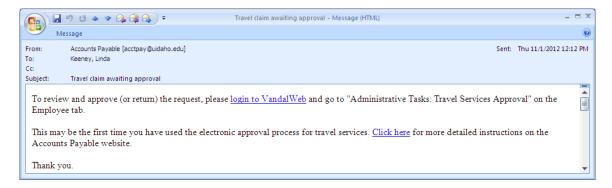# Financial Tasks: Travel Web Approval Instructions

If you receive an email like the following example, you have been selected either as a traveler or as an individual whose electronic signature is required before a document can be processed to clear either a Purchasing Card Ledger item or issue a Travel Reimbursement payment.
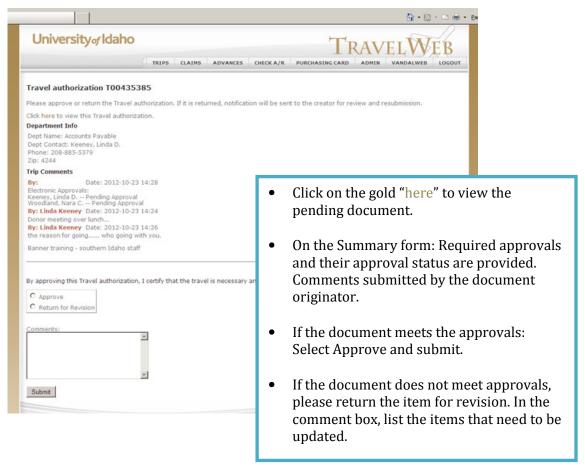


## Logging In

To begin login to the University of Idaho Vandal Web applications, please login to VandalWeb and go to "Financial Tasks: Travel Web Approvals" on the Employee tab.

You will receive the following "Pending Approval Screen"



- Select the gold "Claim Number" link or "Pending Trip Authorization" (you will receive the Pending Approval Summary page.)

# Financial Tasks: Travel Web Approval Instructions



- Click on the gold "here" to view the pending document.

- On the Summary form: Required approvals and their approval status are provided. Comments submitted by the document originator.

- If the document meets the approvals: Select Approve and submit.

- If the document does not meet approvals, please return the item for revision. In the comment box, list the items that need to be updated.

Once it has been approved, an email will notify the next approver of the pending claim. After all approvals have been completed, the claim will be forwarded to Accounts Payable for final Review and Completion.

Contact lkeeney@uidaho.edu with questions.