.	Select the travel authorization to approve.	 <p>The screenshot shows a record for 'Travel Authorization' for 'Barbara Lee - 0000000123 / Travel To New York'. The amount is listed as '797.50 USD'.</p>


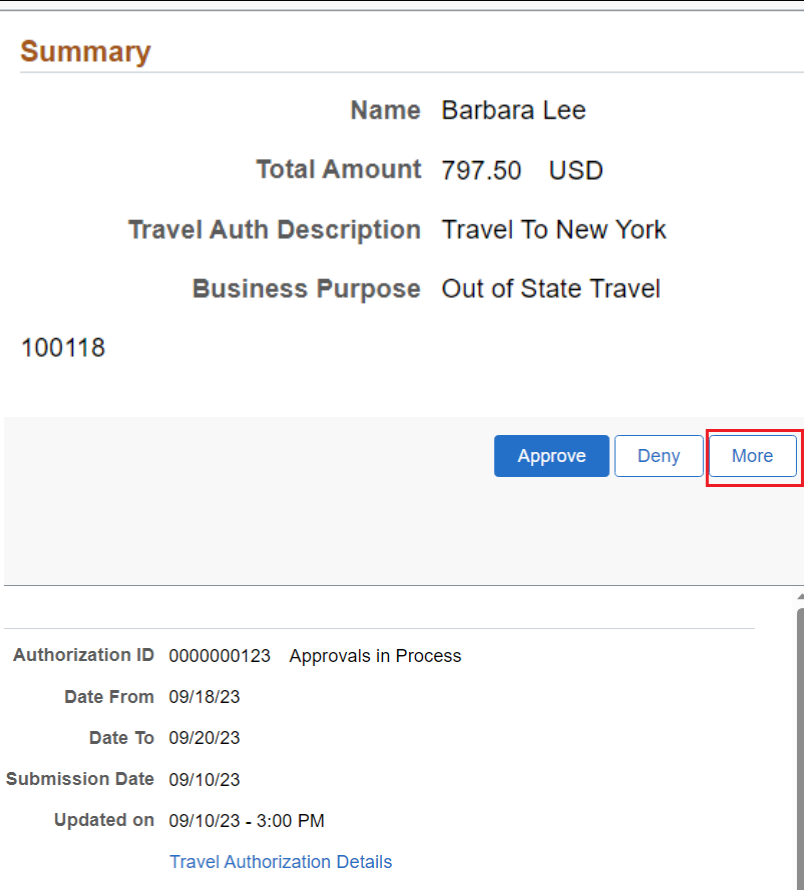

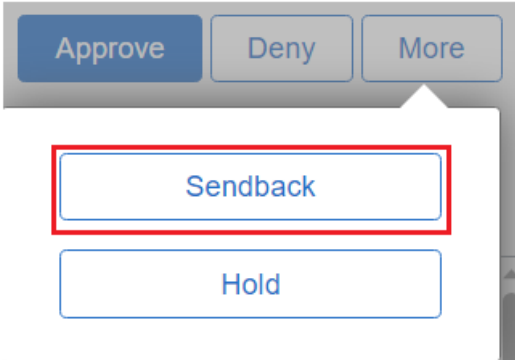
6.	<p>The approval screen displays.</p>	
7.	<p>Select the  button.</p> <p>Approval comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving Out-of-State Travel Authorization, so that you can review prior approvals for the Travel Authorization(s).</p>	


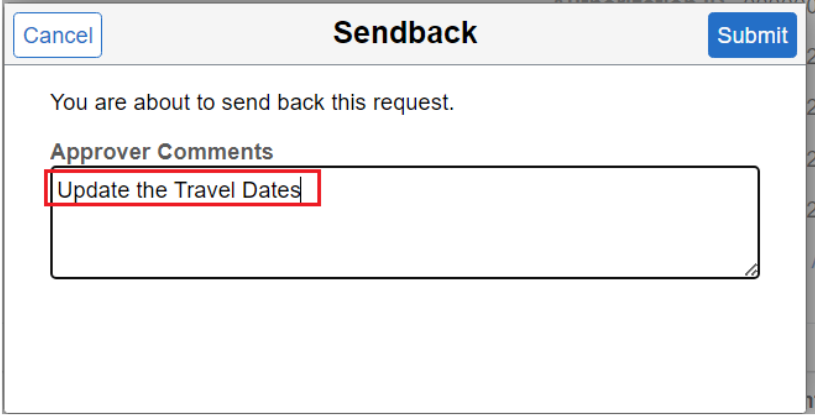
<p>8.</p>	<p>Select the  button.</p> <p> If you are the director (final approver), the Out-of-State Travel Authorization is finalized upon approval. If you are a budget analyst/departmental/divisional approver or CFO, then Out-of-State Travel Authorization is routed to the next approver.</p> <p>Refer to OUT-OF-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	<p>The Out-of-State Travel Authorization is approved.</p>

Sendback - Out-of-State Travel

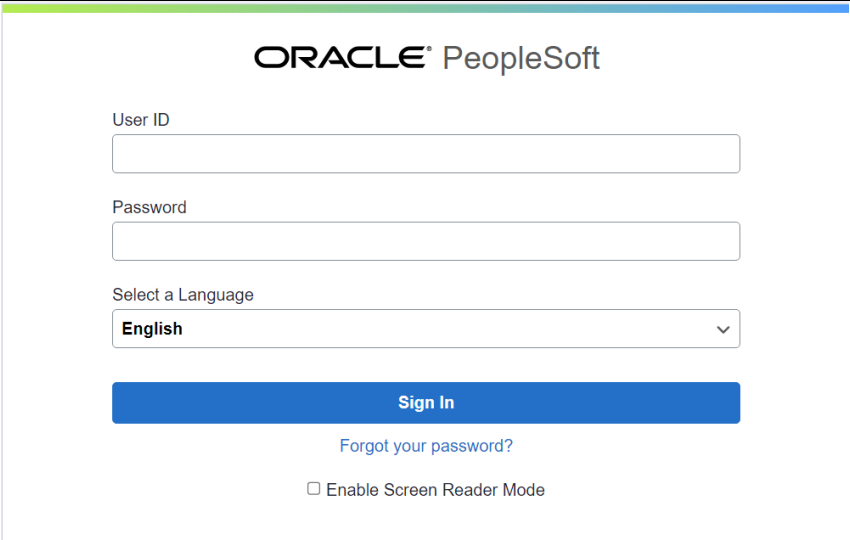
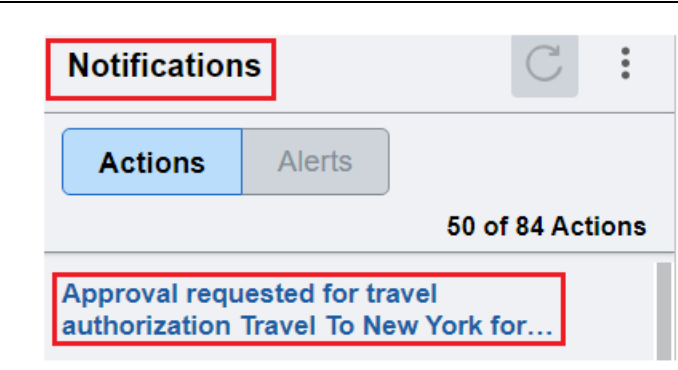
Sendback Out-of-State Travel Authorization using the email link

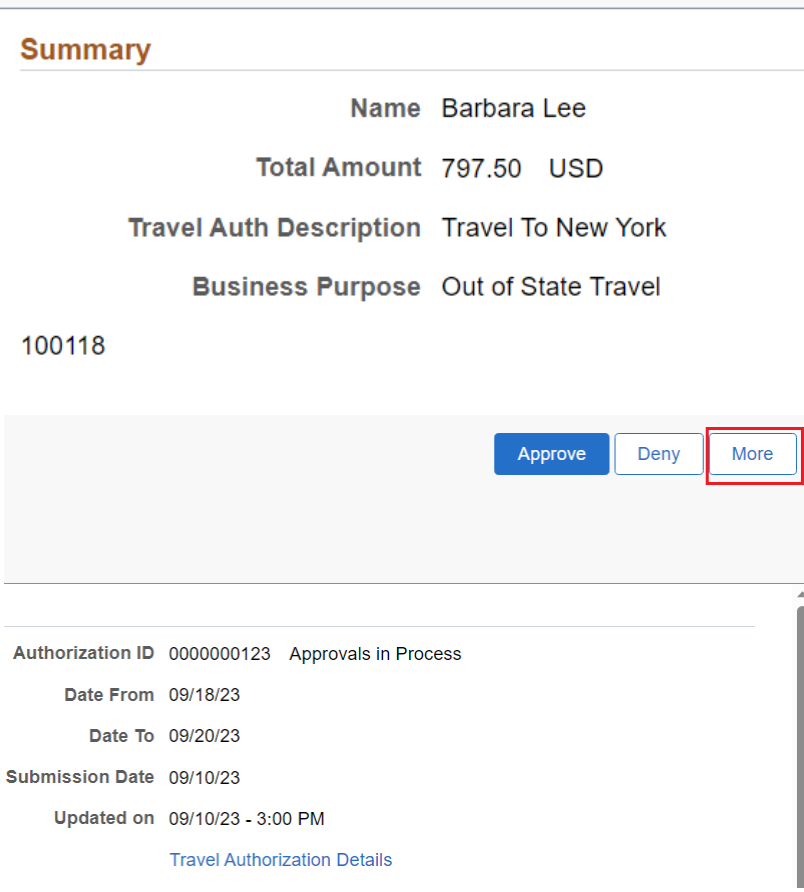

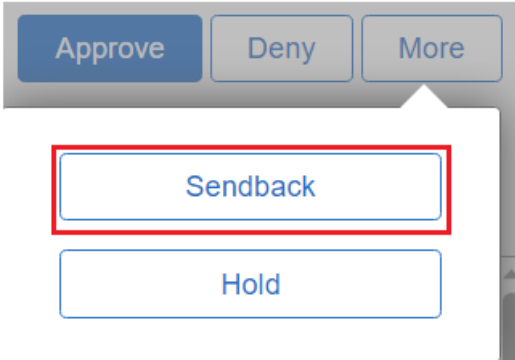
	Setup/Usage Instructions	Screen Prints
1.	Email received for Out-of-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFLAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw,eqkVcCCWdKj8wrSa9K9407khhsfD6NfPaRfWnmNu_4MBFuZ44QFohKf0qDiWQO0Wo\$</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	


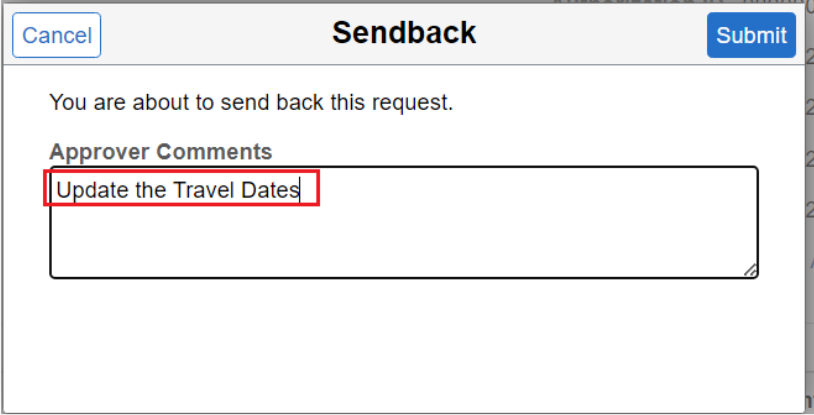
<p>3.</p>	<p>Once logged in, the approval screen displays.</p> <p> More button will appear only for the following approvers for Out-of-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. • CFO. • Director. 	
<p>4.</p>	<p>Select the  button.</p>	

<p>5.</p>	<p>Select the Sendback button.</p> <p>Sendback comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back Out-of-State Travel Authorizations, so that the traveler can review and correct the Travel Authorization(s).</p>	
<p>6.</p>	<p>Select the Submit button.</p> <p>The Out-of-State Travel Authorization is sent back to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKIAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAapproval ;!!NZFi6Pppv9YR/HI4ruQGTXGamsqn2L1BGak8H5ki\$</p>

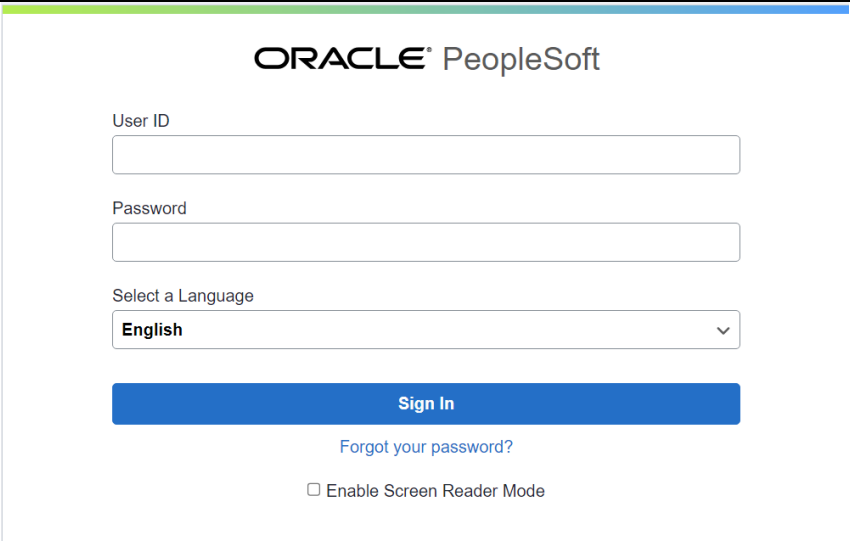
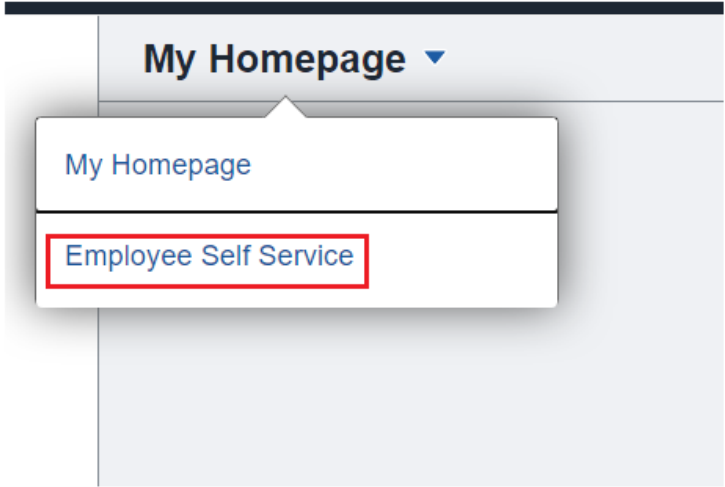
Sendback Out-of-State Travel Authorization using the Push Notification

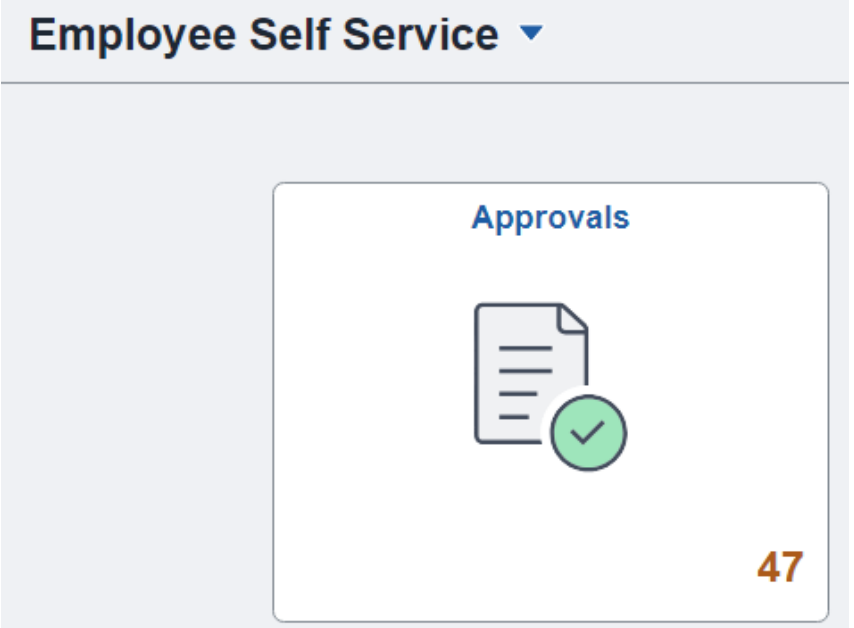
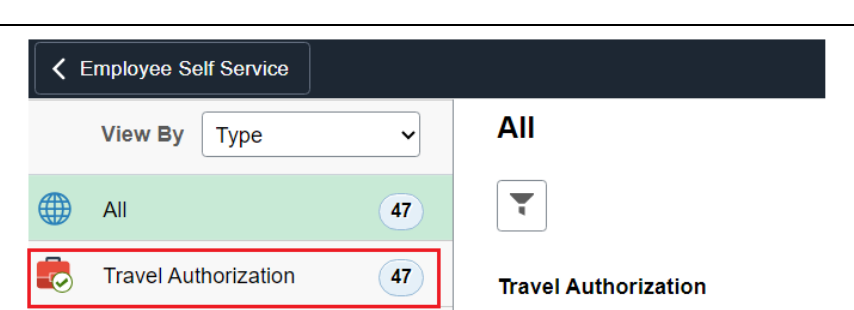
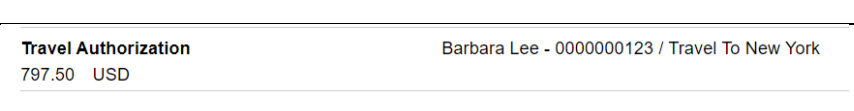
	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to Sendback.	


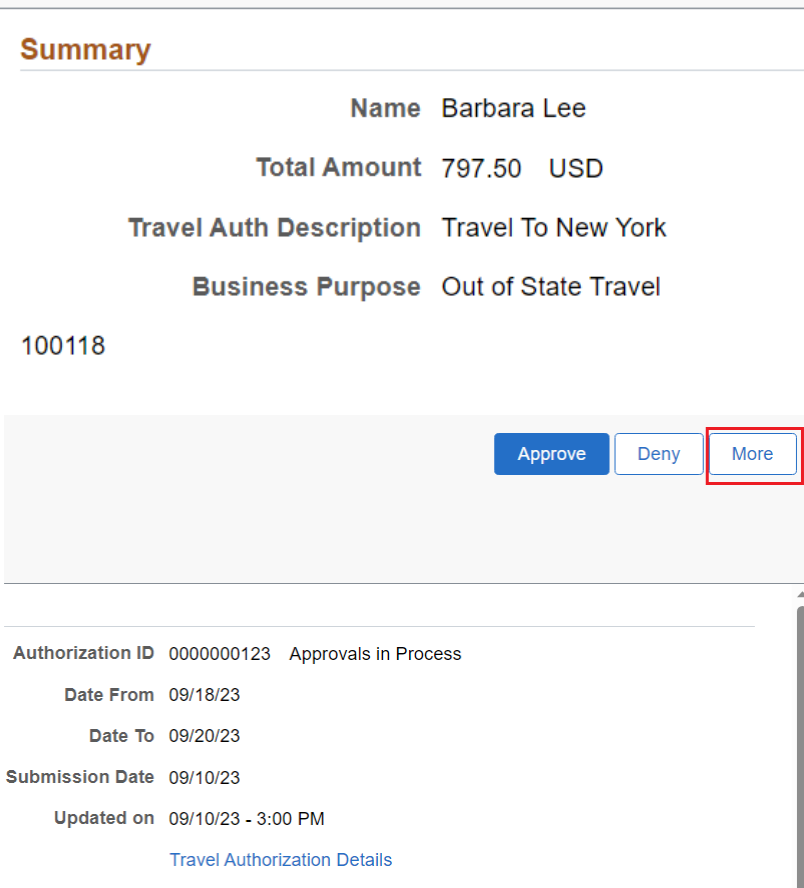

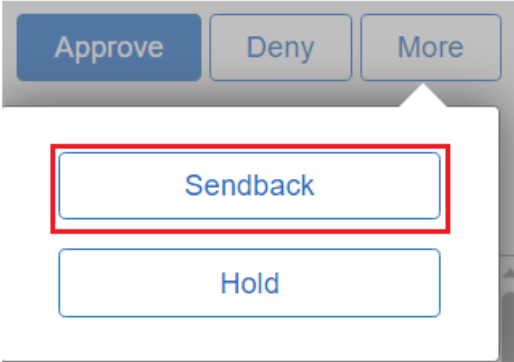
<p>3.</p>	<p>The Travel Authorization Approval screen displays.</p> <p>More Button will appear only for the following approvers for Out-of-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. • CFO. • Director. 	 <p>Summary</p> <p>Name Barbara Lee</p> <p>Total Amount 797.50 USD</p> <p>Travel Auth Description Travel To New York</p> <p>Business Purpose Out of State Travel</p> <p>100118</p> <p>Approve Deny More</p> <hr/> <p>Authorization ID 0000000123 Approvals in Process</p> <p>Date From 09/18/23</p> <p>Date To 09/20/23</p> <p>Submission Date 09/10/23</p> <p>Updated on 09/10/23 - 3:00 PM</p> <p>Travel Authorization Details</p>
<p>4.</p>	<p>Select the  button</p>	 <p>Approve Deny More</p> <p>Sendback</p> <p>Hold</p>


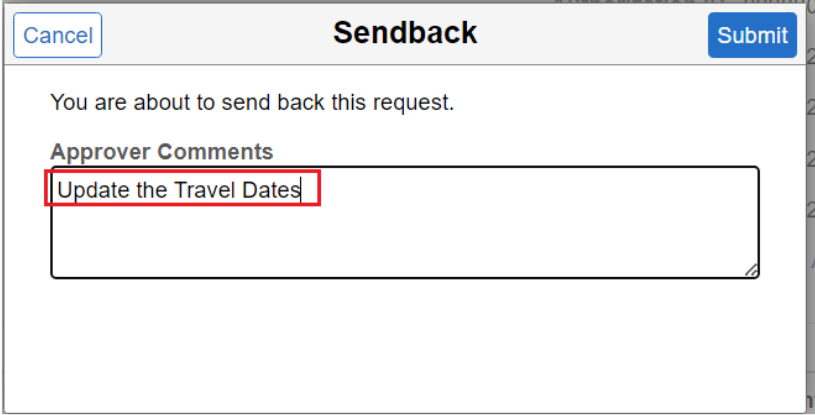
<p>5.</p>	<p>Select the Sendback button.</p> <p>Sendback comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back Out-of-State Travel Authorizations, so that the traveler can review and correct the Travel Authorization(s).</p>	
<p>6.</p>	<p>Select the Submit button.</p> <p>Out-of-State Travel Authorization is sent back to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKIAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAapproval ;!!NZFi6Pppv9YR/HI4ruQGTXGamsqn2L1BGak8H5ki\$</p>

Sendback Out-of-State Travel Authorization using the Approval Tile

	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	From the top left, select My Homepage , then select Employee Self Service from the drop-down menu.	

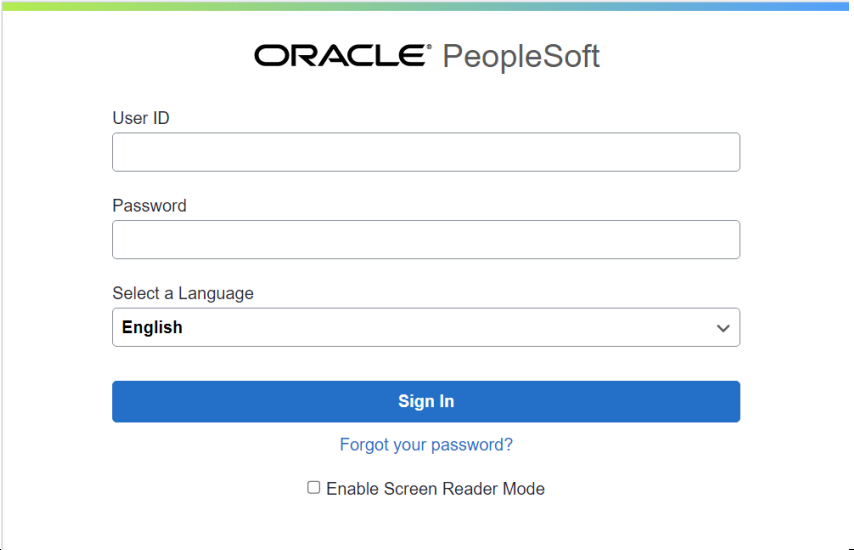
3.	Employee Self Service displays the Approvals tile.	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' in blue. Inside the tile is a grey document icon with a green checkmark in a circle. In the bottom right corner of the tile, the number '47' is displayed in orange.</p>
4.	Select the Approval tile.	 <p>The screenshot shows the 'Employee Self Service' navigation bar. Below it is a 'View By' dropdown menu set to 'Type'. There are two filter options: 'All' (with a globe icon and a count of 47) and 'Travel Authorization' (with a suitcase icon and a count of 47). The 'Travel Authorization' option is highlighted with a red border. To the right, there is a filter icon and the text 'Travel Authorization'.</p>
5.	Select the Travel Authorization for Sendback.	 <p>The screenshot shows the 'Travel Authorization' details page. The title is 'Travel Authorization' and the amount is '797.50 USD'. The user name is 'Barbara Lee - 0000000123 / Travel To New York'.</p>

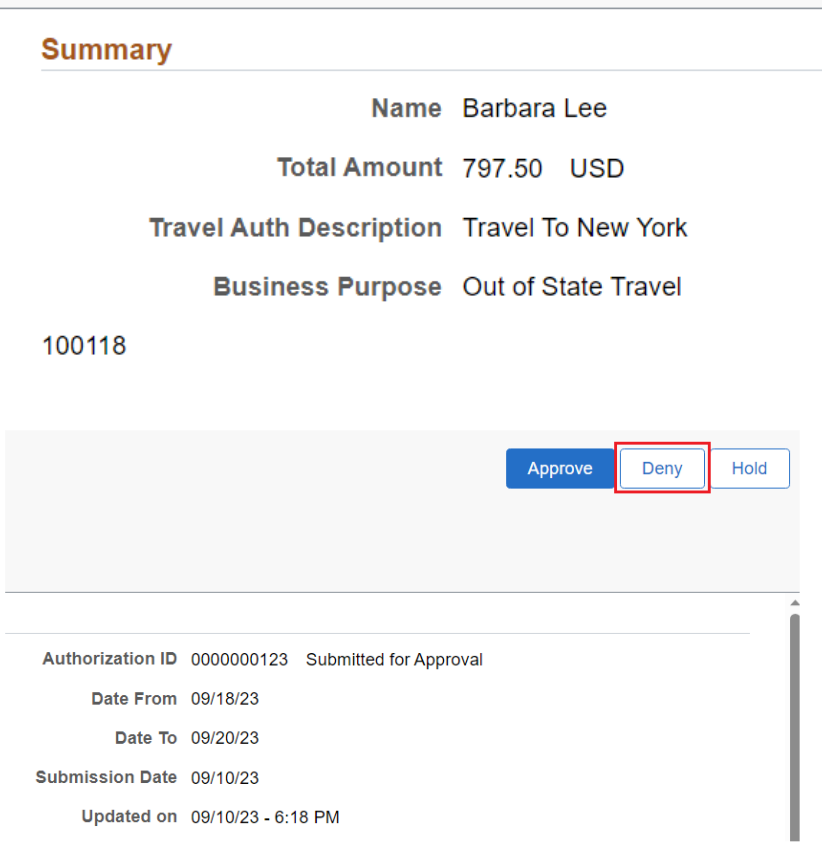


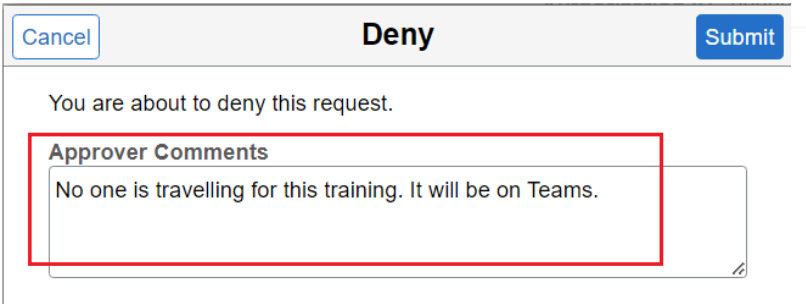
<p>6.</p>	<p>After selecting the Travel Authorization action, the Travel Authorization Approval screen displays.</p> <p> More button appears only for the following approvers for Out-of-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. • CFO. • Director. 	 <p>Summary</p> <p>Name Barbara Lee</p> <p>Total Amount 797.50 USD</p> <p>Travel Auth Description Travel To New York</p> <p>Business Purpose Out of State Travel</p> <p>100118</p> <p>Approve Deny More</p> <hr/> <p>Authorization ID 0000000123 Approvals in Process</p> <p>Date From 09/18/23</p> <p>Date To 09/20/23</p> <p>Submission Date 09/10/23</p> <p>Updated on 09/10/23 - 3:00 PM</p> <p>Travel Authorization Details</p>
<p>7.</p>	<p>Select the  button.</p>	 <p>Approve Deny More</p> <p>Sendback</p> <p>Hold</p>


<p>8.</p>	<p>Select the Sendback button.</p> <p>Sendback comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back Out-of-State Travel Authorizations, so that the traveler can review and correct the Travel Authorization(s).</p>	
<p>9.</p>	<p>Select the Submit button.</p> <p>The Out-of-State Travel Authorization is sent back to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKIAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAapproval ;!!NZFi6Pppv9YR/HI4ruQGTXGamsqn2L1BGak8H5ki\$</p>

Deny – Out-of-State Travel

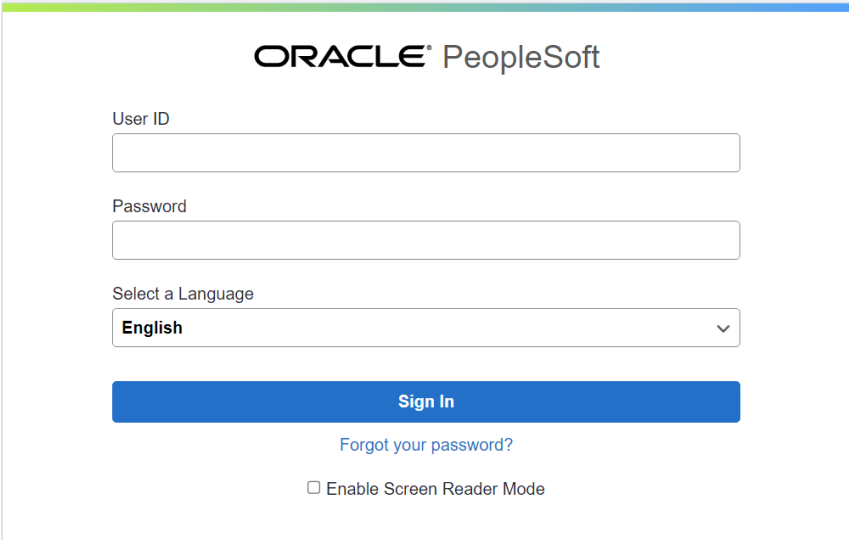
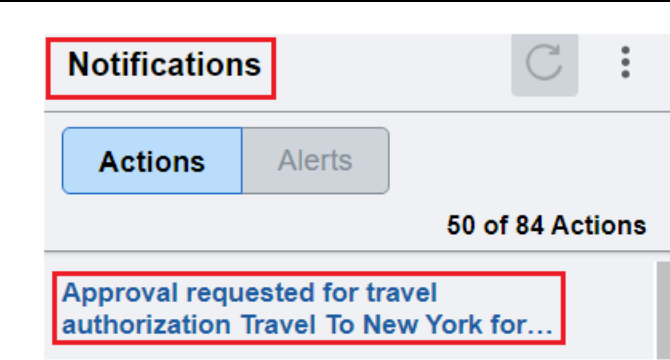
Deny Out-of-State Travel Authorization using the email link

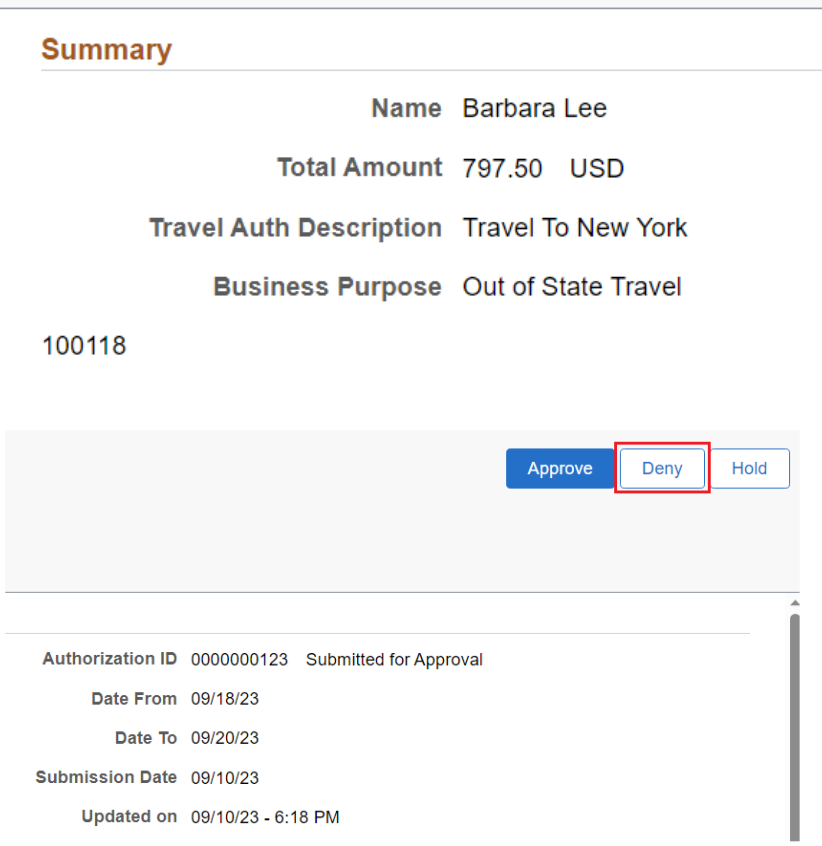


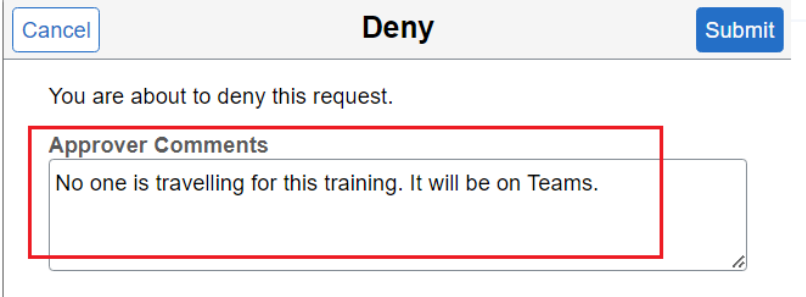
	Setup/Usage Instructions	Screen Prints
1.	Email received for Out-of-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFLAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw,eqkVcCCWdKj8wrSa9K9407khhsfD6NfPaRfWnmNu_4MBFuZ44QFohKf0qDiWQO0Wo\$</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	


<p>3.</p>	<p>Once logged in, the approval screen displays.</p>	
<p>4.</p>	<p>Select the  button.</p> <p>The Deny comment box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter appropriate comment while Denying an Out-of-State Travel Authorization, so that traveler can understand why it was denied.</p>	

5.	<p>Select the  button</p> <p>Out-of-State Travel Authorization is denied and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMFAction=U&TRAVEL_AUTH_ID=000000123&ProcessID=TAAApproval;!INZFi6Pppv9YRQw!p4pBzFmrUXedCGA_QaB4oNKdZ3EqOqN_Ffbg\$</p>

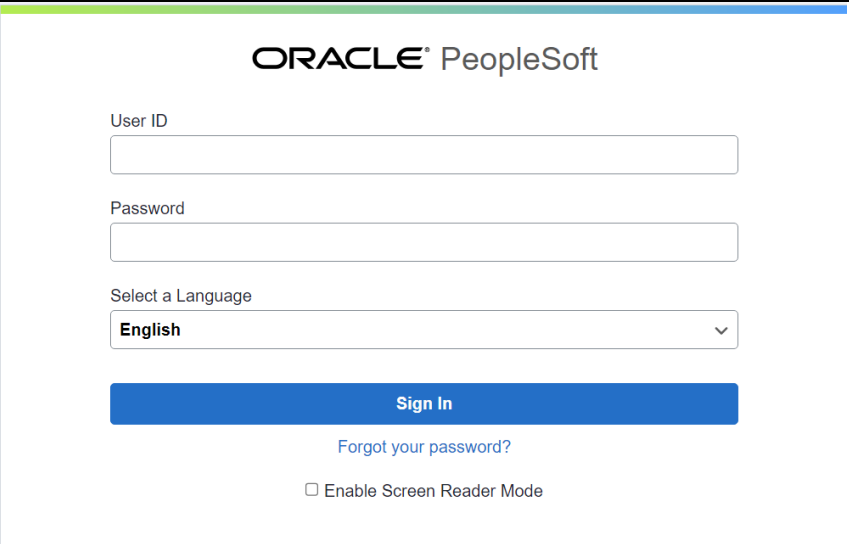
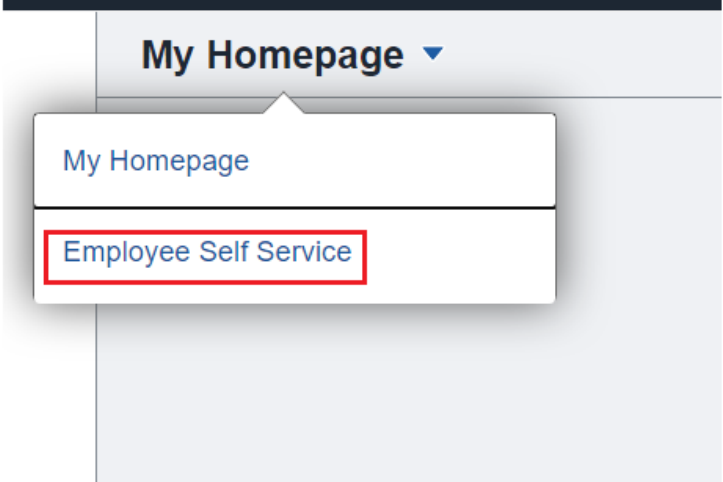
Deny Out-of-State Travel Authorization using the Push Notification

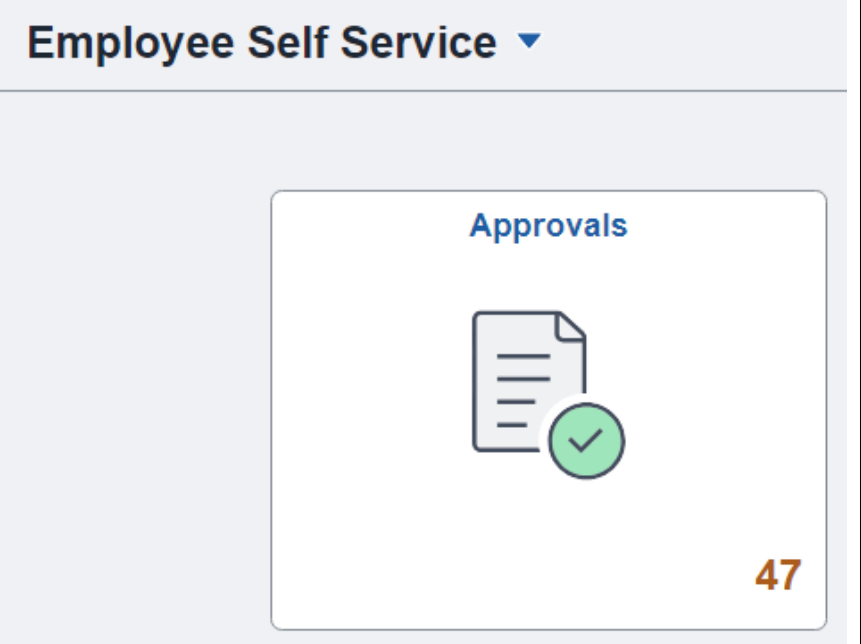
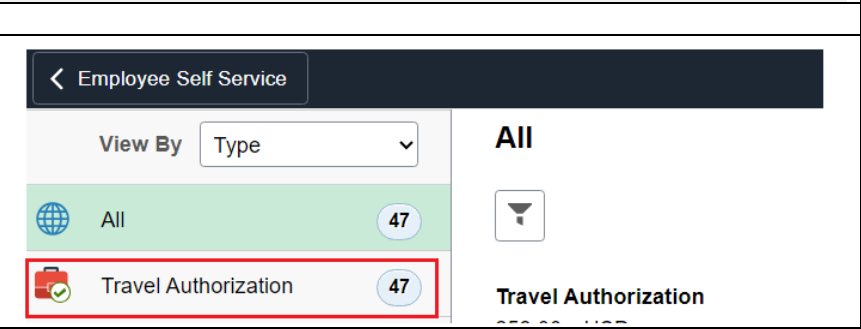
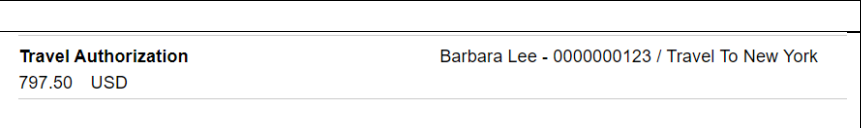
	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	On the right side, locate the Notifications Bell and select the travel authorization to Deny.	

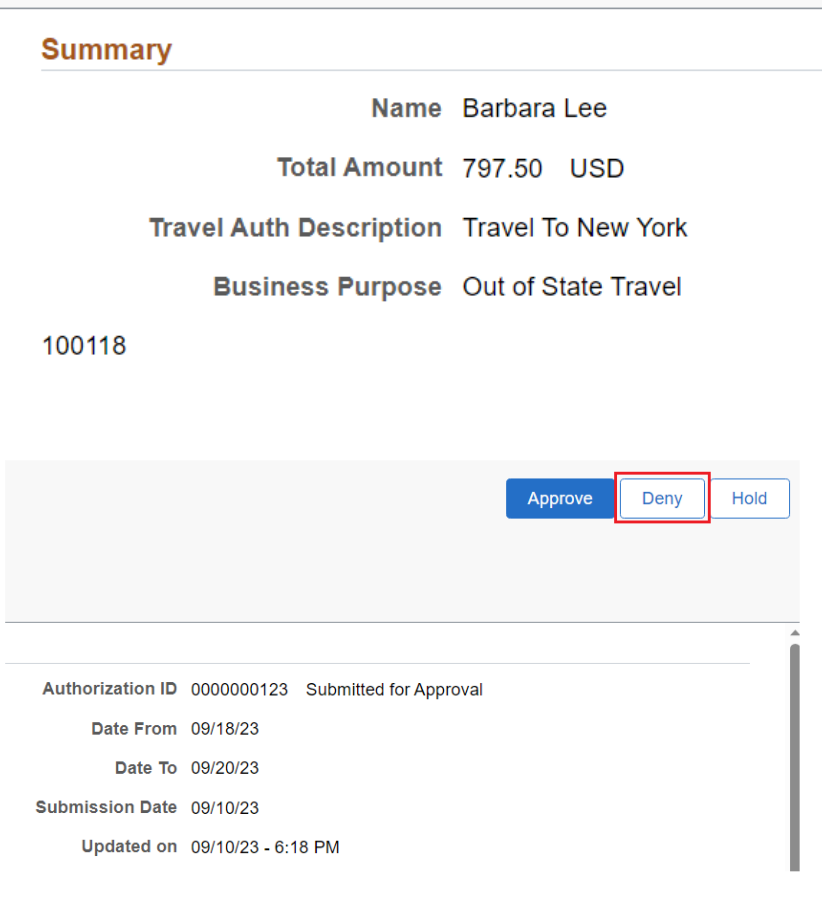


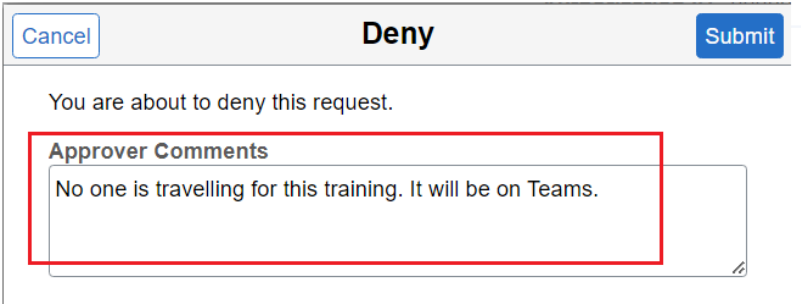
<p>3.</p>	<p>After selecting the Travel Authorization action, the Travel Authorization Approval screen displays.</p>	 <p>Summary</p> <p>Name Barbara Lee</p> <p>Total Amount 797.50 USD</p> <p>Travel Auth Description Travel To New York</p> <p>Business Purpose Out of State Travel</p> <p>100118</p> <p>Approve Deny Hold</p> <hr/> <p>Authorization ID 000000123 Submitted for Approval</p> <p>Date From 09/18/23</p> <p>Date To 09/20/23</p> <p>Submission Date 09/10/23</p> <p>Updated on 09/10/23 - 6:18 PM</p>
<p>4.</p>	<p>Select the  button</p> <p>Deny comment box displays. Comments are required for Denied Travel.</p> <p> It is always best practice to enter appropriate comment while Denying an Out-of-State Travel Authorization, so that traveler can understand why it was denied.</p>	 <p>Cancel Deny Submit</p> <p>You are about to deny this request.</p> <p>Approver Comments</p> <p>No one is travelling for this training. It will be on Teams.</p>


5.	<p>Select the  button.</p> <p>Out-of-State Travel Authorization is denied and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMFAction=U&TRAVEL_AUTH_ID=000000123&ProcessID=TAAApproval;!INZFi6Pppv9YRQw!p4pBzFmrUXedCGA_QaB4oNKdZ3EqOqN_Ffbg\$</p>

Deny Out-of-State Travel Authorization using Approval Tile

	Setup/Usage Instructions	Screen Prints
1.	Log into PeopleSoft.	
2.	From the top left corner, select My Homepage , then select Employee Self Service from the drop-down menu.	

3.	Employee Self Service displays the Approvals tile.	 <p>Employee Self Service ▾</p> <p>Approvals</p> <p>47</p>
4.	Select the Approvals tile.	 <p>< Employee Self Service</p> <p>View By Type ▾</p> <p>All 47</p> <p>Travel Authorization 47</p> <p>Travel Authorization</p>
5.	Select the Travel Authorization to Deny.	 <p>Travel Authorization Barbara Lee - 0000000123 / Travel To New York</p> <p>797.50 USD</p>

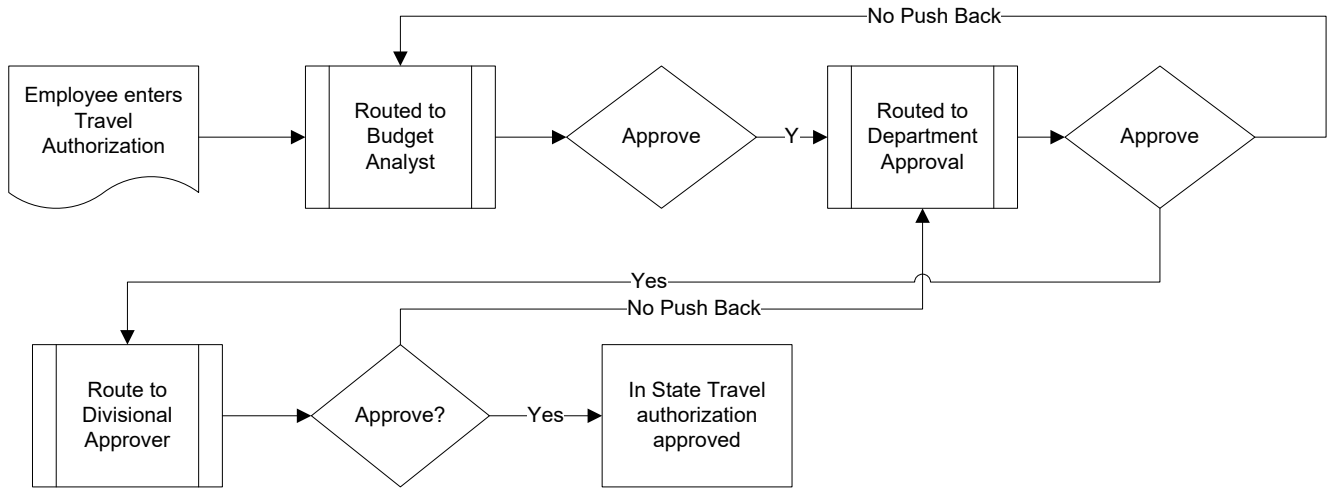
6.	<p>The approval screen displays.</p>	
7.	<p>Select the  button</p> <p>Deny comment box displays. Comments are required for Denied Travel.</p> <p> It is always best practice to enter appropriate comment while Denying an Out-of-State Travel Authorization, so that traveler can understand why it was denied.</p>	

8.	<p>Select the  button</p> <p>Out-of-State Travel Authorization is denied and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To New York Travel Auth ID: 0000000123 Business Purpose: Out of State Travel Reimbursement Amount: 797.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMFAction=U&TRAVEL_AUTH_ID=0000000123&ProcessID=TAAApproval;!INZFi6Pppv9YRQw!p4pBzFmrUXedCGA_QaB4oNKdZ3EqOqN_Ffbg\$</p>



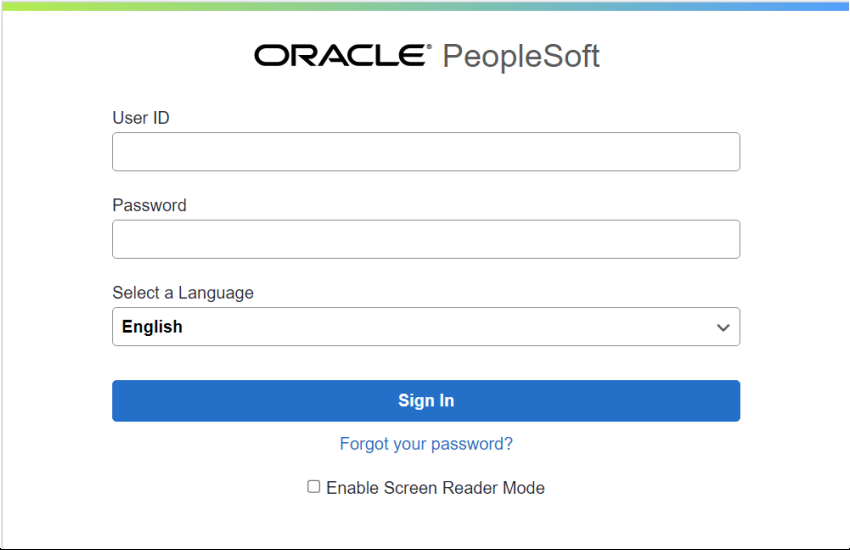
IN-STATE TRAVEL AUTHORIZATION PROCESS FLOW

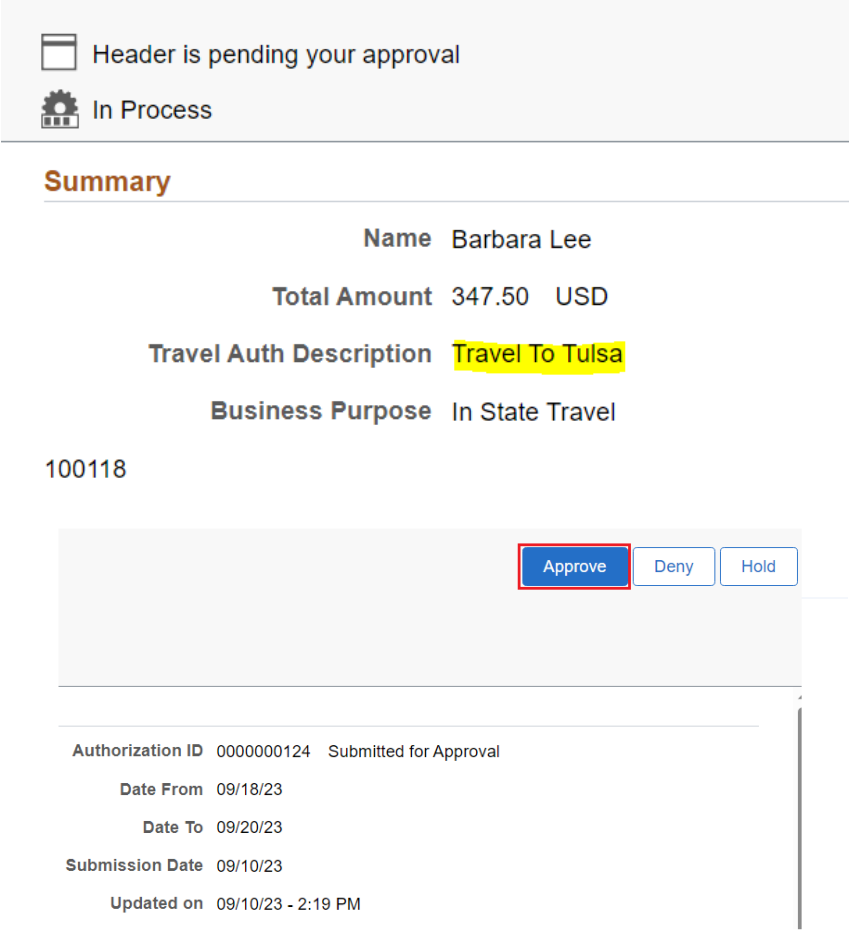
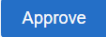


PeopleSoft OMES In State Travel Authorization Approval Process





Approvals – In-State Travel

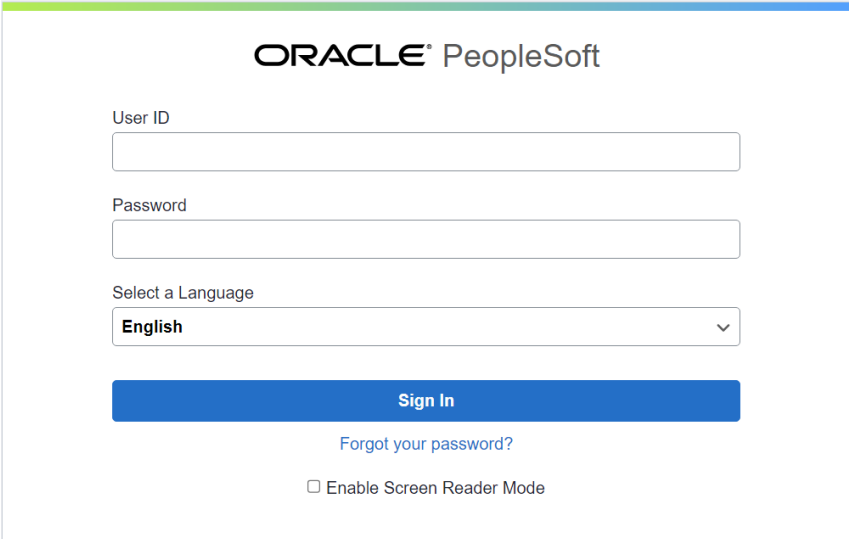
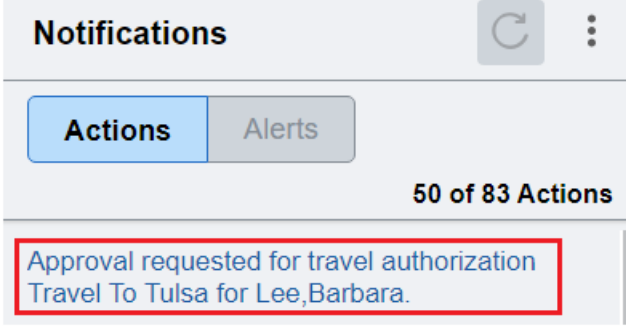
Approve In-State Travel Authorization using the email Link

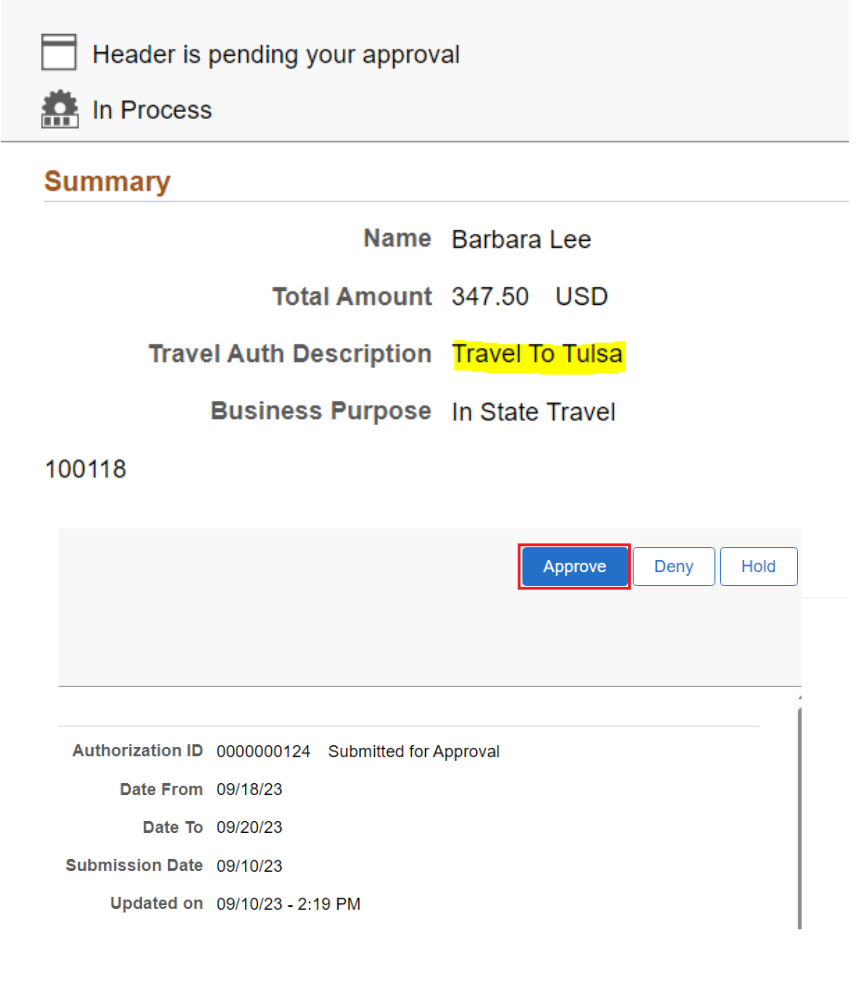
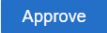

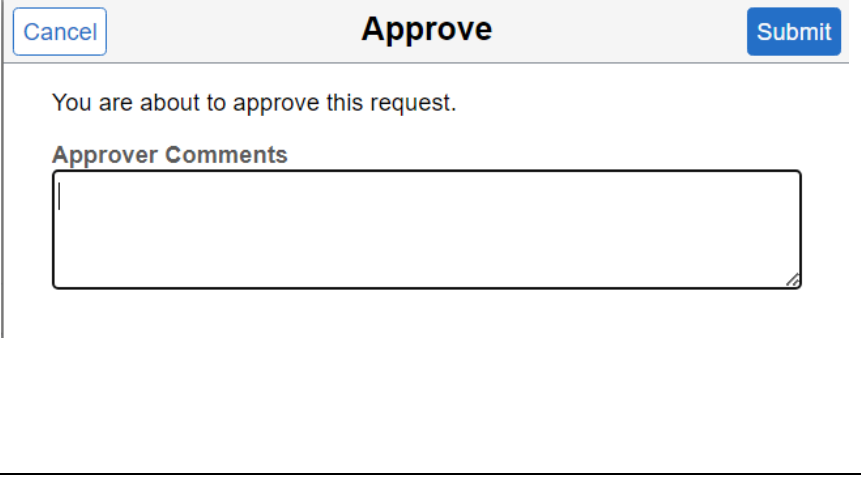
	Setup/usage instructions	Screen prints
1.	Email received for In-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAApproval ;!!NZFi6Pppv9YRQw!tw1G-7l4B5YAHfja_BfFJLaV9mw0sPvganczSVJvAKV6JFJZRug6tawn17tqWo8uS8700t1AcRTyRwY0myEVmt</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	



<p>3.</p>	<p>Once logged in, the approval screen displays.</p>	 <p>The screenshot shows the top of an approval screen. At the top, there is a header area with a document icon and the text "Header is pending your approval", followed by a gear icon and "In Process". Below this is a "Summary" section with the following details: Name: Barbara Lee; Total Amount: 347.50 USD; Travel Auth Description: Travel To Tulsa (highlighted in yellow); Business Purpose: In State Travel. Below the summary is the number "100118". At the bottom of the summary section are three buttons: "Approve" (highlighted with a red box), "Deny", and "Hold". Below the buttons, there is a section for "Authorization ID 0000000124 Submitted for Approval" with the following dates: Date From: 09/18/23, Date To: 09/20/23, Submission Date: 09/10/23, and Updated on: 09/10/23 - 2:19 PM.</p>
<p>4.</p>	<p>Select the  button.</p> <p>Approval Comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving the In-State Travel Authorization so you can review prior approvals.</p>	 <p>The screenshot shows a dialog box titled "Approve". It has a "Cancel" button on the left and a "Submit" button on the right. The main text says "You are about to approve this request." Below this is a section titled "Approver Comments" with a large, empty text input box.</p>

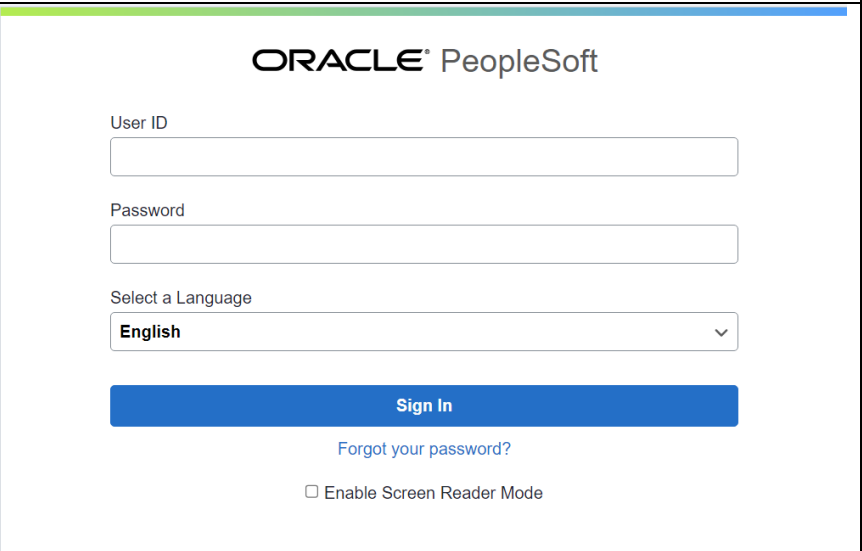
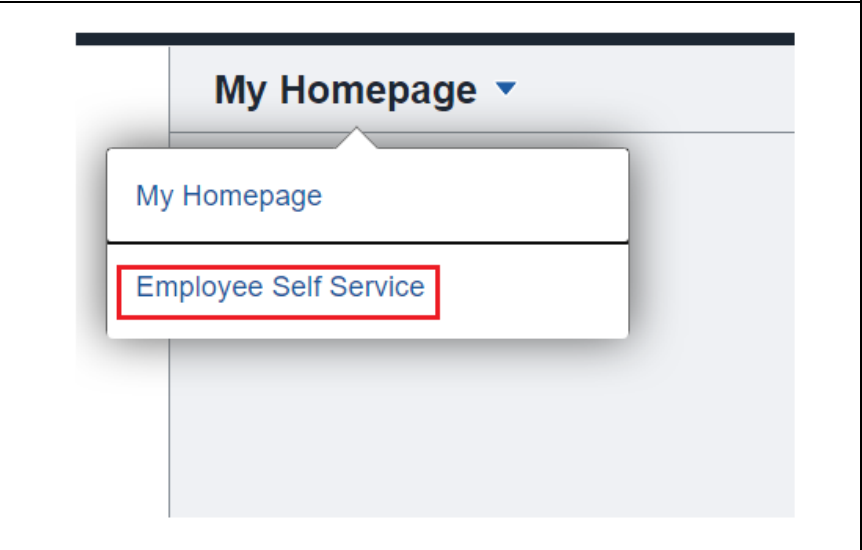
5.	<p>Select the  button.</p> <p> If you are the director (final approver), the Out-of-State Travel Authorization is finalized upon approval. If you are a budget analyst/departmental/divisional approval or CFO, then the In-State Travel Authorization is routed to the next approver.</p> <p>Refer to IN-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	In-State Travel Authorization is approved.

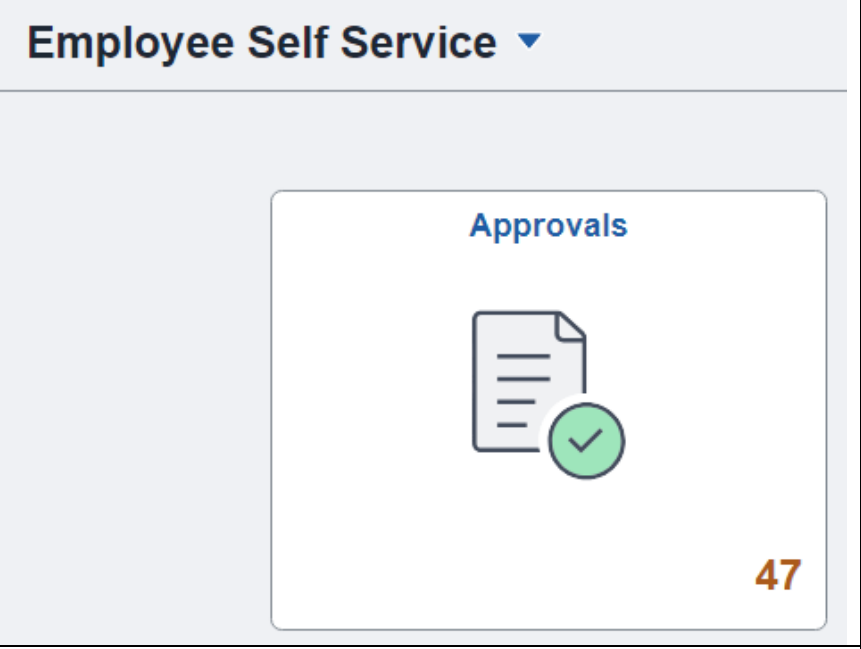
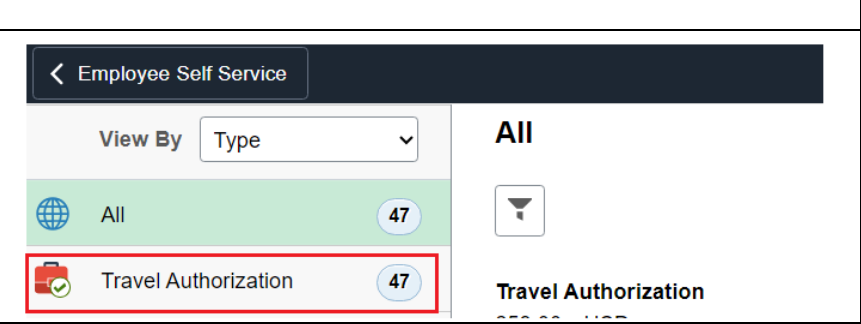
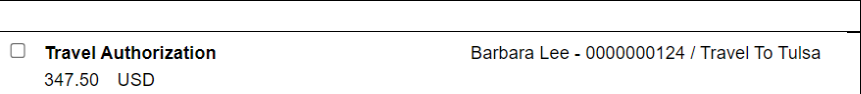
Approve In-State Travel Authorization using the Push Notification

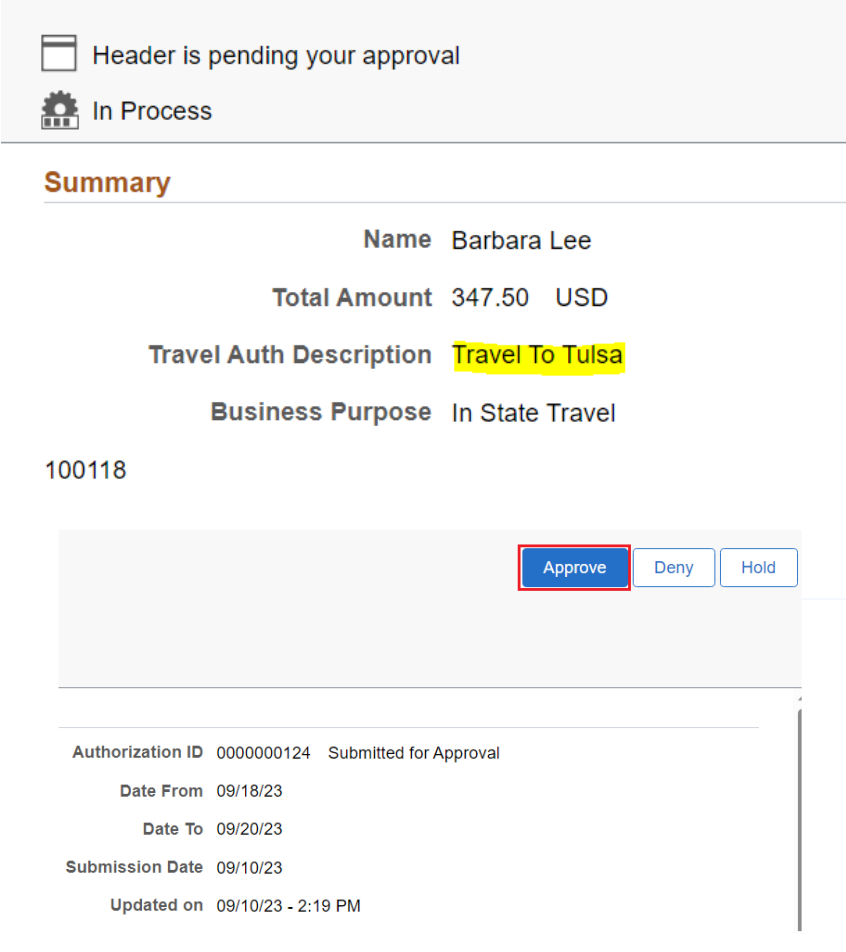



	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to approve under the Actions panel.	



<p>3.</p>	<p>The Travel Authorization Approval screen displays.</p>	
<p>4.</p>	<p>Select the  button.</p> <p>Approver Comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving In-State Travel Authorization so you can review prior approvals.</p>	

5.	<p>Select the  button.</p> <p> If you are the director (final approver), the Out-of-State Travel Authorization is finalized upon approval. If you are a budget analyst/departmental/divisional approver or CFO, the In-State Travel Authorization is routed to the next approver.</p> <p>Refer to IN-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	<p>In-State Travel Authorization is approved.</p>

	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left, select My Homepage , then select Employee Self Service from the drop-down menu.	

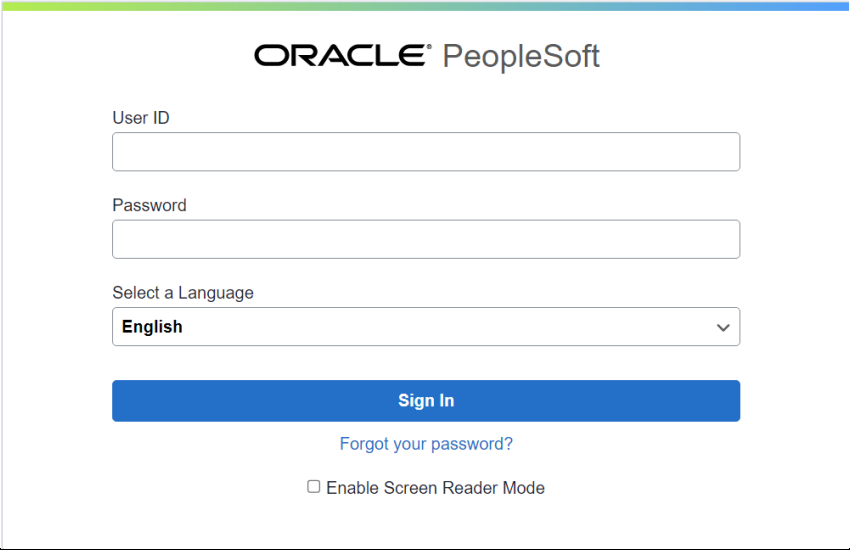
3.	<p>Employee Self Service displays the Approvals tile.</p>	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' containing a document icon with a green checkmark and the number '47' in orange text at the bottom right.</p>
4.	<p>Select the Approvals tile.</p>	 <p>The screenshot shows a navigation bar with a back arrow and 'Employee Self Service'. Below it is a 'View By' dropdown set to 'Type'. A list of items is shown: 'All' (with a globe icon and a '47' badge) and 'Travel Authorization' (with a suitcase icon, a green checkmark, and a '47' badge). The 'Travel Authorization' item is highlighted with a red border. To the right, there is a filter icon and the text 'Travel Authorization'.</p>
5.	<p>Select the Travel Authorization to approve.</p>	 <p>The screenshot shows a list item for 'Travel Authorization' with a checkbox, the amount '347.50 USD', and the user information 'Barbara Lee - 0000000124 / Travel To Tulsa'.</p>



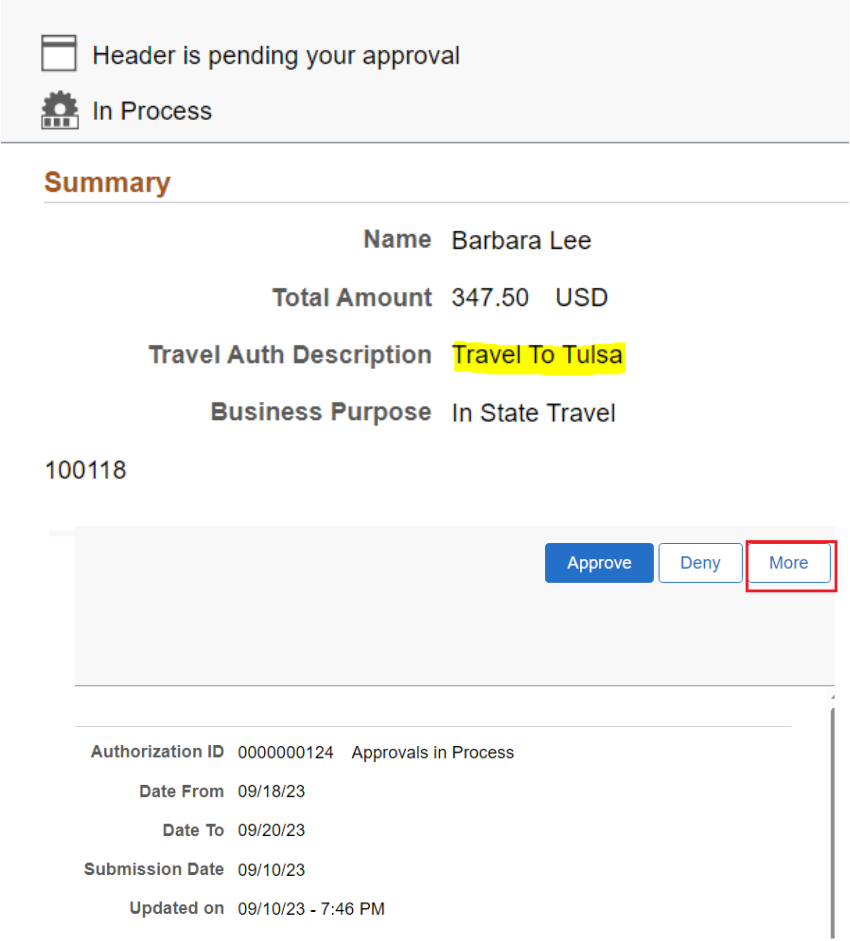

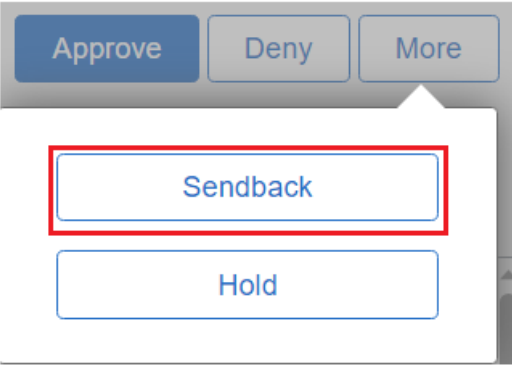
<p>6.</p>	<p>The Travel Authorization Approval screen displays.</p>	
<p>7.</p>	<p>Select the  button.</p> <p>Approver Comments box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving In-State Travel Authorization so that you can review prior approvals.</p>	


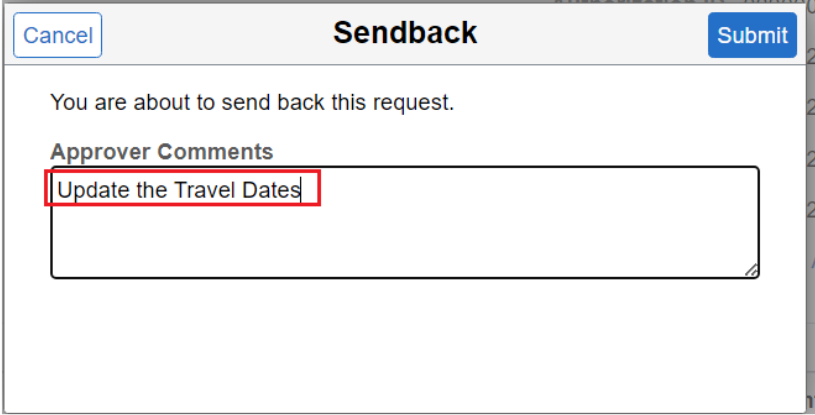
8.	<p>Select the  button.</p> <p> If you are the director (final approver), the In-State Travel Authorization is finalized upon approval. If you are a budget analyst/departmental/divisional approval or CFO, then the In-State Travel Authorization is routed to the next approver.</p> <p>Refer to IN-STATE TRAVEL AUTHORIZATION PROCESS FLOW.</p>	In-State Travel Authorization is approved.

Sendback – In-State Travel

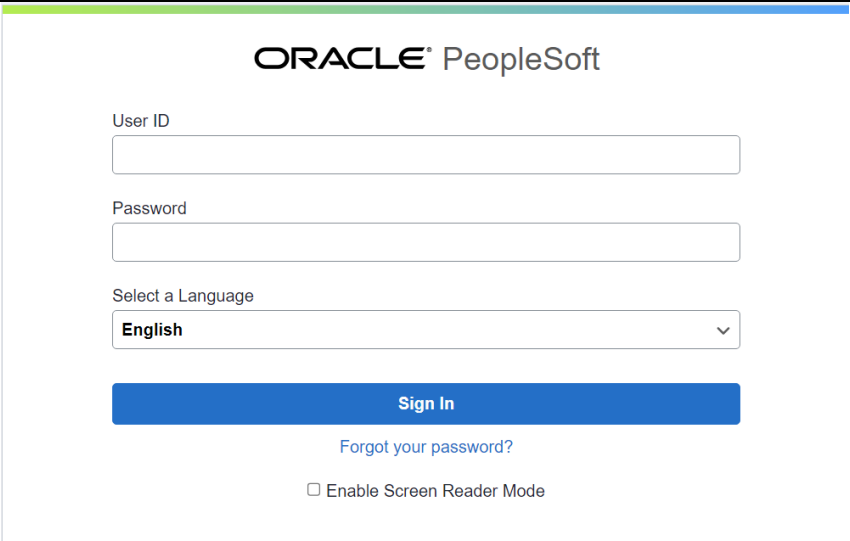
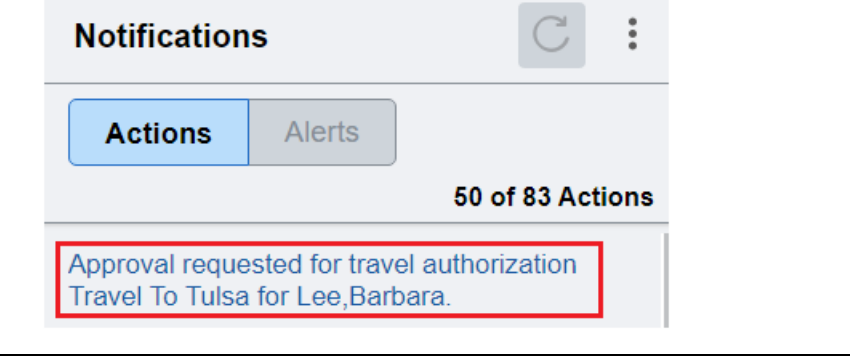
Sendback In-State Travel Authorization using the email link



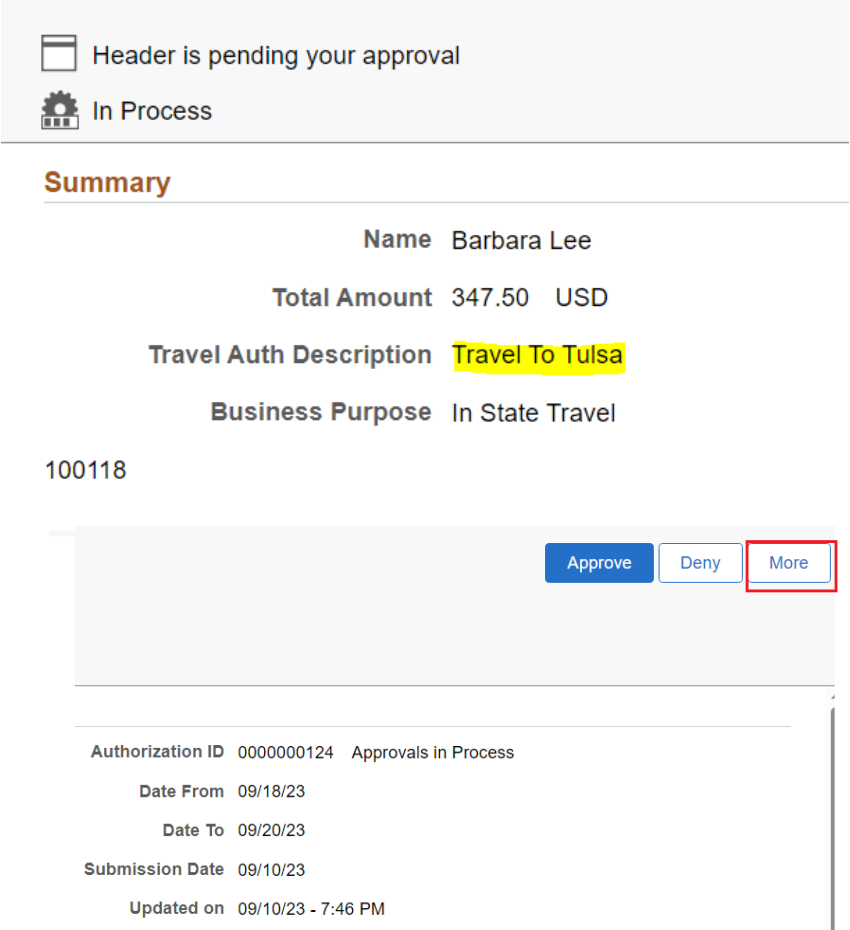

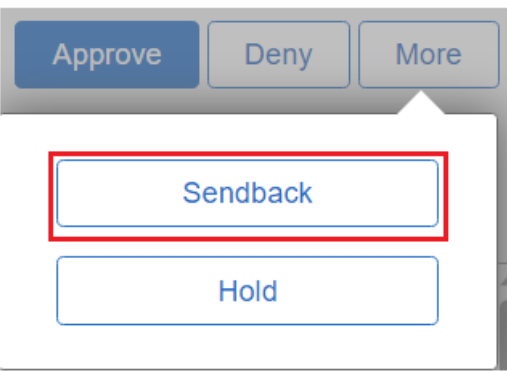
	Setup/usage instructions	Screen prints
1.	Email received for In-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLUAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAApproval ;!!NZFi6Pppv9YRQw!tw1G-7l4B5YAHfja_BfJLaV9mw0sPvganczSVJvAKV6JFJZRug6tawn17tqWo8uS8700t1AcRTyRwY0myEVmt</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	


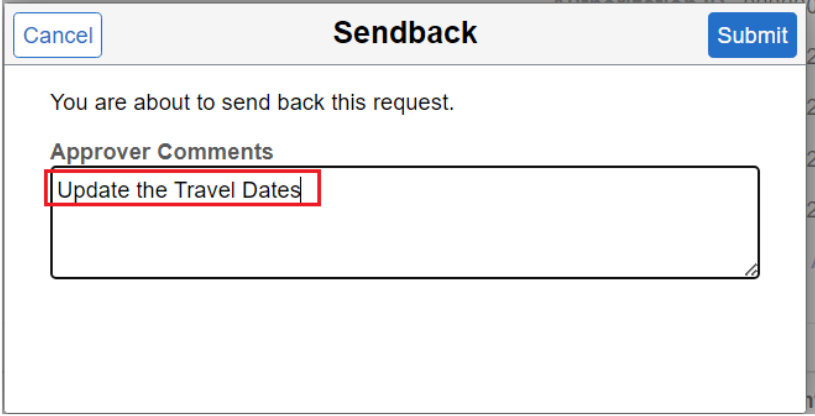
<p>3.</p>	<p>Once logged in, the Approval screen displays.</p> <p> The  button will appear only for the following approvers for In-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. 	 <p>Header is pending your approval</p> <p>In Process</p> <p>Summary</p> <p>Name Barbara Lee</p> <p>Total Amount 347.50 USD</p> <p>Travel Auth Description Travel To Tulsa</p> <p>Business Purpose In State Travel</p> <p>100118</p> <p>Approve Deny More</p> <p>Authorization ID 000000124 Approvals in Process</p> <p>Date From 09/18/23</p> <p>Date To 09/20/23</p> <p>Submission Date 09/10/23</p> <p>Updated on 09/10/23 - 7:46 PM</p>
<p>4.</p>	<p>Select the  button.</p>	 <p>Approve Deny More</p> <p>Sendback</p> <p>Hold</p>

<p>5.</p>	<p>Select the Sendback button.</p> <p>Approver Comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back In-State Travel Authorizations so the traveler can review and correct the report.</p>	
<p>6.</p>	<p>Select the Submit button.</p> <p>The In-State Travel Authorization is sent back to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw!rf1BCAu3BiBbwT90EnICD0sR2jJJVSo8f85zPKjWFCjp7yt18YhS7d7kKgRueZxdE\$</p>

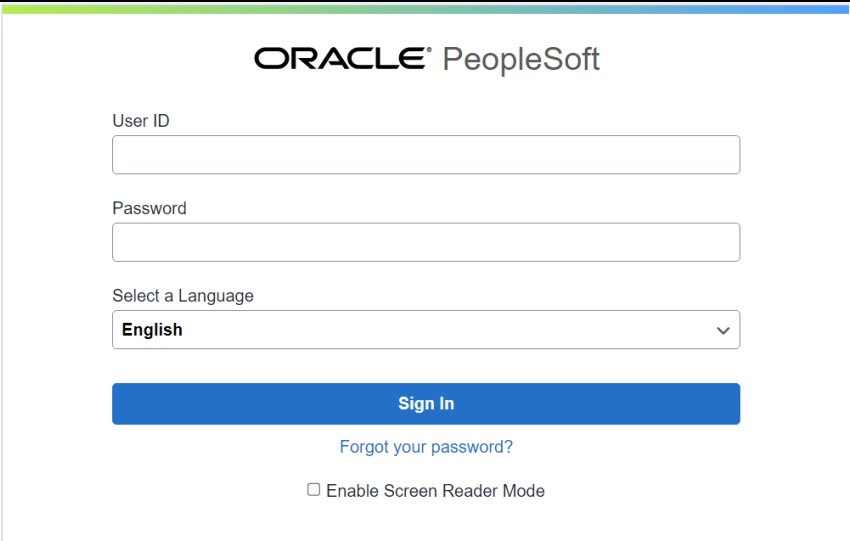
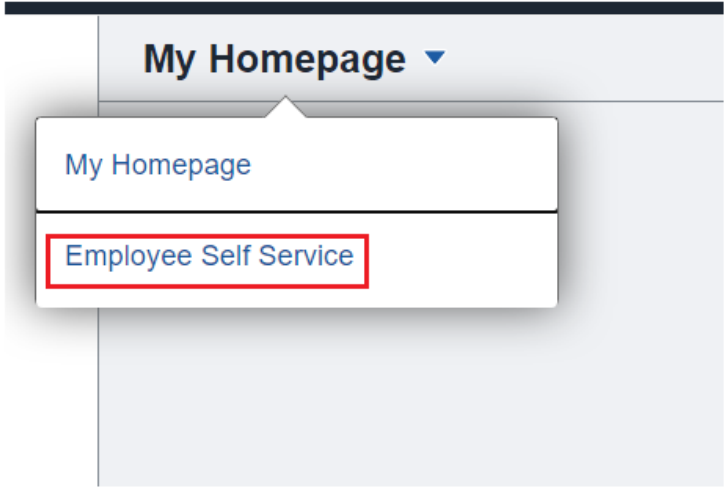
Sendback In-State Travel Authorization using the Push Notification

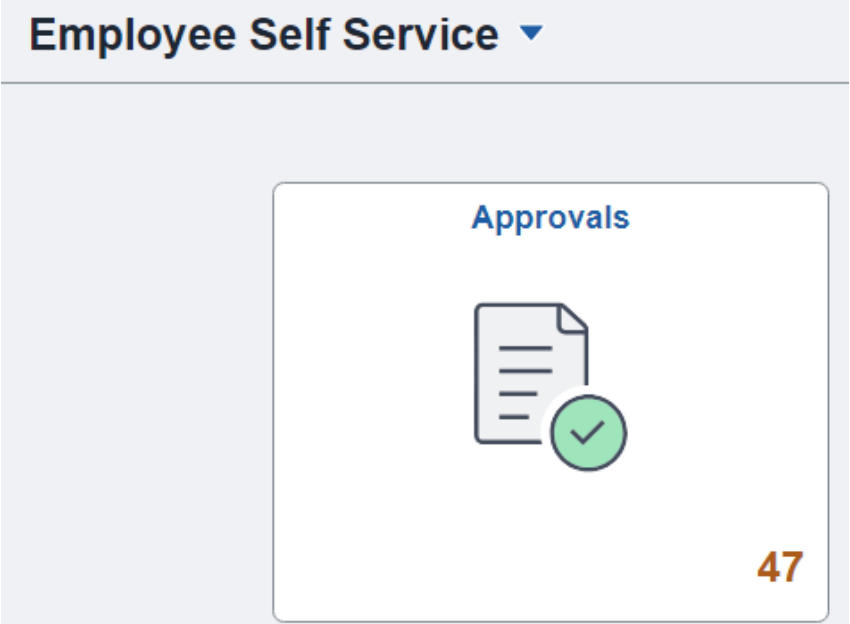
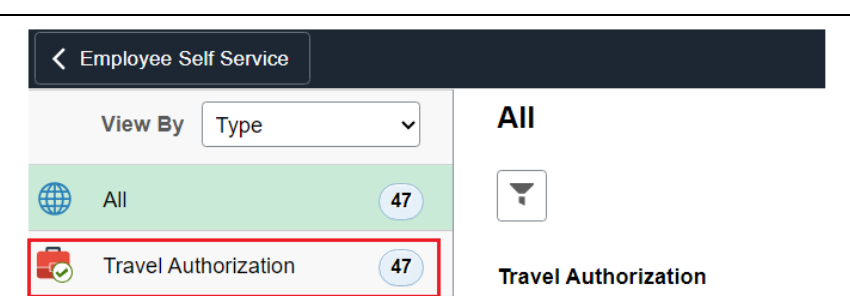
	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to approve under the Actions panel.	




<p>3.</p>	<p>After selecting the Travel Authorization action, the Travel Authorization Approval screen displays.</p> <p> The  button will appear only for the following approvers for In-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. 	 <p>The screenshot shows the 'Travel Authorization Approval' screen. At the top, there is a header area with a calendar icon and the text 'Header is pending your approval', and a gear icon with the text 'In Process'. Below this is a 'Summary' section with the following details: Name: Barbara Lee, Total Amount: 347.50 USD, Travel Auth Description: Travel To Tulsa (highlighted in yellow), and Business Purpose: In State Travel. A reference number '100118' is displayed. At the bottom of the summary, there are three buttons: 'Approve' (blue), 'Deny' (light blue), and 'More' (light blue, highlighted with a red border). Below the summary, there is a section for 'Authorization ID 0000000124 Approvals in Process' with the following details: Date From: 09/18/23, Date To: 09/20/23, Submission Date: 09/10/23, and Updated on: 09/10/23 - 7:46 PM.</p>
<p>4.</p>	<p>Select the  button.</p>	 <p>The screenshot shows a close-up of the 'More' button dropdown menu. The 'More' button is highlighted with a red border. The dropdown menu contains two options: 'Sendback' (highlighted with a red border) and 'Hold'.</p>


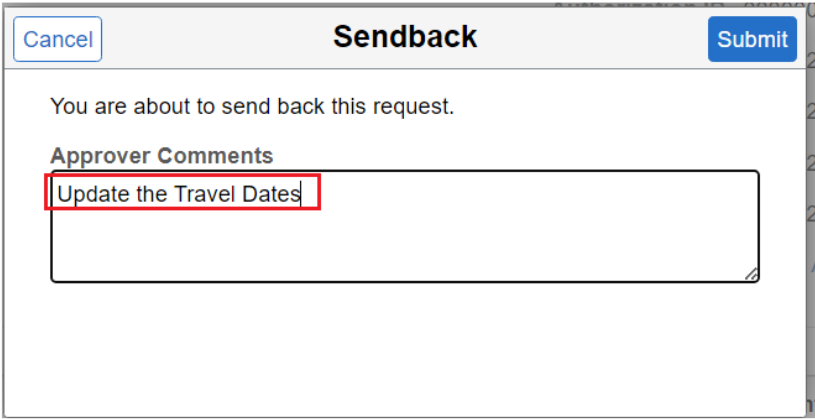
<p>5.</p>	<p>Select the Sendback button.</p> <p>Approver Comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back In-State Travel Authorizations so the traveler can review and correct the report.</p>	
<p>6.</p>	<p>Select the Submit button.</p> <p>In-State Travel Authorization is sent back to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval_!!NZFi6Pppv9YRQw!rf1BCAu3BiBbwT90EnICD0sR2jJJVSo8f85zPKjWFCjp7yt18YhS7d7kKgRueZxdE\$</p>

Sendback In-State Travel Authorization using the Approval Tile

	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left, select My Homepage , then select Employee Self Service from the drop-down menu.	

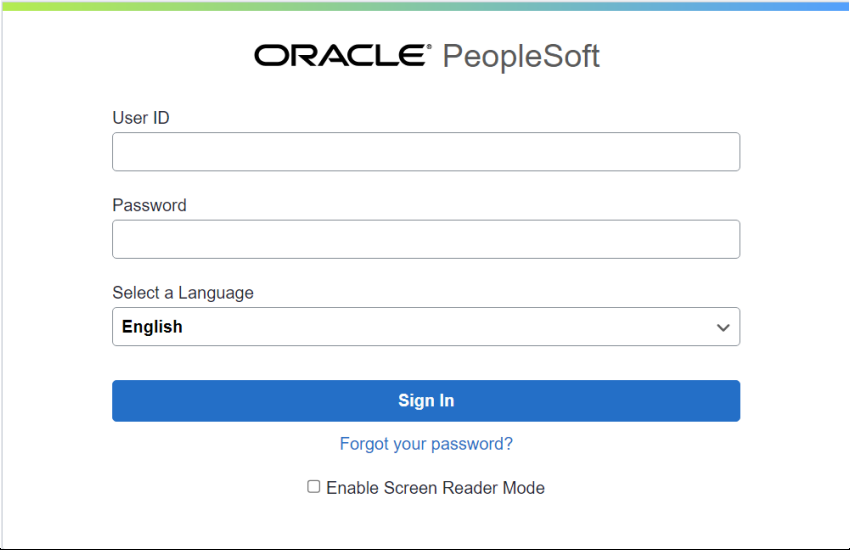
3.	Employee Self Service displays the Approvals tile.	
4.	Select the Approvals tile.	
5.	Select Travel Authorization to approve.	<input type="checkbox"/> Travel Authorization 347.50 USD Barbara Lee - 0000000124 / Travel To Tulsa

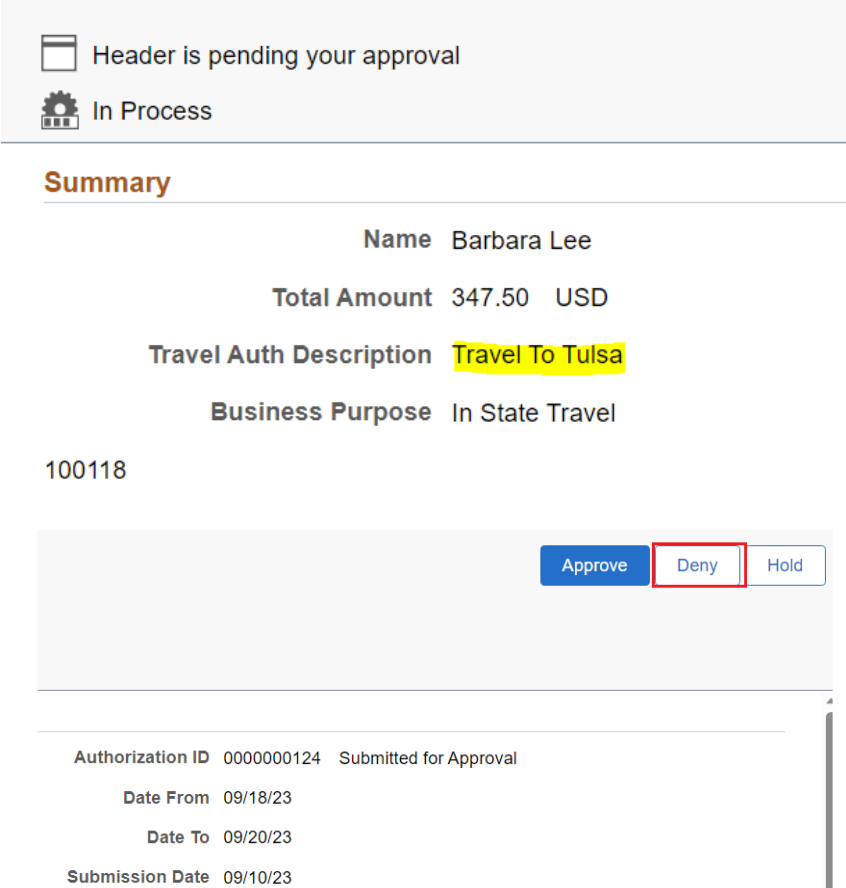


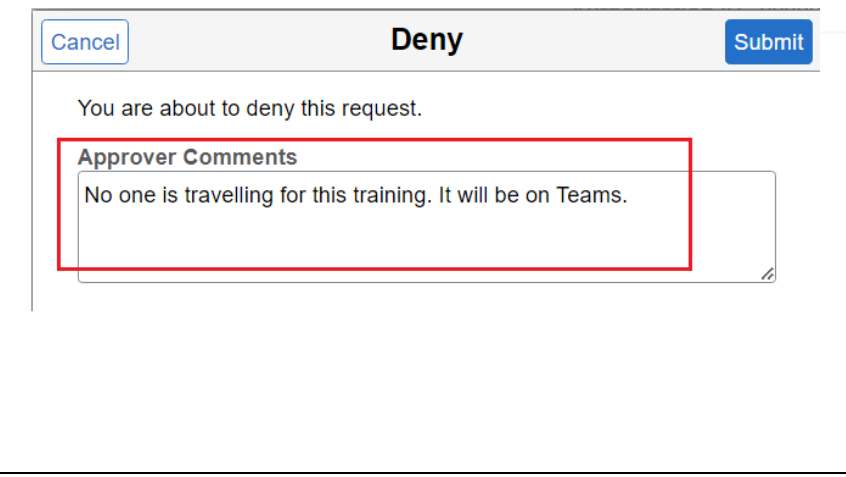
<p>6.</p>	<p>The Travel Authorization Approval screen displays.</p> <p> The <input type="button" value="More"/> button will appear only for the following approvers for In-State Travel Authorization:</p> <ul style="list-style-type: none"> • Departmental approver. • Divisional approver. 	<div data-bbox="683 113 1490 254"> <p> Header is pending your approval</p> <p> In Process</p> </div> <hr/> <p>Summary</p> <p style="text-align: right;">Name Barbara Lee</p> <p style="text-align: right;">Total Amount 347.50 USD</p> <p style="text-align: right;">Travel Auth Description Travel To Tulsa</p> <p style="text-align: right;">Business Purpose In State Travel</p> <p>100118</p> <div data-bbox="716 638 1479 793"> <p style="text-align: right;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> <input style="border: 2px solid red;" type="button" value="More"/> </p> </div> <hr/> <p>Authorization ID 0000000124 Approvals in Process</p> <p style="padding-left: 40px;">Date From 09/18/23</p> <p style="padding-left: 40px;">Date To 09/20/23</p> <p style="padding-left: 40px;">Submission Date 09/10/23</p> <p style="padding-left: 40px;">Updated on 09/10/23 - 7:46 PM</p>
<p>7.</p>	<p>Select the <input type="button" value="More"/> button.</p>	<div data-bbox="703 1077 1214 1438"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="More"/> </p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="border: 2px solid red; padding: 5px; text-align: center; margin-bottom: 5px;">Sendback</p> <p style="padding: 5px; text-align: center;">Hold</p> </div> </div>


<p>8.</p>	<p>Select the Sendback button.</p> <p>Approver Comments box displays. Comments are required for Sendback.</p> <p> It is always best practice to enter a detailed comment while sending back In-State Travel Authorizations so that the traveler can review the report.</p>	
<p>9.</p>	<p>Select the Submit button.</p> <p>The In-State Travel Authorization is returned to the traveler who also receives an email notification.</p>	<p>The following travel authorization request has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval_!INZF6Pppv9YRQw!rf1BCAu3BiBbwT90EnLCD0sR2jJlVSo8f85zPKjWFcJp7yt18YhS7d7kKgRueZxdE\$</p>

Deny – In-State Travel

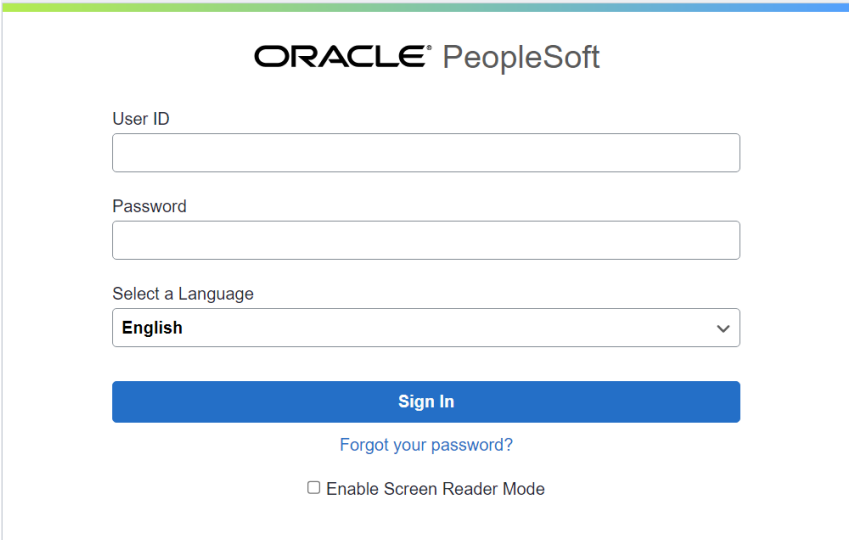
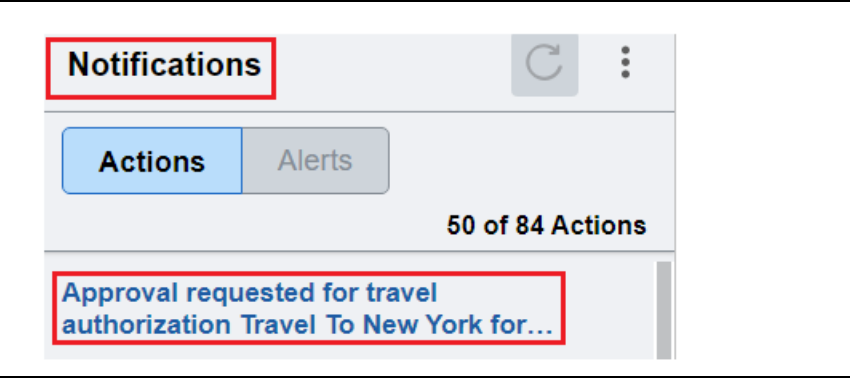
Deny In-State Travel Authorization using the email Link

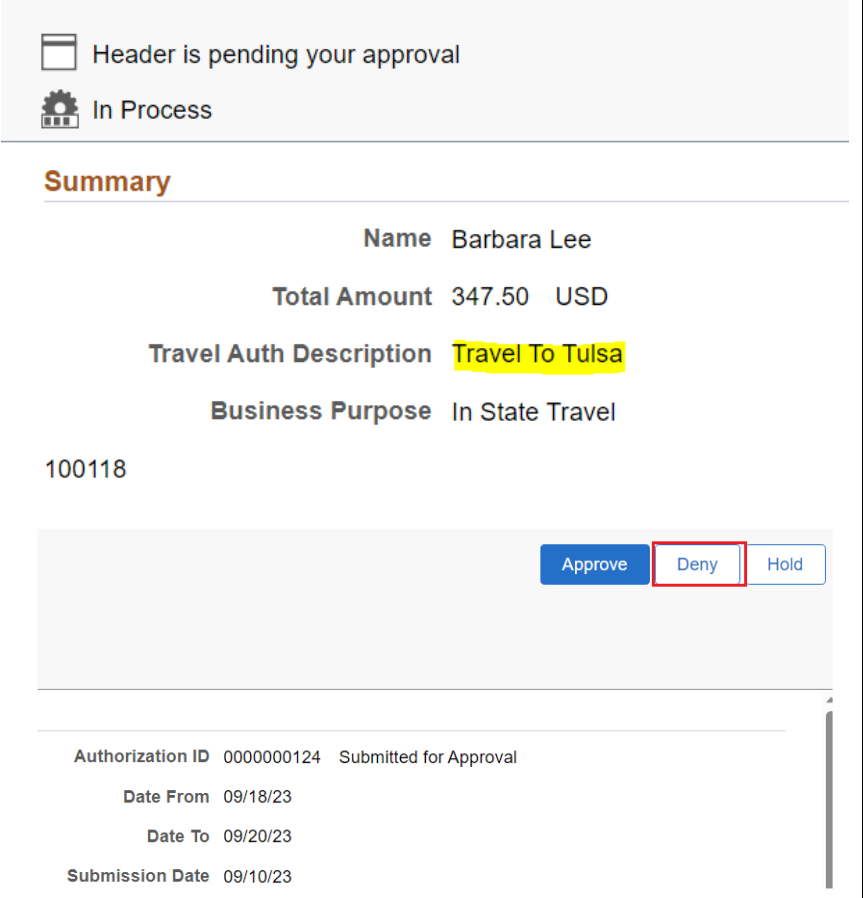


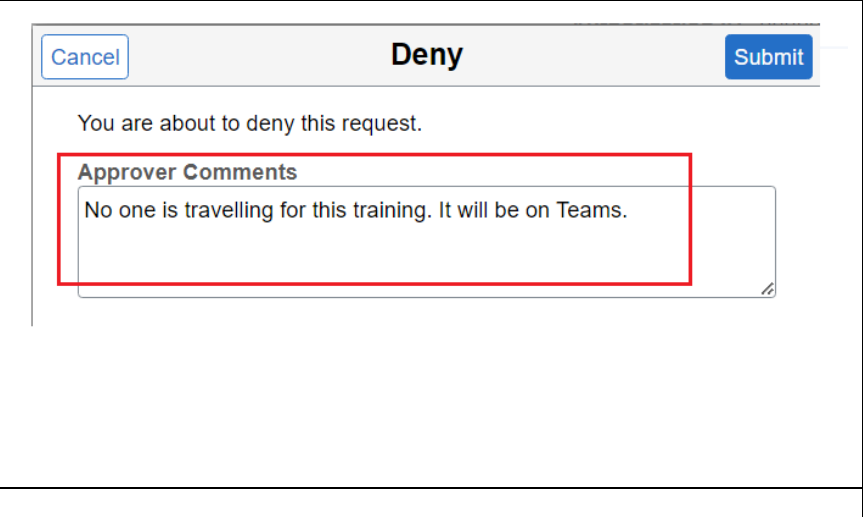
	Setup/usage instructions	Screen prints
1.	Email received for In-State Travel Authorization approval.	<p>A travel authorization request has been submitted that requires your attention:</p> <p>Employee ID: 100118 Employee Name: Lee, Barbara Submission Date: 2023-09-10 Travel Auth Description: Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAApproval ;!!NZFi6Pppv9YRQw!tw1G-7l4B5YAHfja_BfFJLaV9mw0sPvganczSVJvAKV6JFJZRug6tawn17tqWo8uS8700t1AcRTyRwY0myEVmt</p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	


<p>3.</p>	<p>Once logged in, the Approval screen displays.</p>	 <p>Header is pending your approval</p> <p>In Process</p> <p>Summary</p> <p>Name Barbara Lee</p> <p>Total Amount 347.50 USD</p> <p>Travel Auth Description Travel To Tulsa</p> <p>Business Purpose In State Travel</p> <p>100118</p> <p>Approve Deny Hold</p> <p>Authorization ID 000000124 Submitted for Approval</p> <p>Date From 09/18/23</p> <p>Date To 09/20/23</p> <p>Submission Date 09/10/23</p>
<p>4.</p>	<p>Select the  button.</p> <p>Approver Comments box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter a detailed comment while denying an In-State Travel Authorization so the traveler can understand why it was denied.</p>	 <p>Cancel Deny Submit</p> <p>You are about to deny this request.</p> <p>Approver Comments</p> <p>No one is travelling for this training. It will be on Teams.</p>

5.	<p>Select the  button.</p> <p>The In-State Travel Authorization is denied, and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLOYIAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw!ut0XWK7kVBeutWNXREPFQjJqYGGIFAS5LR313Qfedf4CCQvL340YV_HsjIB1pkEyp61P0LsR3Y9sYIMdcU\$</p>

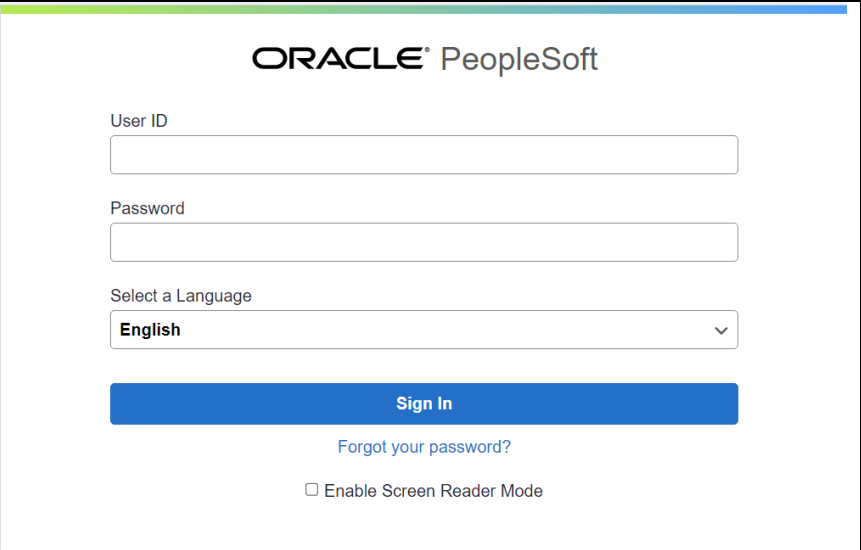
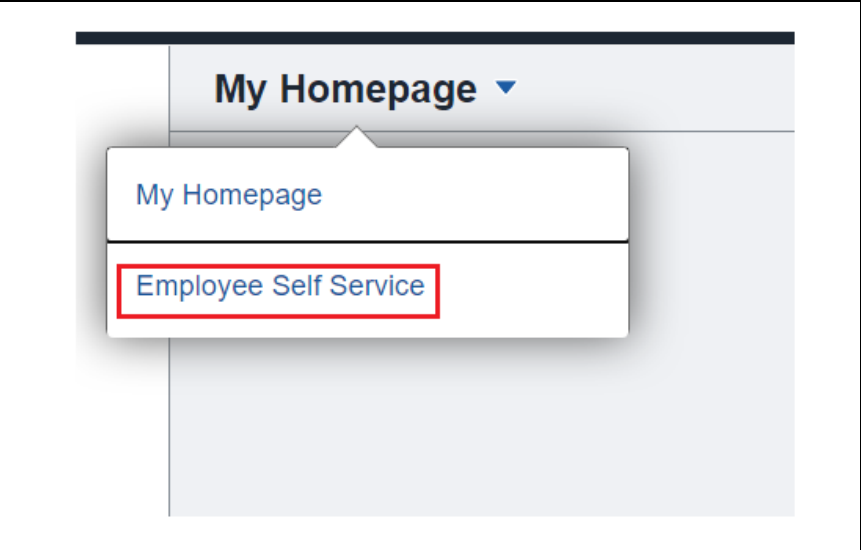
Deny In-State Travel Authorization using the Push Notification

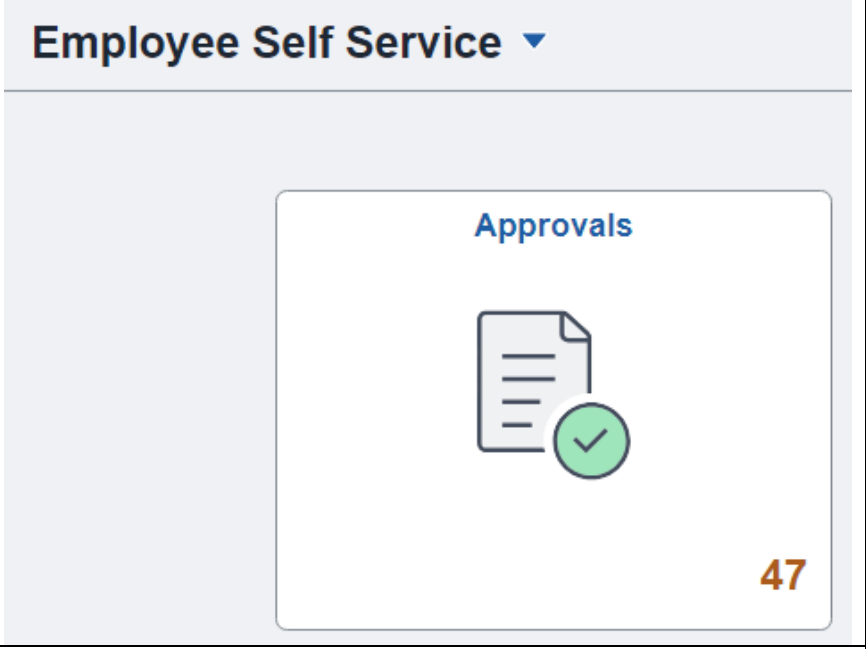
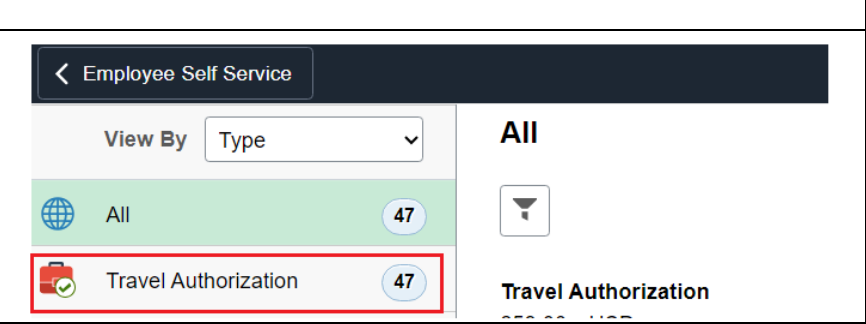
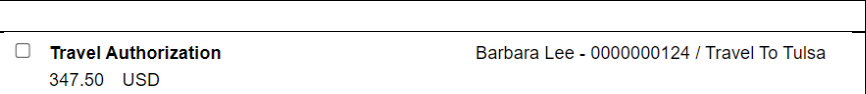
	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	At the right under Notifications, select the travel authorization to deny from the Actions panel.	

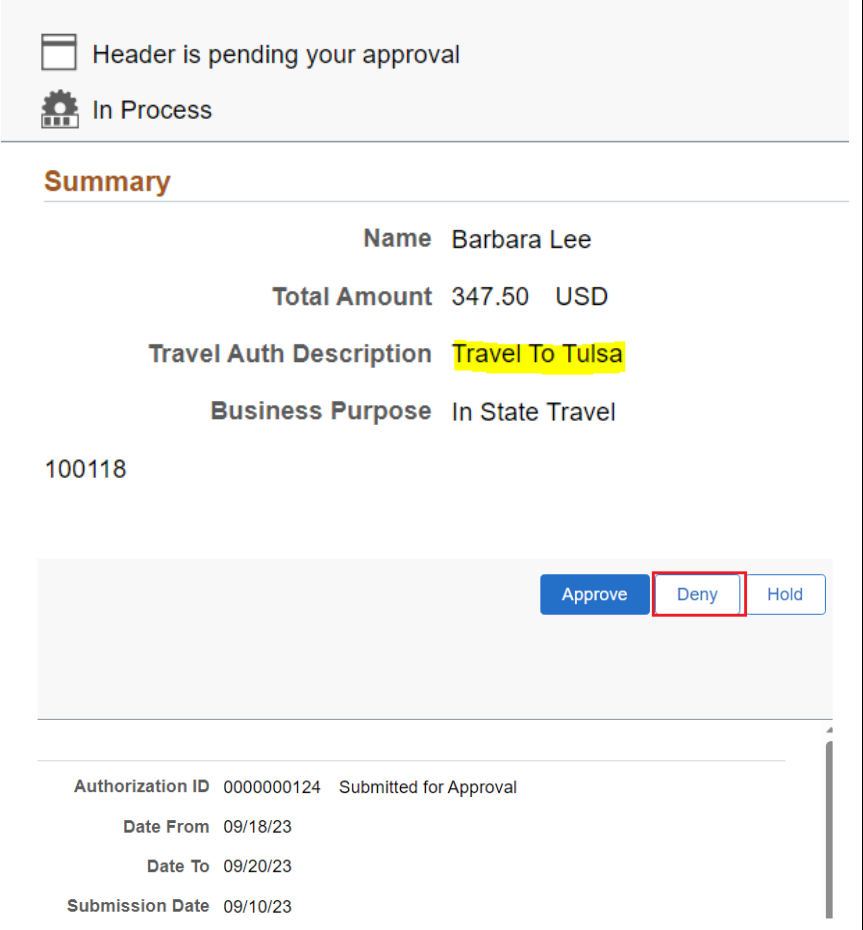


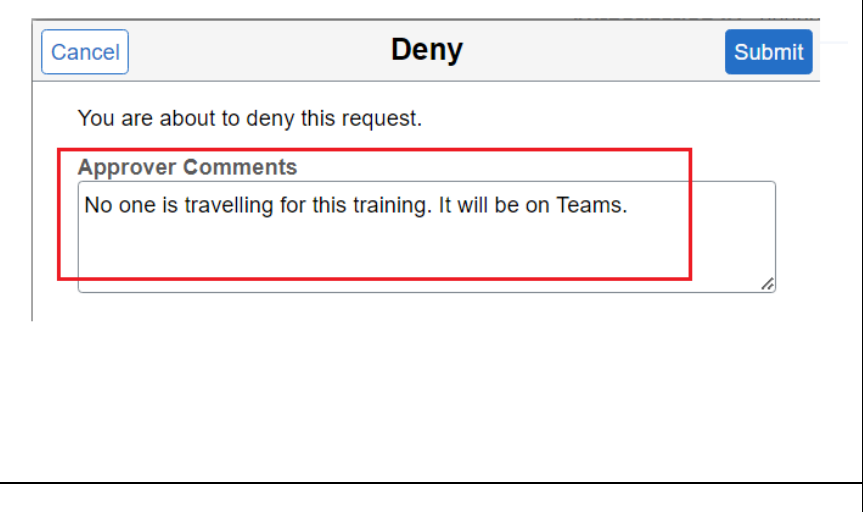
<p>3.</p>	<p>The Travel Authorization Approval screen displays.</p>	
<p>4.</p>	<p>Select the  button.</p> <p>The Approver Comments box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter a detailed comment while denying an In-State Travel Authorization so the traveler can understand why it was denied.</p>	


5.	<p>Select the  button.</p> <p>The In-State Travel Authorization is denied, and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLOYIAction=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw!ut0XWK7kVBeutWNXREPFQjJqYGGIFAS5LR313Qfedf4CCQvL340YV_HsjIB1pkEyp61P0LsR3Y9sYIMdcU\$</p>

Deny In-State Travel Authorization using Approval Tile

	Setup/usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left, select My Homepage , then select Employee Self Service from the drop-down menu.	

3.	<p>Employee Self Service displays the Approvals tile.</p>	
4.	<p>Select the Approvals tile.</p>	
5.	<p>Select Travel Authorization to deny.</p>	

<p>6.</p>	<p>The Travel Authorization Approval screen displays.</p>	
<p>7.</p>	<p>Select the  button.</p> <p>The Approver Comments box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter appropriate comment while Denying an In-State Travel Authorization so the traveler can understand why it was denied.</p>	

8.	<p>Select the  button.</p> <p>The In-State Travel Authorization is denied, and an email notification is sent to the traveler.</p>	<p>The following travel authorization request has been denied:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-10 Travel Auth Description:Travel To Tulsa Travel Auth ID: 0000000124 Business Purpose: In State Travel Reimbursement Amount: 347.50 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p>Action=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval;!!NZFi6Pppv9YRQw!ut0XWK7kVBeutWNXREPFQjYqYGGIFAS5LR313Qfedf4CCQvL340YV_HsjIB1pkEyp61P0LsR3Y9sYIMdcU\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPLOY>Action=U&TRAVEL_AUTH_ID=0000000124&ProcessID=TAAApproval ;!!NZFi6Pppv9YRQw!ut0XWK7kVBeutWNXREPFQjYqYGGIFAS5LR313Qfedf4CCQvL340YV_HsjIB1pkEyp61P0LsR3Y9sYIMdcU\$</p>