

Correcting Rejected Travel Reimbursement

If a travel reimbursement is rejected at any level, the item will be sent back to the user that entered the document. To check for documents, go to the Workplace and check the Inbox.

Click on the **Workplace** icon to go to the Workplace.



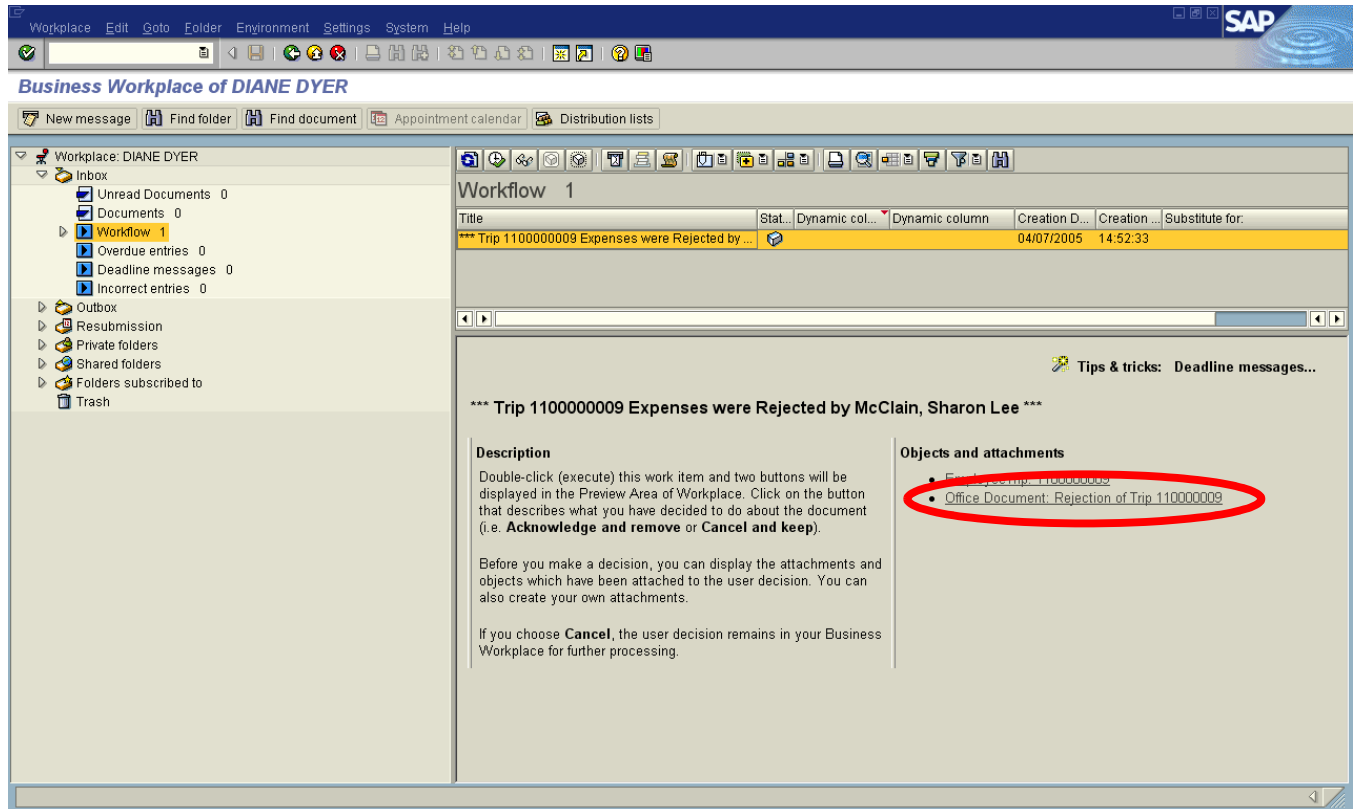
Click on the **Inbox** (not the gray arrow) to expand the menu.




Click on Workflow (not the gray arrow) to see the work item list in executable form.

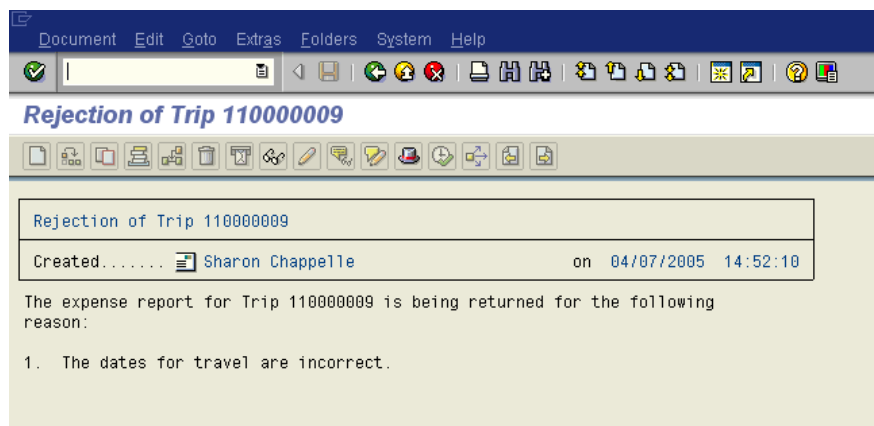


Any document that have been rejected will appear in the Workflow list on the right. An example

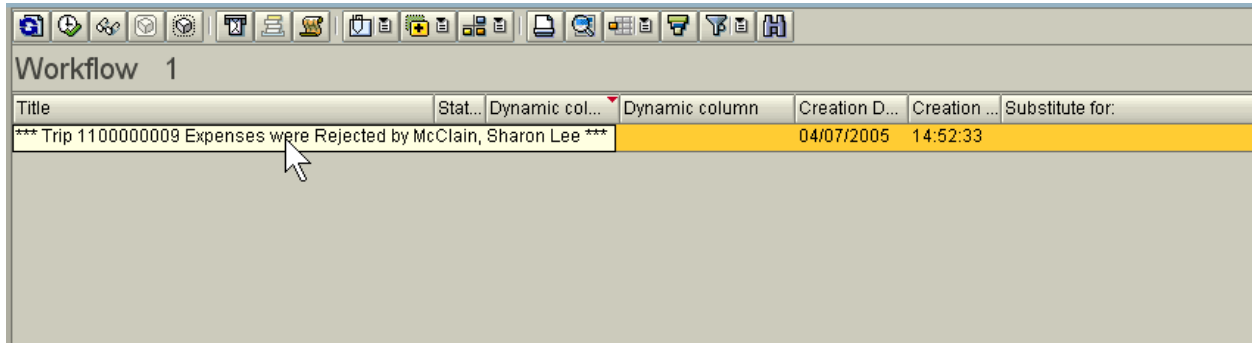


appears above. To view the reason the document was rejected, click **Office Document: Rejection of Trip #####**.

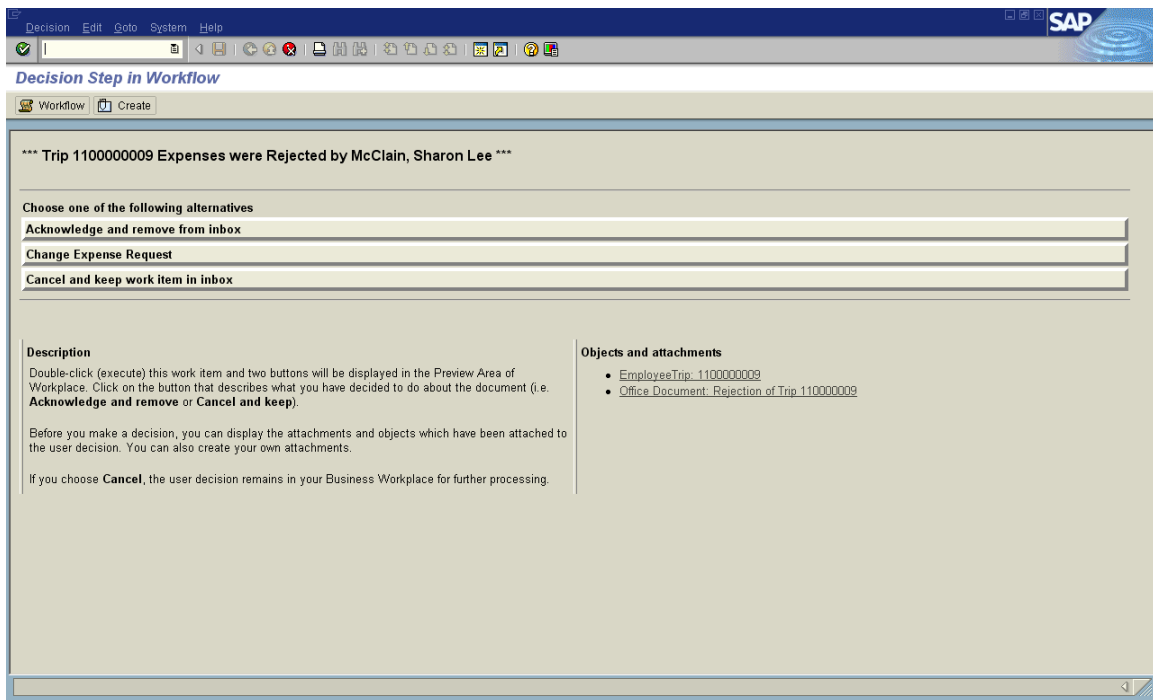
Click the **Back** button  to return to the Workplace screen.



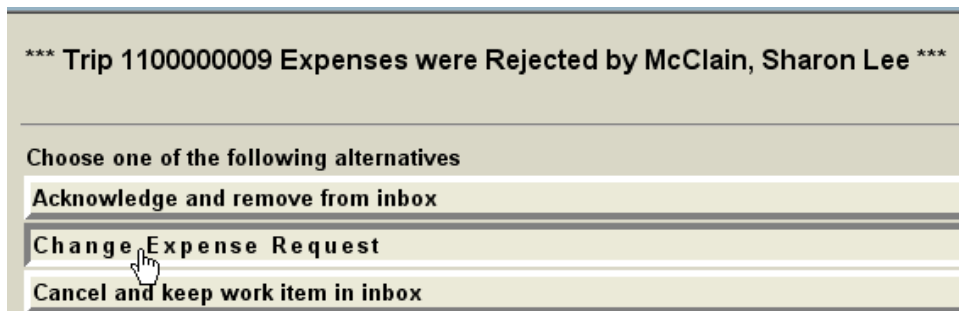
At the Workplace list, double-click the item to now correct the document.



The following screen will appear to allow the creator of the document to **Acknowledge and remove from inbox**, **Change Expense Request**, or **Cancel and keep work item in inbox**.



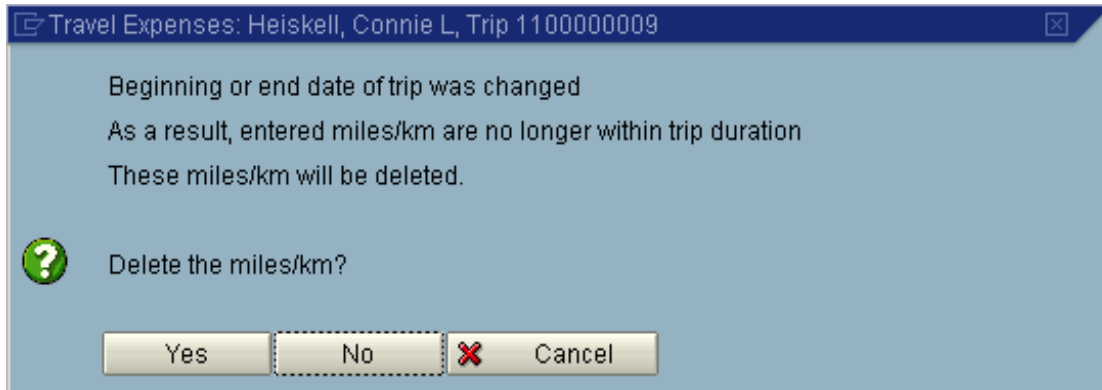
To correct the reimbursement report, click **Change Expense Report**.



The travel reimbursement report will be shown on the screen. Begin to make changes to the document. These can be any corrections to the document.

A message similar to the one show below may appear when attempting to save the document. Clicking **Yes** is necessary to continue. Go back and check the travel reimbursement again to ensure your document is correct.

When all corrections have been made, **Save** the document, preview the **Results**, **Print** a revised copy, **Save** the document again and **send to Workflow**.



When complete the screen returns to Workplace with a message similar to the one shown below. Click **Complete Work Item** to finish and exit Workplace or correct any other documents.

