

For employees approving a travel authorization.



Travel – Approving a Travel Authorization

Action Required: Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)

Travel Manager

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1,347.00 USD
Travel Manager

AUTH000009205487 submitted on 4/26/22
Overnight Trip

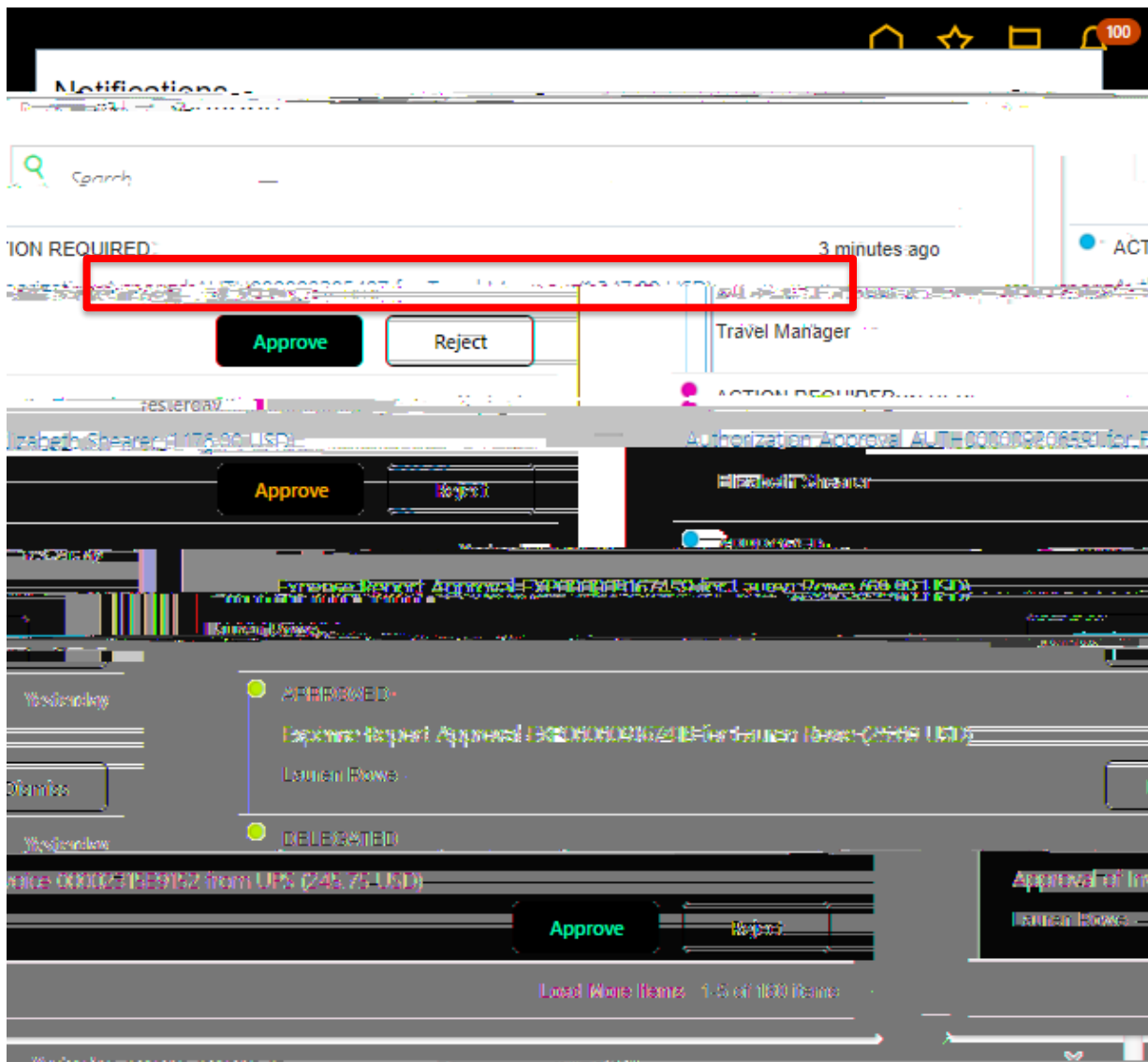
Item	Airfare	Cost
Center 21470	548.00	

Approver

TU_TRAVEL_O

4/26/22 9:12 AM

2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.



3. This will bring up the authorization details. From here, you can view the expense report image, approve, reject, or click on actions in the top right corner.

