



This job aid will guide you on how to locate the Trip Approver's comments for a rejected travel trip.

1. From the Travel Expense Manager enter Personnel Number.

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No 9000 Joe T	0013 raveller		F R	T Salaried mthly egular/Permanent	LAUSD VS-Classified E	ixec Mgm				
Trips										
Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
270000035	11/16/2013	Los Angeles	US	Training	Request Recorded	Open	541.46	USD	Local Travel	00:0
270000034	11/11/2013	Los Angeles	US	Training	Request Approved	Open	524.50	USD	Local Travel	00:0
	<b>▲ ▶</b> ::::									
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2. Highlight the rejected trip.

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rsonne	elNo 9000	0013		FT Salaried mthly       LAUSD         Regular/Permanent       VS-Classified Exec Mgm         ty       Ctry Reason       Approval         Settlement       Reimburse. Amount       Curr.         Statutory Trip Type       Time         Sangeles       US       Training         Request Recorded       Open       541.46       USD							
ime	Joe	Traveller		R	egular/Permanent	VS-Classified E	xec Mgm				
List of	Trips										
St	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statutory Trip Type	Time
8	27000003	511/16/2013	Los Angeles	US	Training	Request Recorded	Open	541.46	USD	Local Travel	00:0.
8	27000003	4 11/11/2013	Los Angeles	US	Training	Request Approved	Open	524.50	USD	Local Travel	00:0.
-											
		<b>X F</b> = :::									4 1





3. Click on the 🥙 icon to display the trip.

👼 🔎 Joe Traveller, PersNo. 90000013, 1	rip No. 270000035	;	
🗱 Simulate 🛛 🤽 Account Assignment 🛛 📓 History 🛛 🚹			
General Trip Data         From       11/16/2013       00:00       Reason       Training         End       11/20/2013       00:00       City       Los Angeles         Country US Region CA         Posting Date       11/15/2013         Alternative Cost Assignment for Entire Trip, If Different to Mast         100%       Image: Cost Distribution	PD/FR Reimbursement	TAC A	
Receipts Trip Segments Comments			
No R ExpTy Name P Amount Cur	mcy Exch. Rate Acc	Date Info N	
001 📀 CONF Conference Fee 🗹 500.00 USD	1.00000 USD	11/16/2013	
002 🔶 HDPD Half Day Per Di 🗹 24.50 USD	1.00000 USD	11/16/2013	
0.00 USD	USD	11/16/2013	
0.00 USD	USD	11/16/2013	
	TISD	11/16/2013	

4. Click on tion, select workflow and select PWF: Workflow Overview to display the comments history.

<b>1</b>		Jo	oe Tra	ave	ller, Pers	No	. 9000001.	3, Trip N	o. 270000	035					
		<u>C</u> rea Atta	a <b>te</b> achment	t list	I	t	History	H							
Gen Fror		<u>P</u> riva <u>S</u> en	ate note d	e	I		Training	PD/I M1	R Reimburseme	ent					
End		<u>R</u> ela <u>W</u> or	itionship r <mark>kflow</mark>	S	I	ſ	Los Angeles <u>W</u> orkflow over	view	. S 1		TAc A				
Alte	1	<u>M</u> y ( <u>H</u> elp	Objects o for obj	ject s	services	7	<u>A</u> rchived workf	flows /							
100%	0	Rece	ints		Trip Seamen	ts		VOVerview							
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1	No	R	ЕхрТу	Nan	ne	P	Amount	Currncy	Exch. Rate	Acc	Date	Info	Ν	<u> </u>	
0	01	0	CONF	Con	ference Fee	$\checkmark$	500.00	USD	1.00000	USD	11/16/2013				
0	02	0	HDPD	Half	Day Per Di	$\checkmark$	24.50	USD	1.00000	USD	11/16/2013				
0	03						0.00	USD		USD	11/16/2013				
0	04						0.00	USD		USD	11/16/2013				
0	105						0.00	TISD		TISN	11/16/2013				1





## 5. Comments are displayed.

🔄 Joe Traveller, PersNo. 9	0000013, Tr	rip No. 270000035							×
Personnel No. Trip Numbe	er Start Dat	e End Date							
90000013 27000003	11/16/20	013 11/20/2013							
Approvers Preview	UserID 1	Name	Location of Position	Status	Acted By		Acted on	Acted T	
First Approver				💭 🔿 🕺	SANDRA MED	INA	11/15/2013	10:28:44	
Reviewers Preview	UserID N	Name	Position Location	of Position	n				
Comments History									
		5							
Comments added: SAND Trip rejected as doo	)RA MEDINA cuments wer	11/15/2013 10:28:45 re not attached to tr	ip. Please attach	trip doc	umentation	and resubmit for	approval.	Thank you.	
									L
						111.0-1		1-1-2-0	 