Approving a Travel Form in ProTrav

**Workflow Definition:** Workflow is the process of creating and approving various types of forms electronically. Based on predetermined Workflow Paths (as set by Org and Dept workflow administrators), these forms can be approved electronically and sent on to subsequent individuals on the approval path.

**Traveler Approval:** The traveler signifies claims are an accurate representation of actual travel costs and expenses claimed on the voucher, and the expenses will not be claimed in duplicate from the University of Iowa, from any other source, or as a business expense for IRS tax deduction purposes.

**Supervisor/Departmental Approval:** By approving this form the Department verifies these expenses have been incurred as a part of official university business and have been reviewed and approved by the appropriate individual with designated approval authority for this department and/or funding source (MFK). As a designated departmental “Approver” of expenses incurred in the name of The University of Iowa via this form, the approver understands and accepts the fiduciary responsibility to comply with all applicable institutional policies. It is his/her responsibility to examine all purchases along with required supporting documentation to determine if the charge is: for a valid business purpose and for the University’s benefit.

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Quick Guide to Trip, Cash Advance, & Travel Expense Voucher Approval

Trip Approvals

Trips need the approval of the traveler and the traveler’s supervisor (or designated approval authority) prior to the trip being taken. Individuals on the Workflow approval path need to review the trip description, purpose, etc. to ensure the trip is for a valid University business purpose. Any cash advances requested for the traveler display in the cash advances section and are viewable by clicking the “Detail” link next to the cash advance information. If the trip information looks good, click the “Approve” button to approve and/or continue to route the voucher in the Workflow application.
Cash Advance Approval

If a cash advance is requested for a trip, the cash advance needs to receive Workflow approvals and is reviewed and approved by the Accounts Payable office prior to funds being disbursed to the traveler. Cash advance approvals are similar to trip approvals. The cash advance request requires the traveler’s approval, as well as approval from the traveler’s supervisor (or other designated approval authority). Any individuals on the approval path verify the cash advance is related to UI business travel and funding is available for the cash advance. The cash advance amount or payment method can be updated at this point (either requesting up to the standard cash advance amount of $60.00 for the first day of the trip and $20.00 for each additional day – or the requested cash advance amount can be lowered). Any comments can also be added to the WF routing path. Once everything is reviewed, click the “Approve” button to approve and/or continue to route the cash advance request in the Workflow application.
Travel Expense Voucher Approval

Traveler Approval

Review all expenses on TEV summary. If complete and correct, click the “Approve” button. If not complete and correct, see the Reviewing Expenses section for instructions on adding, editing, or deleting expenses.

Sub-Level Routing: If prompted with the sub-level routing screen (shown on the left below) select the appropriate sub-level of routing and click the “Continue” button. If the screen appears, but doesn’t provide any options, or none of the headings listed apply to you and your voucher, click the “Continue” button.

Supervisor Routing: If not prompted with the sub-level routing screen, the supervisor routing screen (shown on the right below) appears, select the appropriate supervisor from the list and click the “Continue” button. If the supervisor isn’t listed, select “Not Listed” and click the “Continue” button. See the Alternate & Ad-Hoc Routing section for instructions.
ProTrav confirms the individual to route the TEV to – confirm the selection or specify additional alternate approvers and click the “Continue” button. If needed, see the [Alternate & Ad-Hoc Routing](#) section for instructions.

Once the routing is confirmed, the ProTrav application provides a final routing confirmation message.

**Supervisor/Departmental Approver**

Review all expenses on the TEV summary. If complete and correct, click the “Approve” button. If not complete and correct, see the [Reviewing Expenses](#) section for instructions on adding, editing, or deleting expenses.

ProTrav redirects to the Workflow application. Follow the on-screen Workflow directions to complete the approval process. If you need to alternate or ad-hoc route the TEV, see the [Alternate & Ad-Hoc Routing](#) section.
Detailed Instructions to Travel Expense Voucher Workflow Approval

1. Log into ProTrav/ Accessing the TEV

There are three ways to access Workflow forms to approve a Travel Expense Voucher:

A. Email Notification
B. HR Self Service Workflow Inbox
C. ProTrav application

A. Email Notification: An email from UIowa Transactions with “ProTrav – TEV” in the subject line provides a direct link within the email; click the link to log into the ProTrav application. A copy of the email sent is shown below:

You may be prompted to login to HR Self Service. Once logged in, you are automatically taken to the TEV.
B. HR Self Service Workflow Inbox: Log into HR Self Service and access your Workflow Inbox. A listing of Accounts Payable / Travel Forms displays. Click the specific TEV to be taken directly to the TEV for review.

C. ProTrav application: The ProTrav application is located at [https://protrav.bo.uiowa.edu](https://protrav.bo.uiowa.edu). The application is also accessible once logged into HR Employee Self Service, located under the Administration tab > Systems section > ProTrav (PCard Vouchers & Travel) link, shown below:

The Travel Start Page shows TEVs under the “Travel Forms Awaiting Your Approval” section on the right hand side of the screen. Click the transaction number to go to the applicable TEV.
2. Reviewing Expenses
The TEV summary panel provides an overview of trip details, expenses, and funding. Expenses which did not meet UI business rules or requiring further justification (if any) are shown in the “Justification for Exceptions” section towards the bottom of the left hand column.

At this point, several actions may be taken. Click the link below to view the section for the specific action:

- Edit and/or Delete expenses
- Edit funding information
- Traveler Approval and Voucher Routing
- Supervisor/Departmental Approval and Voucher Routing
- Alternate/ Ad-Hoc Routing
- Voiding a Travel Expense Voucher in Workflow

3. Edit and/or Delete Expenses
From the TEV Summary, clicking the View/Edit expenses link displays the voucher editor to add, edit, delete, or split any expenses on the voucher.
To add an expense, select the expense type and subtype on the left side column. Enter the applicable information and click the “Save Expense” button. Each saved expense is then shown on the right side column.

To edit an expense, click the “edit” link next to the expense in the right hand column. The expense info is shown under the left side column. Edit the information as necessary. Click the “Save Expense” button to finalize the edit.

To delete an expense, click the “del” link next to the expense in the right hand column. The expense info is shown under the left side column. Click the “Delete Expense” button. ProTrav displays a prompt to confirm deletion. (Note: For meals, ProTrav skips showing the expense in the left side column and simply displays the prompt).

To split an expense, click the “split” link next to the expense in the right hand column. In the left hand column ProTrav requests the HawkID of the traveler and expense amount to associate to the traveler. Once added, click the “Add Traveler” button. The traveler and split expense amount displays under the “Travelers assigned to this expense” section. On the right hand column, the expense is designated with an icon to signify a split expense.
Once finished with any edits, click the “Return to TEV Summary” button to return to the TEV Summary to proceed with voucher approval and routing.

4. Edit Funding Information

If expenses are edited or deleted, MFKs or amounts may need to be updated to ensure proper accounting allocations. Click the “View/edit funding” link (shown circled below) to make accounting changes.

The TEV Accounting Page displays funding limits and funding MFK(s). If there is a departmental funding limit (e.g. department is only paying for expenses up to $150.00 – any additional expenses are at the expense of the traveler) then update the Department funding limit box with the correct amount. If total expenses are less than the department funding limit, leave this box blank.
To split funding to multiple MFKs or to update the funding source, click the “New line for this traveler” link, as shown below. An additional MFK line appears, specify the MFK to use and amount. If the TEV has split transactions, make sure to associate the expense to the correct traveler (if applicable).

Enter MFKs and associate expenses as needed. Once all information is provided, ensure the “Balance to reconcile” section shows a $0.00 balance. If any expenses need further editing, click the “Return to Expense Editor” button if any additional expenses need updated. If all information is correct, click the “Save and Proceed to TEV Summary/Review” button to proceed with the voucher approval process.
5. Traveler Approval & Voucher Routing

The traveler is always required to review and approve their TEV.

If someone other than the traveler initiated the TEV, the voucher automatically routes to the traveler when submitted to Workflow. From the TEV summary panel the traveler reviews the expenses and funding (and updates if needed). If the traveler agrees the expenses are accurate, the traveler clicks the “Approve” button to approve the voucher and start the Workflow routing process.
Sub-Level Routing: If prompted with the sub-level routing screen (shown on the left below) select the appropriate sub-level of routing and click the “Continue” button. If none of the headings listed apply to you and your voucher, click the “Continue” button.

Supervisor Routing: If not prompted with the sub-level routing screen, the supervisor routing screen (shown on the right below) appears, select the appropriate supervisor from the list and click the “Continue” button. If the supervisor isn’t listed, select “Not Listed” and click the “Continue” button. See the Alternate & Ad-Hoc Routing section for instructions.

If the traveler creates/ initiates the TEV, the next ProTrav screen asks if the forms needs to route to “supervisor only” or “additional alternates then this supervisor”. Select the appropriate option and click the “Continue” button. If the “additional alternates then this supervisor” option is selected, see the Ad-Hoc/Alternate Routing section for additional instructions.

Once the routing is confirmed, the ProTrav application provides a final routing confirmation message.

If the traveler did not create/initiate the TEV (e.g. another individual creates the TEV and routes it to the traveler for approval) after the routing option is selected, ProTrav redirects to the UI Workflow System to specify and finalize routing options. From here, the available options are to: send to supervisor, send to supervisor and alternate approver, or to send to the alternate before sending to supervisor.

In most instances, the default option to send to the supervisor is appropriate. Any additional departmental approvers above the supervisor receive the form for review and approval thereafter. The traveler clicks the “Continue” button to verify the option and clicks the “Continue” button once more to finalize the routing option. The Workflow application provides a final confirmation screen once all necessary actions are completed.
6. Supervisor/Departmental Approval & Voucher Routing

Once all expenses and funding are reviewed, any corrections made, etc., the supervisor/departmental approver is able to provide final approval (if their approval is the final approval on the Workflow path) or continue routing this onto a higher approval level. If any comments need to be included with the voucher, use the Workflow comments text box and click the “Save Comments” button. Click the “Approve” button to route the voucher. If the voucher needs to be routed to another individual and returned to you, click the “Do Not Approve” button.

Once the “Approve” or “Do Not Approve” button is clicked, the ProTrav application navigates to the UI Workflow system. If “Approve” was clicked, select to either “Finish Routing this Form” (the voucher then proceeds to the Accounts Payable office) or to “Approve and send to an alternate for approval”. Follow the on-screen directions to route to an alternate approver. See the Alternate / Ad-Hoc Routing section if instructions are needed. If the “Do Not Approve” button is clicked, the ProTrav application navigates to the UI Workflow system, where the system asks for the next action to take (either Void the voucher or to send to another individual prior to your approval).
7. Alternate & Ad-Hoc Voucher Routing

If the Traveler Creates/Initiates the Voucher

When the traveler creates/initiates the voucher, the alternate or ad-hoc routing process takes place within the ProTrav application (see further below if the traveler did not create/initiate the voucher). If the appropriate supervisor wasn’t present when selecting Workflow routing options and the “Not Listed” option is selected, the ProTrav application provides the ability to search for the supervisor. Enter either Employee ID or Last/First Name.

The application searches for all University employees with the applicable criteria. (Note: If only last name is entered, all University employees with the last name entered are displayed). The search also displays the department for the employee to help ensure the correct individual is selected. Select the appropriate individual and click the “Continue” button.
Once the supervisor is selected, if no other alternates need to receive this voucher, select the “Supervisor only” option and click the “Continue” button. The ProTrav application provides a final confirmation message that the voucher is routed and no other action is required for the traveler. If additional individuals need to be included on the Workflow routing path, select the “additional alternates then this supervisor” option.

When choosing alternates, ProTrav displays a list of individuals already present on your alternate approvers list. If the correct individual(s) is listed, select the individual(s) and type of approval needed (view, permitted, or required) and click the “Continue” button.
If the correct alternate is not listed, click the “Route this transaction to person not on this list” link from the right hand “Options” section. The ProTrav application provides the search fields, similar to when searching for a supervisor as described above. Select the appropriate individual then click the “Continue” button.

Once the alternate ProTrav provides a final confirmation of the individual(s) to receive the voucher in Workflow.

If the Traveler Does Not Create/Initiate the Voucher

If the traveler doesn’t create or initiate the voucher; or if a supervisor/departmental approver needs to alternate or ad-hoc route the voucher, ProTrav goes out to the Workflow system to select routing options. To designate or include an alternate approver, select either the “Approve and send to the next approval level plus someone from my alternates list”, “Approve and send to an alternate for intermediate approval”, or “Do not approve, instead send to an alternate for approval, then return to me”
If the alternate individual to receive the voucher is already on your alternate list, select the individual and type of approval requested and then click the “Continue” button.

If the alternate is not listed, click the “Add New Workflow Alternate” button and follow the on screen prompts to select an alternate.
Verify the correct person is listed and click “process request” to add this person to your alternate/ad-hoc list.

The updated alternates list displays with the individual you specified automatically selected as a required approver. Select the type of approval needed and click the “Continue” button.

A final confirmation screen displays and the form will route through Workflow as specified.

8. Voiding a Travel Expense Voucher in Workflow
A form should **never** be voided simply because expenses need to be added, modified, or deleted. A TEV should **only** be voided if the reimbursement request is being denied and will never be processed. If a TEV needs to be voided, enter an explanation in the Workflow comments section and click the “Save Comments” button. Then click the “Do Not Approve” button to proceed to the Workflow system to complete the void process.

Select the “Void this form, removing it completely from workflow” option and click the “Continue” button.

The next screen requests a reason for the void and to confirm the action. Once the “Confirm” button is clicked, the voucher is voided and is no longer able to be approved or routed. In the rare instance that a voucher is voided in error and needs to be restored to a non-void status, email ProTrav@uiowa.edu with the voucher number and reason for the request. A final screen confirms the void action is complete.