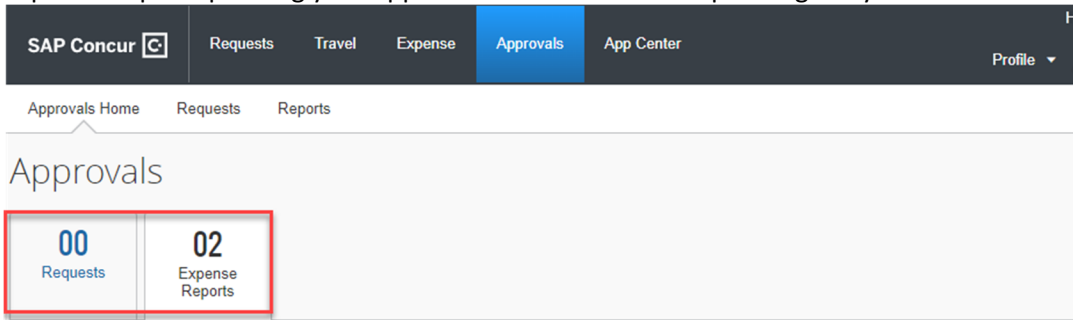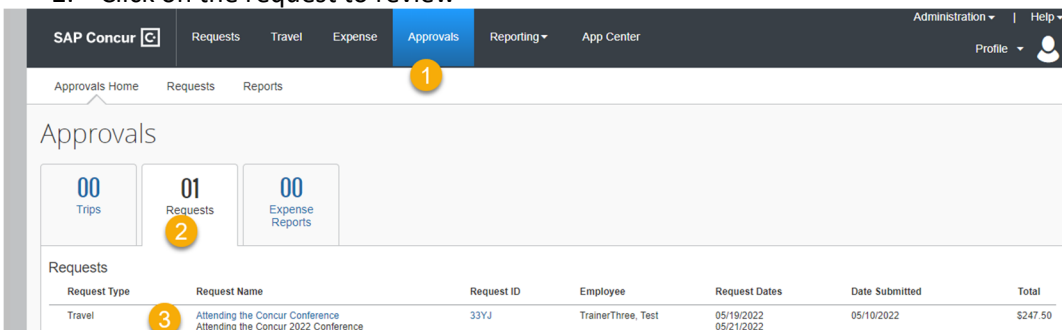## How to – Approve Request and Expense Reports

Once you log in to the iTravel+, tap on the "Approvals Tab". Note that you will show the number Travel Requests and Expense Reports pending your approval. Click on the corresponding tab you would like to review and approve.
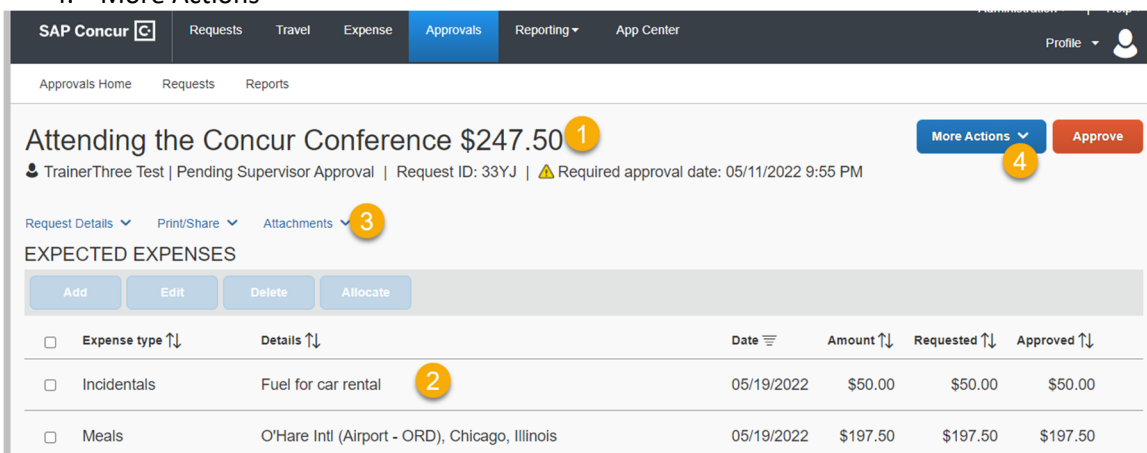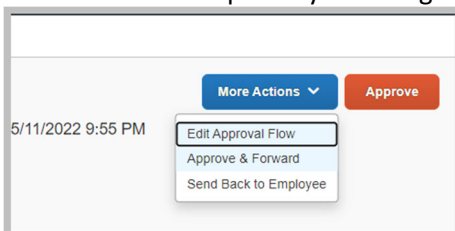
Request Approvals

1. Select the "Requests" tab
2. Click on the request to review

1. Click at the "Request Header" to review the header information
2. Click on the line item to review the specific expense
3. Review Attachments
4. More Actions

Take action the request by selecting of the following options:

Expense Report Approvals

1. Select the "Expense Reports" tab
2. Click on the Expense Report to review

1. Click on the Expense to review details
2. Verify Expense Type
3. Ensure itemized receipt is attached
4. Take action the request by clicking "Send Back to User" or "Approve"