

Travel Approval in IRIS Workflow

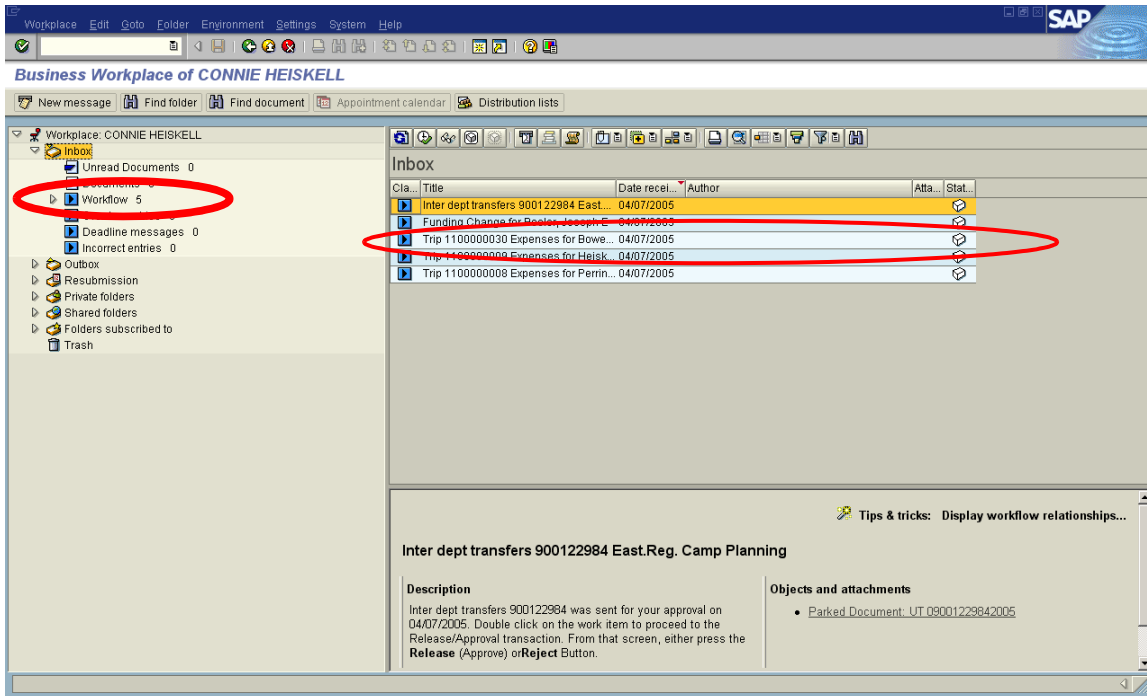
At the ZAP Easy Access screen, click on the **Workplace** icon to go to the Workplace.




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

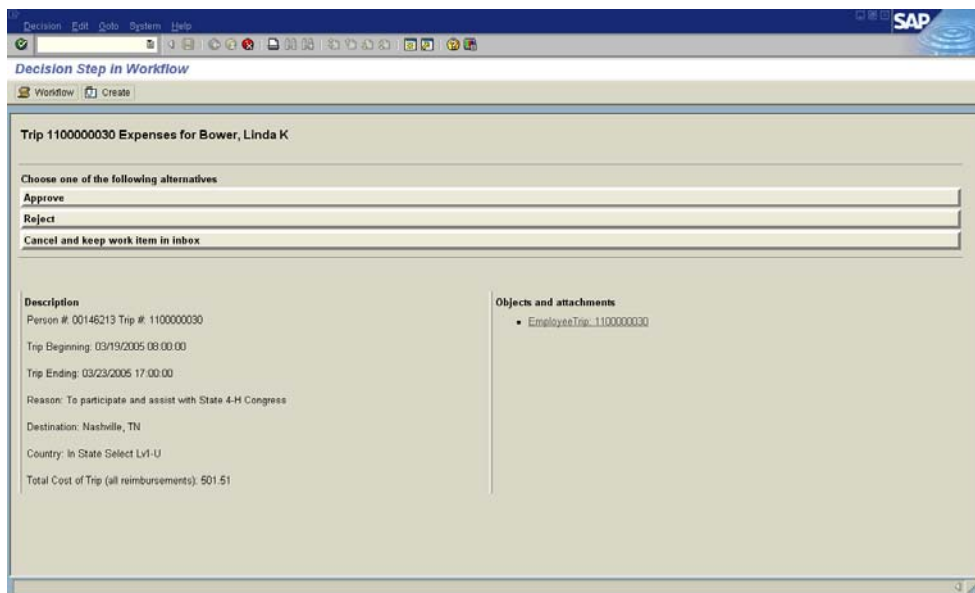


Click on **Workflow** (not the gray arrow) to see the work item list in executable form.

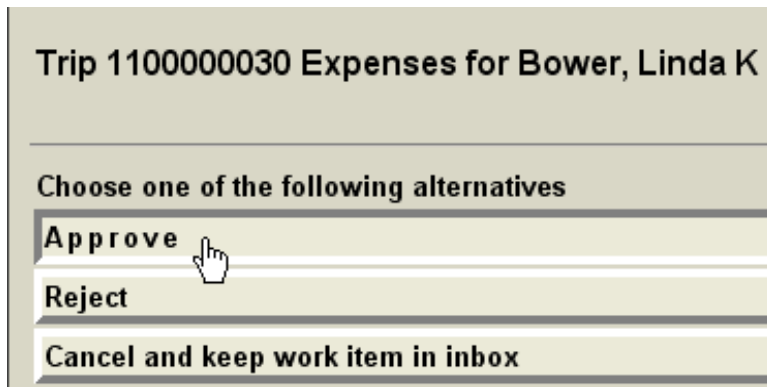


Travel reimbursement items to be approved will appear on the right side in a list.

Double-click an item to view the travel reimbursement report. This is the same copy that was printed and signed by the traveler. After reviewing the document, click the Back button  to returning to the **Approve, Reject or Cancel and keep work item in Inbox** screen.



To approve the travel reimbursement, click the **Approve** button. The travel reimbursement will also need to be approved by any other approvers if other accounts are being used. After being approved by all, the travel reimbursement will be sent for audit before being released for payment.



To reject the travel reimbursement, click the **Reject** button. The travel reimbursement will be returned to the Workplace Inbox of the person who entered the travel reimbursement. It can then be corrected and re-submitted to Workflow for approval or rejection.

To keep the travel reimbursement without approving or rejecting, click the **Cancel and keep work item in inbox**. The item will remain in your Inbox until the County Director or Regional Director approves or rejects the item.