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

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 I.Keeney@uidaho.edu with questions.