All trips (Travel Requests and Expense Reports) will be approved via the portal.

Log into the portal...
From the MSS tab, click on either of the 2 provided Travel Management links.

**Welcome Danielle to Manager Self-Service!**

**Areas of Manager Self-Service**

**My Staff**

The **My Staff** area of Manager Self-Service provides managers with an overview of their employee's basic information such as attendance, important dates, and organizational information.

**Employee Time Approval**

Managers can use the **Employee Time Approval** area of Manager Self-Service (MSS) to view approved leave requests that have been submitted by members of their staff. This area also provides reporting tools to managers regarding employee leave.

**Travel Management**

In the **Travel Management** area of the Manager Self Service tab, managers can approve Travel Requests and/or Travel Expense Reports, view any trip information or attachments, and email the traveler if more information is needed.
Next, click on Approve Trip Items

In this section, managers can access their Inbox in order to approve travel Requests and/or Expense Reports and to view the traveler’s supporting documentation.

This page will show you a detailed listing of all travel requests and expense reports that you as the approver have either approved, rejected, or approved for cancellation.
All trips that are awaiting your approval will be listed in the Business Workplace Inbox.

Note that cost center managers will need to approve their own trips.
Click on the line you wish to act upon, and additional details for that trip will be shown.
If you would like to see the Request/Expense Report in even greater detail, click on the Display Form button.

You can display any Attachments that the traveler added to the trip by clicking on [View Attachments].
If you need to email the traveler for any reason, click on Email Traveller and the following pop-up box will appear allowing you to create and send a message.

```
Send Message to Traveler

To: Message will be sent to: DPETERS@BLOOMU.EDU
Cc: *** To enter multiple recipients, add comma ",," between mail ids

[ ] Send a copy of this message to me

[ ] [ ]

Send Message Cancel
```
Next, you can either Approve or Reject the trip by clicking on the appropriate button.

**Items Awaiting Your Approval**

<table>
<thead>
<tr>
<th>Creation Date</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/15/2015</td>
<td>Approve Travel Expense for Peters, Danielle Marie - Supervisor and Org Unit Chief</td>
</tr>
</tbody>
</table>

**Item Details**

- Employee Name: Peters, Danielle
- Employee No: [redacted]
- Trip Number: 1000000210
- Trip Start: 01/16/2015 08:00:00
- Trip End: 01/16/2015 15:00:00
- Reason: Planning Meeting
- Location: Lehigh University
- Destination: Allentown, PA
- Estimated Cost: $0.00
- Total Cost: $182.13
- Advance: $0.00
- Approver of WF Steps: Supervisor and Org Unit Chief

To Process Request: [https://portal.pashe.edu/travel_inbox.jsp](https://portal.pashe.edu/travel_inbox.jsp)

Options: Display Form, Email Traveler, Approve, Reject
Note: If you need to approve the trip for multiple steps in workflow, you only need to take action once. In this example, M. Delaney is approving the trip as the Supervisor, Org Unit Chief, and Account Manager.

Once you Approve or Reject the workflow item, it will disappear from your inbox.

Business Workplace Inbox for: Newman, Debra

Trip number 1000000210 has been successfully approved!

This page provides a list of all travel items in your business inbox that require your attention. Status basics details of the item. From that window you may then either approve or reject the travel request.
The Approval Log on the form is dynamically updated as the trip moves through workflow. This allows the traveler, travel assistant, and accounts payable office to know exactly where the trip is within the approval process at any given time.

### Approval Log

<table>
<thead>
<tr>
<th>Work Flow Level</th>
<th>Planned Approver Name</th>
<th>Actual Approver Name</th>
<th>Date</th>
<th>Time</th>
<th>Work Flow Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Delaney, Matthew</td>
<td>Delaney, Matthew</td>
<td>Apr 9, 2014</td>
<td>2:32:02 PM</td>
<td>A</td>
</tr>
<tr>
<td>Org Unit Chief</td>
<td>Delaney, Matthew</td>
<td>Delaney, Matthew</td>
<td>Apr 9, 2014</td>
<td>2:32:02 PM</td>
<td>A</td>
</tr>
<tr>
<td>Account Manager 01</td>
<td>Delaney, Matthew</td>
<td>Delaney, Matthew</td>
<td>Apr 9, 2014</td>
<td>2:32:02 PM</td>
<td>A</td>
</tr>
<tr>
<td>Grant Manager</td>
<td>Johnsen, Craig</td>
<td></td>
<td>Apr 9, 2014</td>
<td>2:09:52 PM</td>
<td>W</td>
</tr>
<tr>
<td>Out-of-State Manager</td>
<td>Silberman, Gerald</td>
<td></td>
<td>Apr 9, 2014</td>
<td>2:09:52 PM</td>
<td>W</td>
</tr>
<tr>
<td>A/P Approval</td>
<td>Vink, Mary</td>
<td></td>
<td>Apr 9, 2014</td>
<td>2:09:52 PM</td>
<td>W</td>
</tr>
</tbody>
</table>
You may access a listing of all reports approved by you by selection the “View Travel Requests and Expense Reports Approved by Me” in the travel management screen.

You can search by date, status or employee (date is required)
And receive a list of all applicable trips. This will also allow you to view in detail individual trips.

<table>
<thead>
<tr>
<th>Personnel No.</th>
<th>Employee Name</th>
<th>Trip Number</th>
<th>WF Level Desc</th>
<th>Date</th>
<th>Time</th>
<th>WF Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000202</td>
<td>Danielle Peters</td>
<td>1000000202</td>
<td>Supervisor</td>
<td>11/14/2014</td>
<td>09:17:01</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000202</td>
<td>Danielle Peters</td>
<td>1000000202</td>
<td>Org Unit Chief</td>
<td>11/14/2014</td>
<td>09:17:02</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000207</td>
<td>Danielle Peters</td>
<td>1000000207</td>
<td>Supervisor</td>
<td>01/08/2015</td>
<td>14:09:11</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000207</td>
<td>Danielle Peters</td>
<td>1000000207</td>
<td>Org Unit Chief</td>
<td>01/08/2015</td>
<td>14:09:12</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000198</td>
<td>Danielle Peters</td>
<td>1000000198</td>
<td>Supervisor</td>
<td>11/06/2014</td>
<td>15:11:52</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000198</td>
<td>Danielle Peters</td>
<td>1000000198</td>
<td>Org Unit Chief</td>
<td>11/06/2014</td>
<td>15:11:53</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000203</td>
<td>Danielle Peters</td>
<td>1000000203</td>
<td>Supervisor</td>
<td>01/09/2015</td>
<td>14:52:27</td>
<td>Approved</td>
</tr>
<tr>
<td>1000000203</td>
<td>Danielle Peters</td>
<td>1000000203</td>
<td>Org Unit Chief</td>
<td>01/09/2015</td>
<td>14:52:27</td>
<td>Approved</td>
</tr>
</tbody>
</table>