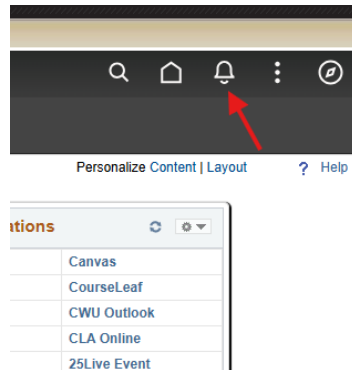


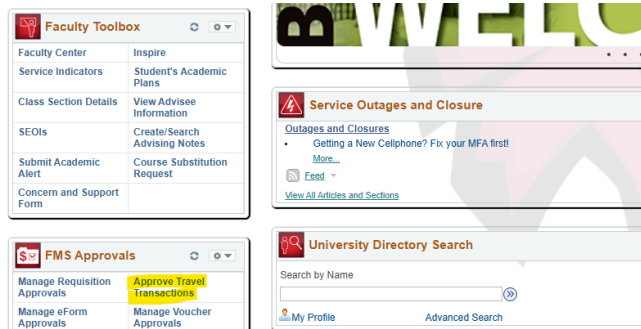
APPROVING TRAVEL IN FLUID PAGES

All the links that you use to navigate to the travel approvals queue, point to the same approvals page'

From the email, Email, the notification Bell or from the landing page (the page you see when first logging in to MyCWU)

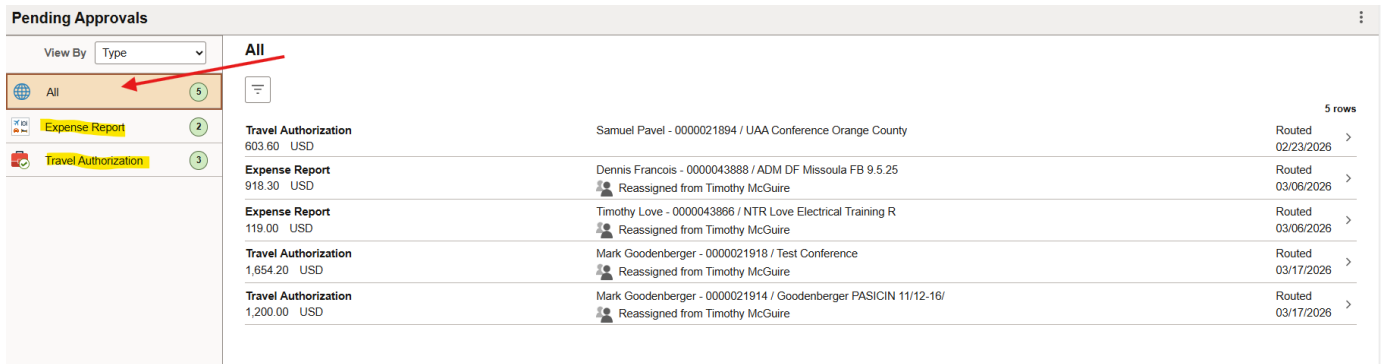


Notification Bell

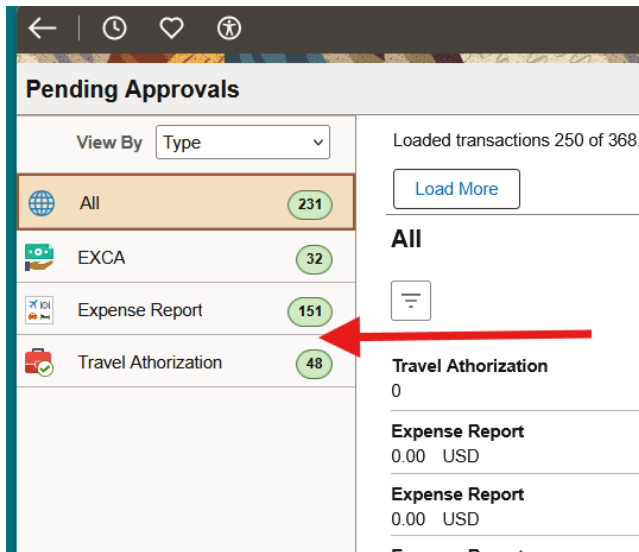


Approvals link from landing page

This will take you to **ALL** travel approvals (TA's & ER's)



You can select a TA or ER from here, or you can click on Expense Reports or Travel Authorization options on the left



This will take you to the approval page for either the Travel Authorizations (TA's) or Expense Reports (ER's)

Approving Travel Authorizations

After clicking on the TA from the approvals page, you will be at this screen:

Travel Authorization

Kelsey Haney
1,800.52 USD

Header is pending your approval

[Approve](#) [Deny](#) [More](#)

Summary

Name: Kelsey Haney

Total Amount: 1,800.52 USD **Total amount**

Less Non-Approved: 0.00 USD

Total Authorized: 1,800.52 USD

Travel Auth Description: NASPAA Conference **Travel Info**

Business Purpose: CONF

Empl ID: 20521565

Authorization ID: 0000022736 Submitted for Approval

Date From: 06/10/26

Date To: 06/13/26 **Trip Dates**

Submission Date: 04/01/26

Updated on: 04/01/26 12:11 PM

[Exceptions and Risks](#)
[Travel Authorization Details](#)

Attachments and Notes

[View Attachments](#)

Expense Lines 4 rows

Risk/Exception	Date/Expense Type	Amount	Reimbursable
	06/10/26 Out of State - Lodging	732.04 USD	Y
	06/10/26 Out of State - Meals Per Diem	466.00 USD	Y
	06/10/26 Mileage - Motor Pool Rate	149.68 USD	Y
	06/10/26 Out of State - Airfare & Fees	452.80 USD	Y

Approver Comments

This page shows the pertinent information: dates of travel, the total amount, trip description, the expense lines and the attachments.

Click on the [Exceptions and Risks](#) link to see additional information.

To close the pop up window, click on the **x** in the upper right corner.

Exception Comments and Risks ✕

Mark Goodenberger

Authorization ID: 0000021914

General Information

Travel Auth Description: Goodenberger PASICIN 11/12-16/

Business Purpose: Conference

Date From: 11/12/2025

Date To: 11/16/2025

Exception Information

Line	Expense Type	Exception	Comment
2	Out of State - Airfare & Fees	None	No exceptions associated with this line.
3	Out of State - Lodging	Amt Exceeded	actual cost for that night
4	Out of State - Lodging	Amt Exceeded	actual cost for that night
5	Out of State - Lodging	None	No exceptions associated with this line.
7	Registration Fees	None	No exceptions associated with this line.

Travel Approvals – Fluid pages

Page 3 of 14

To view the accounting, click on the arrow to the right of one of the lines, then click on the View Accounting box.

Attachments and Notes

View Attachments >

Lines

Risk/Exception	Date/Expense Type	Amount	Reimbursable	
	06/10/26 Out of State - Lodging	732.04 USD	Y	
	06/10/26 Out of State - Meals Per Diem	466.00 USD	Y	
	06/10/26 Mileage - Motor Pool Rate	149.68 USD	Y	
	06/10/26 Out of State - Airfare & Fees	452.80 USD	Y	

Approval Line Detail

Out of State - Lodging

732.04 USD

Line Detail

Transaction Date 06/10/26

Payment Method Personal Funds

Expense Type Out of State - Lodging

Merchant

Description Hyatt Hotel 6/10-6/13

Location Austin, TX

Billing Action Internal

[Exceptions and Risks](#)

Accounting

[View Accounting](#) >

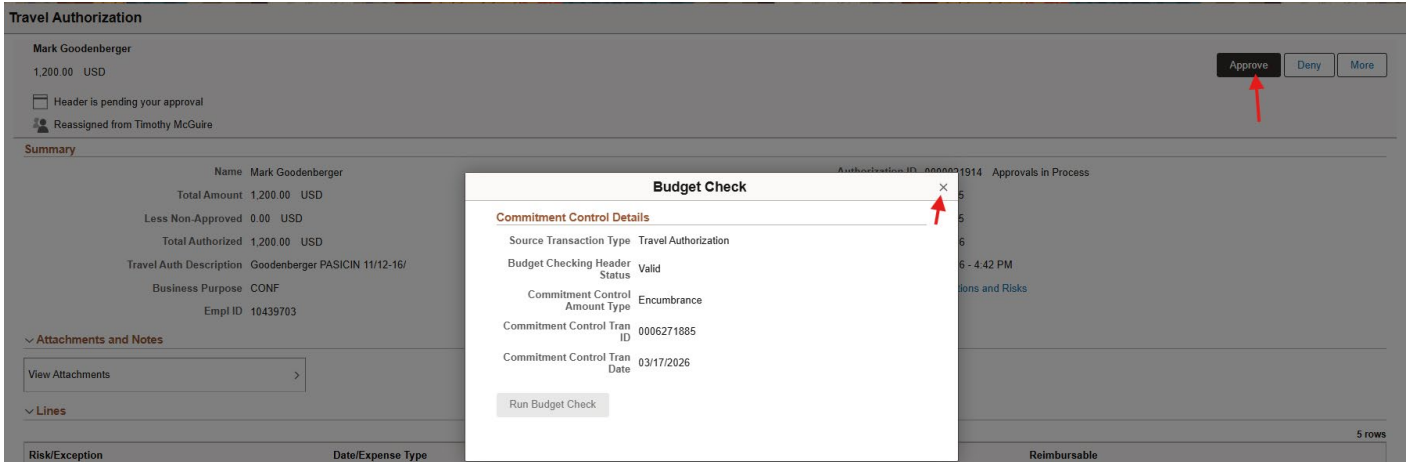
[Back To Header](#)

Another pop-up window will open and it will show the chartfields, not the speedkey:

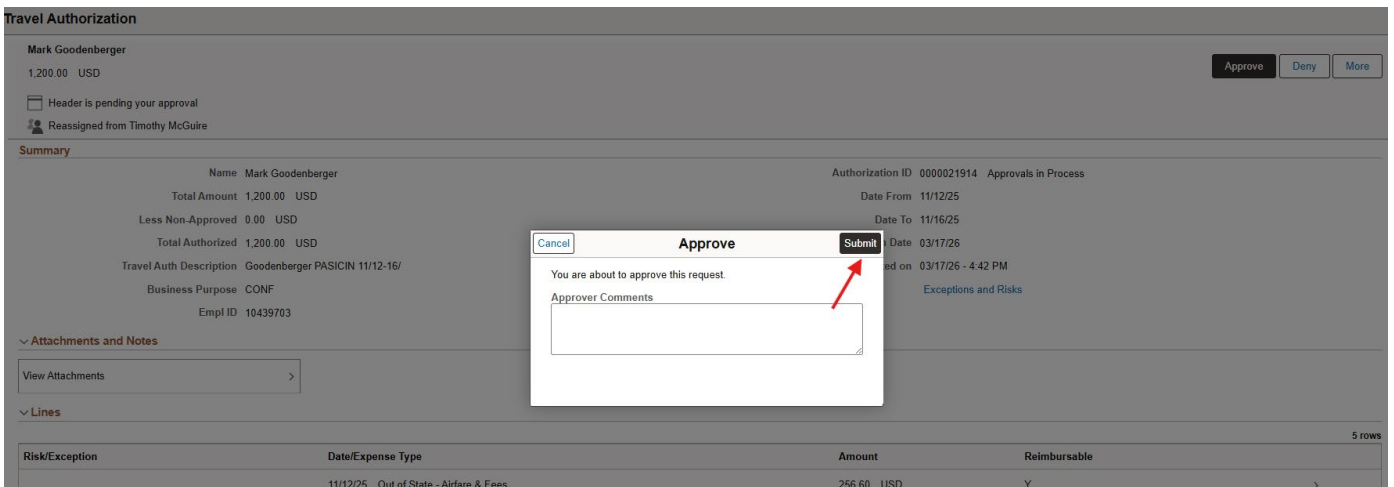
Accounting																														
Accounting																														
Expense Type Out of State - Airfare & Fees																														
Amount 256.60 USD																														
Accounting Details																														
1 row																														
<table border="1"> <thead> <tr> <th>GL ChartFields</th> <th>Show All</th> <th>Amount T1</th> <th>*GL Unit T1</th> <th>Account T1</th> <th>Oper Unit T1</th> <th>Fund T1</th> <th>Dept T1</th> <th>Program T1</th> <th>Project T1</th> <th>Component T1</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>256.60</td> <td>CWUID</td> <td>53900</td> <td>0</td> <td>149</td> <td>440150</td> <td>221</td> <td></td> <td></td> </tr> </tbody> </table>									GL ChartFields	Show All	Amount T1	*GL Unit T1	Account T1	Oper Unit T1	Fund T1	Dept T1	Program T1	Project T1	Component T1			256.60	CWUID	53900	0	149	440150	221		
GL ChartFields	Show All	Amount T1	*GL Unit T1	Account T1	Oper Unit T1	Fund T1	Dept T1	Program T1	Project T1	Component T1																				
		256.60	CWUID	53900	0	149	440150	221																						

After closing the pop-up window, click the link 'Back to Header' to get back to the approval page.

When ready, click the 'Approve' button (upper right). You will get a pop-up window – all that it shows is that the budget check is Valid. Close the pop-up.



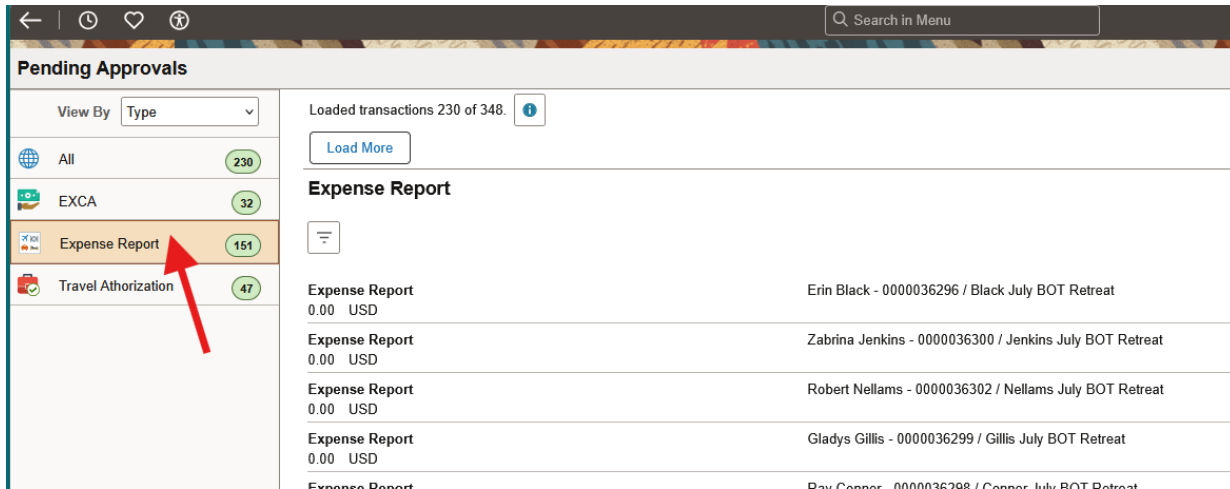
Another pop-up window appears (just like it does when approving Time). You can leave a comment if you wish, and then click 'Submit'.



You should then be back at your Pending Approvals page.

Approving Expense Reports

From the Approvals page, click on Expense Reports on the left:



The screenshot shows a web application interface for 'Pending Approvals'. On the left, there is a sidebar with a 'View By' dropdown set to 'Type'. Below this, there are four categories: 'All' (230), 'EXCA' (32), 'Expense Report' (151), and 'Travel Athorization' (47). A red arrow points to the 'Expense Report' category. The main content area shows a list of 'Expense Report' transactions, each with a value of '0.00 USD' and a description of the expense, such as 'Erin Black - 0000036296 / Black July BOT Retreat'. A 'Load More' button is visible above the list.

Type	Count
All	230
EXCA	32
Expense Report	151
Travel Athorization	47

Expense Report	Amount	Description
Expense Report	0.00 USD	Erin Black - 0000036296 / Black July BOT Retreat
Expense Report	0.00 USD	Zabrina Jenkins - 0000036300 / Jenkins July BOT Retreat
Expense Report	0.00 USD	Robert Nellams - 0000036302 / Nellams July BOT Retreat
Expense Report	0.00 USD	Gladys Gillis - 0000036299 / Gillis July BOT Retreat
Expense Report	0.00 USD	Ray Cannon - 0000036298 / Cannon July BOT Retreat

Click on an Expense Report to approve.

This is slightly different than the TA approval page, but the general information is still the same as it has been.

Expense Report approval page

Expense Report

Dia Gary
1,200.00 USD

[Approve](#) [Deny](#) [More](#)

☰ 4 line(s) are pending your approval

Summary

Name Dia Gary	Report ID 000045466 Submitted for Approval
Total Due Employee 1,200.00 USD	Reference
Report Description Presenting - New Orleans	Submission Date 03/25/26
Business Purpose Conference	Updated on 03/25/26 - 11:13 AM
Location New Orleans, LA	Exceptions and Risks
Header Attachment	Expense Details

⌵ **Attachments and Notes**

[View Attachments](#) >

⌵ **Lines**

Pending All 4 rows

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount	Receipt Required	Receipt Attached	
<input type="checkbox"/>		03/17/26 Out of State - Airfare & Fees Personal Funds	678.39 USD	N	Y	>
<input type="checkbox"/>		03/17/26 Out of State - Lodging Personal Funds	422.66 USD	N	Y	>
<input type="checkbox"/>		03/17/26 Out of State - Meals Per Diem Personal Funds	4.95 USD	N	N	>
<input type="checkbox"/>		03/17/26 Ground Trans- Bus/Taxi/Train Personal Funds	94.00 USD	N	Y	>

To view any attachments, click on 'View Attachments'

Expense Report

Timothy Love
119.00 USD

☰ 1 line(s) are pending your approval

Reassigned from Timothy McGuire

Summary

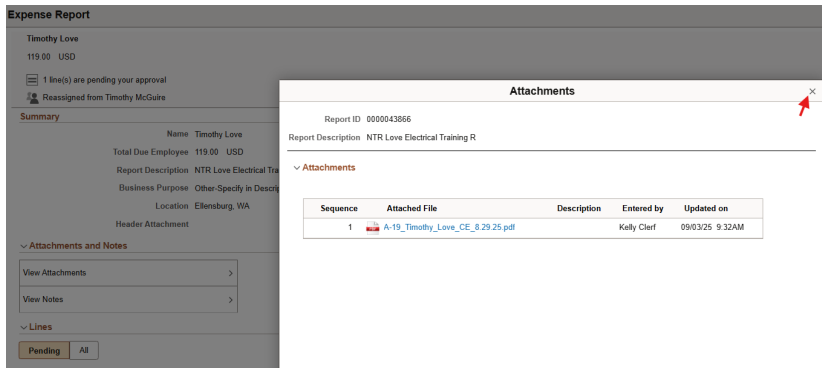
Name Timothy Love	
Total Due Employee 119.00 USD	
Report Description NTR Love Electrical Training R	
Business Purpose Other-Specify in Description	
Location Elensburg, WA	
Header Attachment	

⌵ **Attachments and Notes**

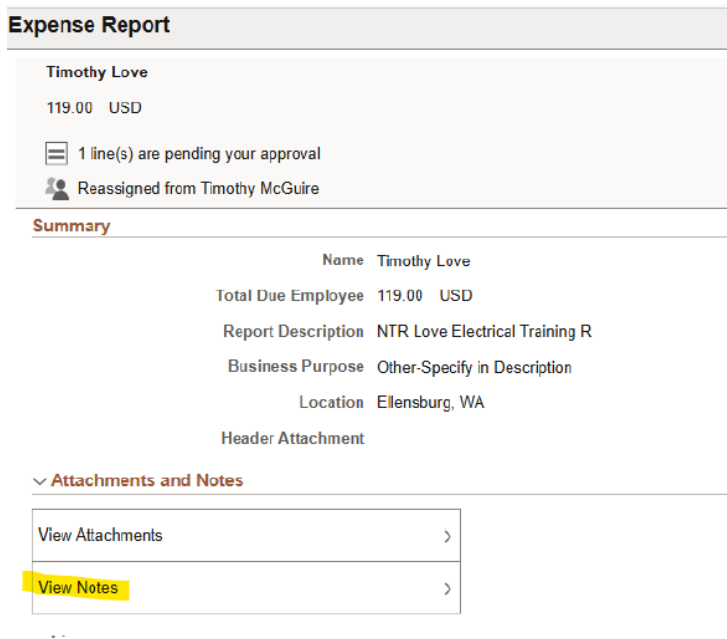
[View Attachments](#) >

[View Notes](#) >

This will open another pop-up window. Click on the [links](#) to view the attachments.



To view any Notes, click on 'View Notes'.



A pop-up window will open. Any notes will be shown.

Expense Report

Roberto Gonzalez
10.21 USD

1 line(s) are pending your approval

Summary

Total Due Employee
Report Description
Business Purpose
Location
Header Attachment

Attachments and Notes

Notes

Report ID 0000043717

Date/Time	Name	Role	Notes
08/21/2025 10:49 AM	Lisa Saucier	Travel/AP Desk	Please attach something that shows the cardholders name along with the last 4 digits of the card that is on the receipt. Then resubmit.
07/31/2025 3:00 PM	Perla Villasenor	Employee	Rob purchased a snack for a Dare to Dream student who was feeling ill and could not wait for lunch time. Our DTD nurse suggested the student eat something and Rob did. This is an allowable expense as it was for the Dare to Dream students well being and half of lunch per diem. For questions please reach out to Perla Villasenor #1730

To view the Accounting information, you will need to click on the expense line (same as from the TA), then click the 'View Accounting' box:

Approval Line Detail

NonTravel-Misc Goods & Service
119.00 USD

Line Detail

Transaction Date	08/29/25	Payment Method	Personal Funds	Receipt Required	N	No Receipt Reason
Expense Type	NonTravel-Misc Goods & Service	Merchant		Receipt Attached	Y	
Description	Washington Electrical License Renewal 24-Hour Package \$119.00	Location				
Billing Action	Internal	Personal Expense	N			
		Receipt Verified	N			

Additional Information

[View Accounting](#)

[Back To Header](#)

Just like the TA, the chartfields will be shown, not the speedkey.

Approval Line Detail

NonTravel-Misc Goods & Service
119.00 USD

Accounting

Expense Type NonTravel-Misc Goods & Service
Amount 119.00 USD

Accounting Details

1 row

GL ChartFields	Show All	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	Project	Component
119.00	CWUID	119.00	USD	1.00000000	53550	0	149	504250	092				

[Back To Header](#)

After closing the Accounting window, click the [Back To Header](#) link below the View Accounting box.

Approval Line Detail

NonTravel-Lite Refreshments
10.21 USD

Line Detail

Transaction Date	06/25/25	Payment Method	Personal Funds	Receipt Required	N
Expense Type	NonTravel-Lite Refreshments	Merchant		Receipt Attached	Y
Description	Rob purchased a snack for a Dare to Dream student who was feeling ill and could not wait for lunch time. Our DTD nurse suggested the student eat something as well as the other staff.	Location			
Billing Action	Internal	Personal Expense	N	Receipt Verified	N

Additional Information

>

[Back To Header](#) ←

When you are ready to approve the ER, you will need to select the lines to be approved. We recommend clicking the box above the rows as that will select all of them, then click the [Approve](#) button:

Expense Report

Timothy Love
119.00 USD

1 line(s) are pending your approval
Reassigned from Timothy McGuire

Summary

Name	Timothy Love	Report ID	0000043866	Approvals in Process	2
Total Due Employee	119.00 USD	Reference			
Report Description	NTR Love Electrical Training R	Submission Date	09/03/25		
Business Purpose	Other-Specify in Description	Updated on	03/06/25 - 4:36 PM		
Location	Ellensburg, WA	Expense Details			

Header Attachment

Attachments and Notes

>
 >

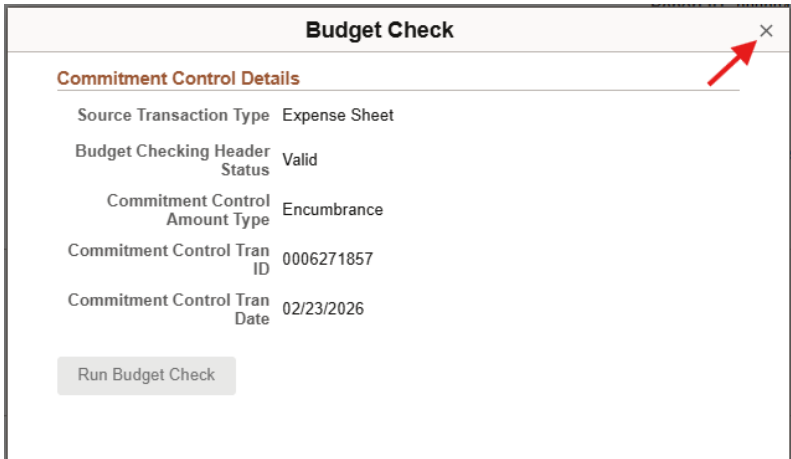
Lines

Select	Date/Expense Type	Reimbursement Amount	Receipt Required	Receipt Attached	
<input checked="" type="checkbox"/>	08/29/25 NonTravel Misc Goods & Service Personal Funds	119.00 USD	N	Y	>

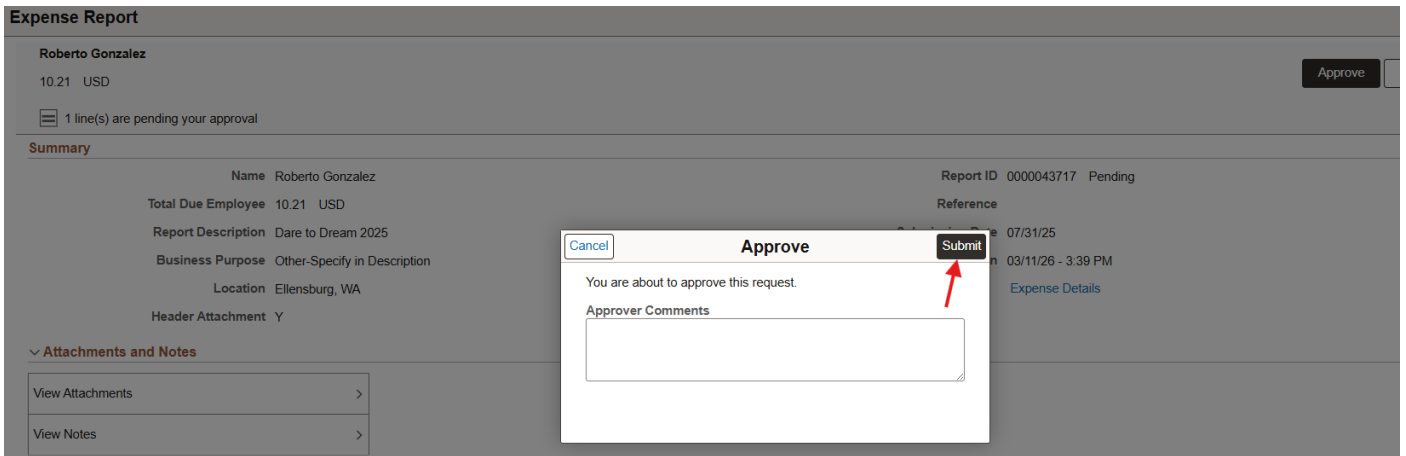
1 row

Approver Comments

The Budget Check box will appear – close it. The Travel Desk runs the budget check, and this just shows that it was valid.



The Approve box will appear – click ‘Submit’.



After the ER is approved you should be back at the approvals page

Search in Menu

Pending Approvals

View By: Type

- All (2)
- Expense Report (1)
- Travel Authorization (1)

All				2 rows
Expense Report	918.30 USD	Dennis Francois - 0000043888 / ADM DF Missoula FB 9.5.25	Reassigned from Timothy McGuire	Routed 03/06/2026
Travel Authorization	1,654.20 USD	Mark Goodenberger - 0000021918 / Test Conference	Reassigned from Timothy McGuire	Routed 03/17/2026

*NOTE – currently, the navigation for clicking on ‘Expense Details’ is tricky.

If you want to view the details (also known as Header information), click on Expense Details



You will end up out of the approvals, and at the expense report. Click the button with a pencil

(upper left) next to the name



Search in Menu

Expense Summary

Presenting - New Orleans  

Dia Gary

Expense Report Summary		Approval Status
Total (4 Items)	1,200.00 USD	Report ID 0000045466
Due to Employee	1,200.00 USD	<input checked="" type="checkbox"/> Submitted Lisa LaPorte Employee
Additional Information		<input type="checkbox"/> Pending Approval (Pooled) Travel/AP Desk Initia
Travel Authorization 0000022298 is associated to this report.		<input type="checkbox"/> Not Routed Teresa Walker Direct Supervisor
View Analytics		<input type="checkbox"/> Not Routed Teresa Walker
Notes		
View Printable Report		

Expense Report

Report 0000045466 Submitted for Approval
Dia Gary

*Request Type: Domestic International Non-Travel Reimbursement [Travel Agreement](#)

General Information

Business Purpose	Conference	Attach Receipt 6 > Accounting Defaults 1 >
Description	Presenting - New Orleans	
Reference		Creation Date 03/20/2026 Dia Gary Updated on 04/09/2026 Lisa Saucier
Departure Date	03/16/2026	
Time	3:00PM	
Return Date	03/19/2026	
Time	4:00PM	
Official Station	Ellensburg Campus	
Official Residence	Ellensburg	

When you are done, click the Back Arrow in the black menu bar in MyCWU – NOT the web browser back button!

Expense Report

Report 0000045466 Submitted for Approval
Dia Gary

*Request Type: Domestic

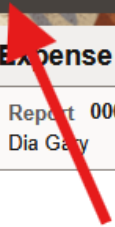
General Information

Business Purpose Conference

Description Presenting - New Orleans

Reference

Departure Date 03/16/2026



You will need to click this at least twice before you are back at the approval page

Expense Report

Dia Gary

1,200.00 USD Approve Deny More

4 line(s) are pending your approval

In Process

Summary

Name	Dia Gary	Report ID	0000045466 Submitted for Approval
Total Due Employee	1,200.00 USD	Reference	
Report Description	Presenting - New Orleans	Submission Date	03/25/26
Business Purpose	Conference	Updated on	04/09/26 - 3:23 PM
Location	New Orleans, LA	Exceptions and Risks	Expense Details
Header Attachment	Y		

Attachments and Notes

View Attachments >

Lines

For any questions or assistance, please contact the Travel Desk – by email at TravelDesk@cwu.edu

Phone Olivia x2621; Melissa x1985; Lisa x1986