Approving an Authorization eForm
Travel Authorization eForm Instructions for the Approver

Introduction
The Travel Authorization eForm must be approved by the department prior to submittal to the Business Travel Office. Below are suggested steps for the department approver when reviewing and approving the authorization eform.

Finding the eForm

1. If you received an Outlook email notification that a travel eform needs your approval, Click on the eform link in the email message and continue to step 3 below.
2. If you did not receive an Outlook email notification, but are aware that an eform needs your approval, Click on the Tiger Travel link on the MY TU Homepage (Fig 1, 1).

Figure 1
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3. **Enter your TU login** information (Fig 2, 2). **Note:** If you entered the system via an Outlook email link, your eform will automatically open and you can skip down to step 1 below under the section for Approving the eForm.

**Figure 2**

![Secure Login](image)

Help: You will find guides on Towson Online Services features within the OTS Self Help Resources Directory. If you still need assistance after consulting these references, contact the OTS Help Center at 410.704.5151 or HelpCenter@towson.edu.

*Note:* Scheduled backups are performed every Sunday morning from 4:15 to 5:15 AM. During this time, Towson Online Services will be unavailable.

4. **Click on the Worklist link** located in the upper right had corner near the sign out link (Fig 3, 3).

**Figure 3**

![Oracle Worklist](image)

5. **Click on link** to open the authorization eform awaiting your approval (Fig 4, 4).
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Approving the eForm

1. Review the Trip Information at the top of the eform (Fig 5, 1).
2. Review the Estimated Trip Costs (Fig 5, 2).
3. Review the Total Estimated Cost (Fig 5, 3).
4. If desired, you may utilize the resource links to assist you with reviewing the calculated expenses related to meals, directions, mileage and currency conversion rates (Fig 5, 4).

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5. The traveler and/or travel coordinator may have completed the funding sources grid or left it blank. The approver is required to enter the data or ensure that it has been entered correctly. More than one department can be designated as a funding source for the trip by adding a line (Fig 6, 5). Note: When multiple departments are indicated, expenses will be paid in the order as indicated in the priority column.

6. Review the Summary of Estimated Expenses to ensure funding for the trip is accurate (Fig 6, 6).

7. Click on Next (Fig 6, 7).

8. If desired, Click on View to see uploaded attachments related to the event being attended (Fig 7, 8).

9. If all is correct, Click Approve (Fig 7, 9). Note: If the approver needs to recycle the eform back to the initiator for corrections, use the comments box to make note of the changes being requested.
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10. Click on Yes to submit the form (Fig 8, 10).

Figure 8

11. The authorization has been submitted into the workflow process (Fig 9, 11). Keep in mind that the workflow process may be different from department to department. The traveler and travel coordinator will receive a notification from the Business Travel Office once the authorization has been approved. Once approved, travel arrangements may be made.

Figure 9