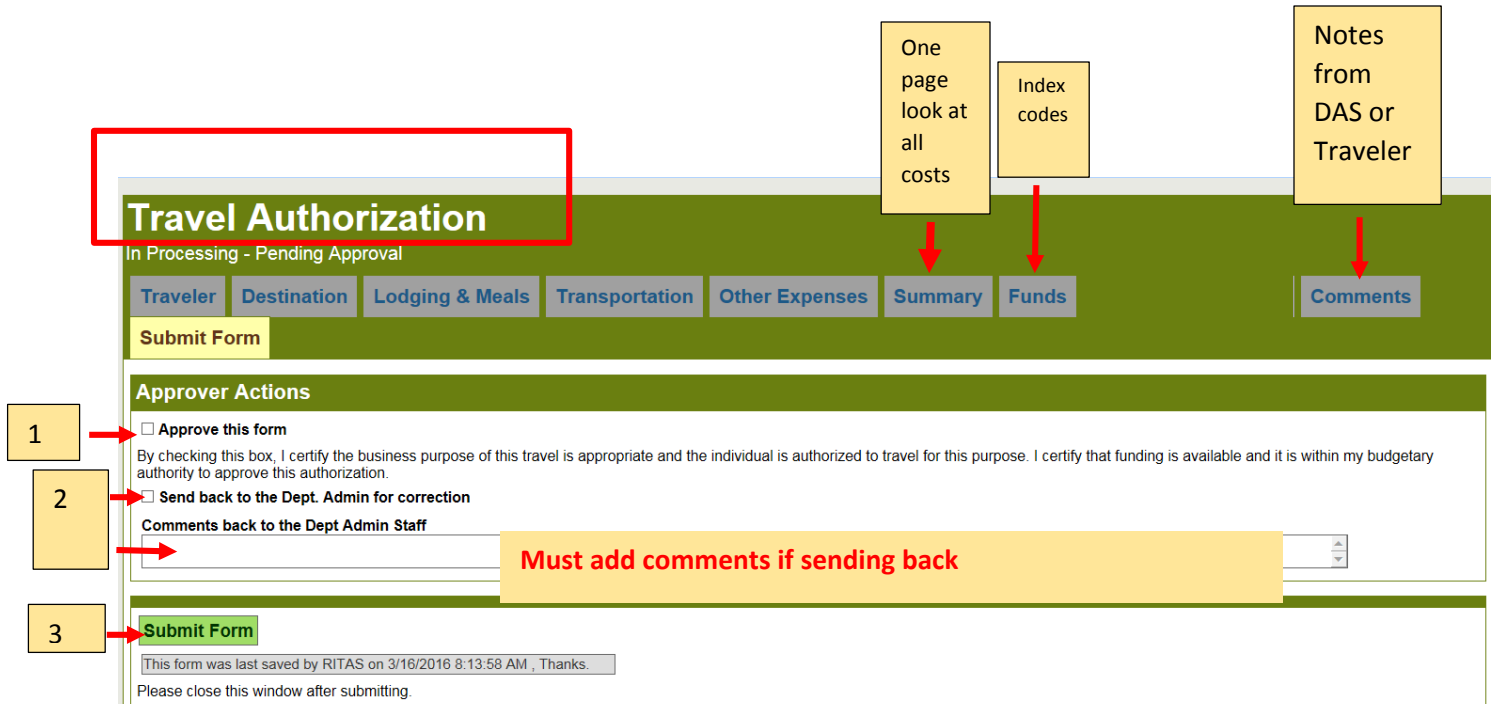


# PSU's Online Travel Module- Viking Travel

## Approver Quick Guide



**Travel Authorization**  
In Processing - Pending Approval

Traveler | Destination | Lodging & Meals | Transportation | Other Expenses | Summary | Funds | Comments

Submit Form

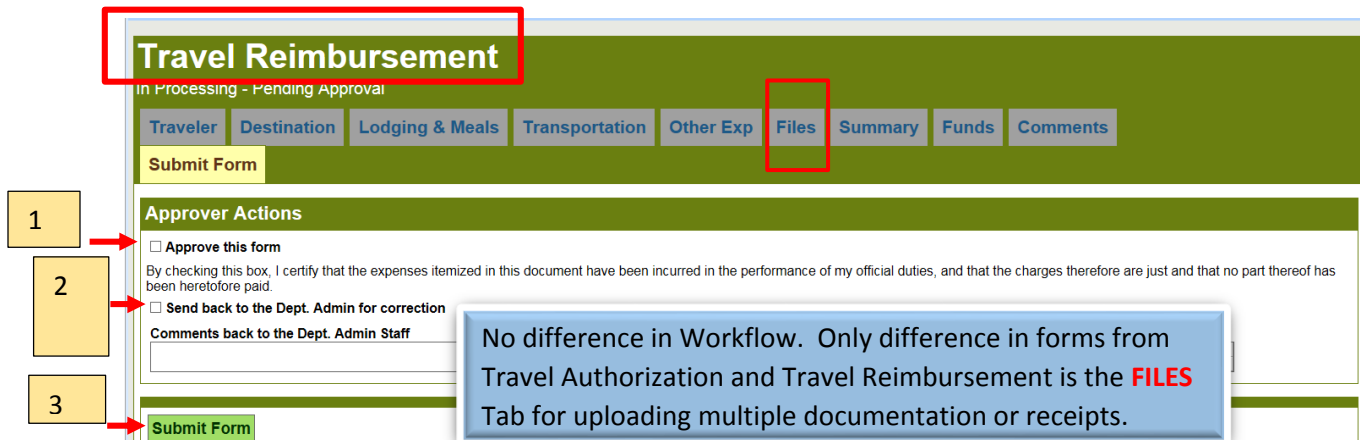
**Approver Actions**

- Approve this form  
By checking this box, I certify the business purpose of this travel is appropriate and the individual is authorized to travel for this purpose. I certify that funding is available and it is within my budgetary authority to approve this authorization.
- Send back to the Dept. Admin for correction  
Comments back to the Dept Admin Staff  
**Must add comments if sending back**
- Submit Form**

This form was last saved by RITAS on 3/16/2016 8:13:58 AM , Thanks.  
Please close this window after submitting.

- 1) Approver can approve form
- 2) Approver can send form back to DAS (Comments must be added)
- 3) Approver still needs to click **Submit Form** to execute approval

Exact same *workflow* for Travel Reimbursements



**Travel Reimbursement**  
In Processing - Pending Approval

Traveler | Destination | Lodging & Meals | Transportation | Other Exp | Files | Summary | Funds | Comments

Submit Form

**Approver Actions**

- Approve this form  
By checking this box, I certify that the expenses itemized in this document have been incurred in the performance of my official duties, and that the charges therefore are just and that no part thereof has been heretofore paid.
- Send back to the Dept. Admin for correction  
Comments back to the Dept. Admin Staff
- Submit Form**

No difference in Workflow. Only difference in forms from Travel Authorization and Travel Reimbursement is the **FILES** Tab for uploading multiple documentation or receipts.