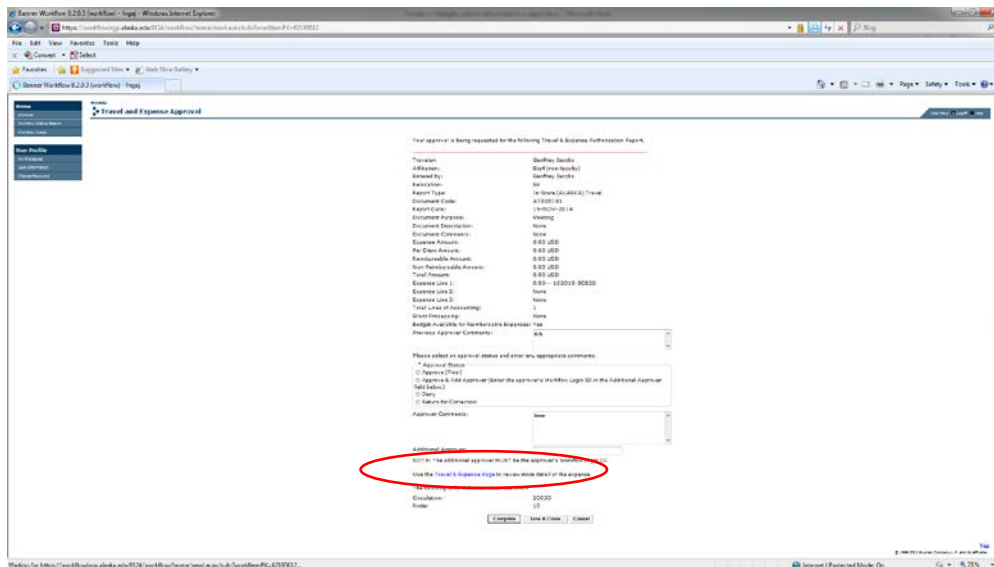


Approver Review and/or Attach Documents

The Approver has the ability to review and if necessary attachment documents to either a Travel Authorization and/or Expense Report.


Use the following procedure:

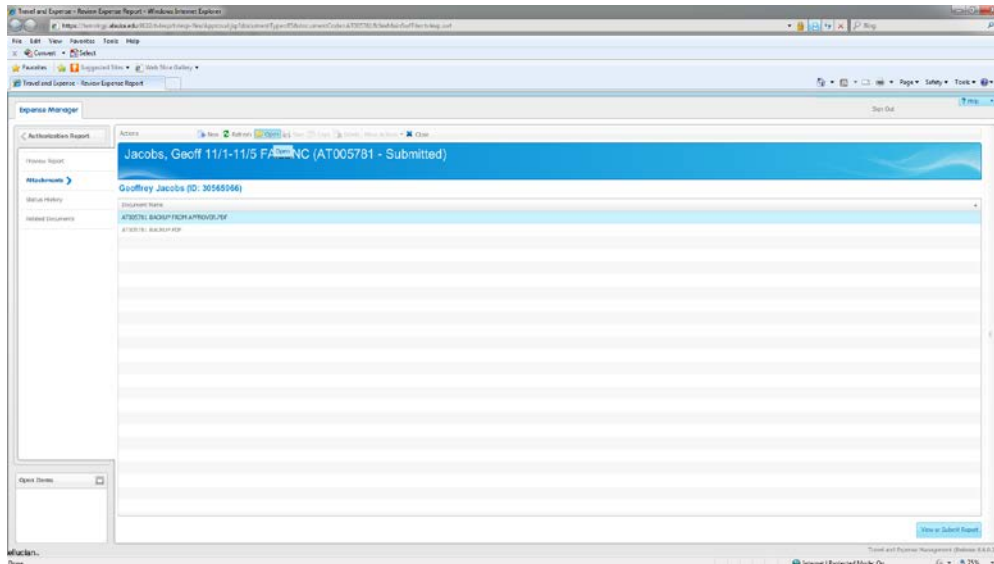
1. Log into **Banner WorkFlow**
2. Complete either step a. or b. below:
 - a. The correct document may display immediately upon logging into WorkFlow.
 - b. If the correct document did not display, click on the worklist and open the appropriate document.
3. Click the **Travel & Expense Page** link to access the report.



4. Select **Attachments** on the navigation panel.

To Review:

1. Search for and select the attachment that you would like to review.
2. Click  **Open** or double click the document to launch additional content associated with the selected item.



3. Review your image in the browser window.




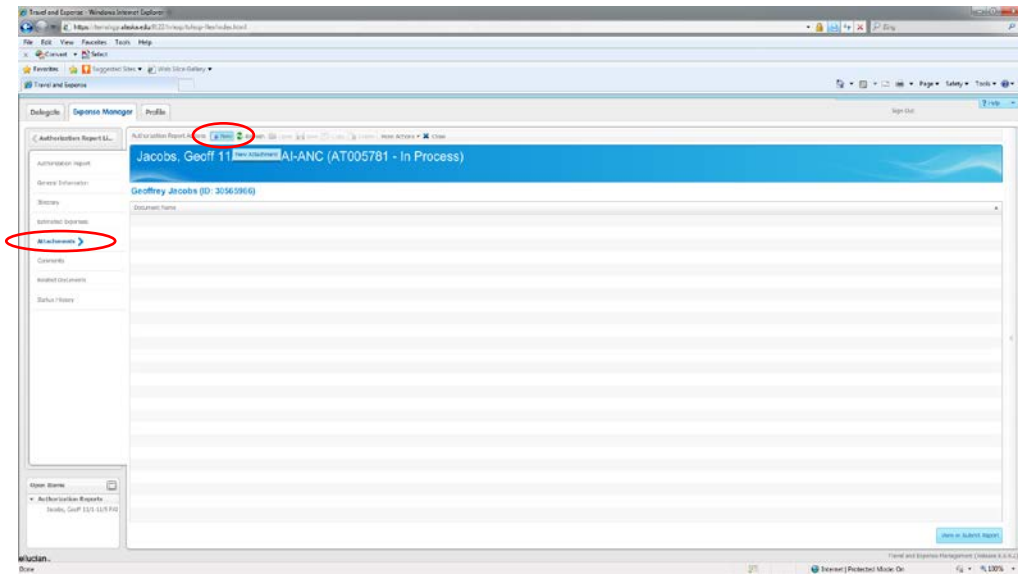
You have successfully reviewed an existing attachment.

To Attach:

Please ensure you are attaching the correct document. Documents can only be deleted by the Traveler or that traveler's Delegate when a report is in the status of **In Process** or **Returned for Correction**.

The file name for attached documents **cannot exceed 50 characters**.

1. Click  **New** to open the **New Attachment** window.

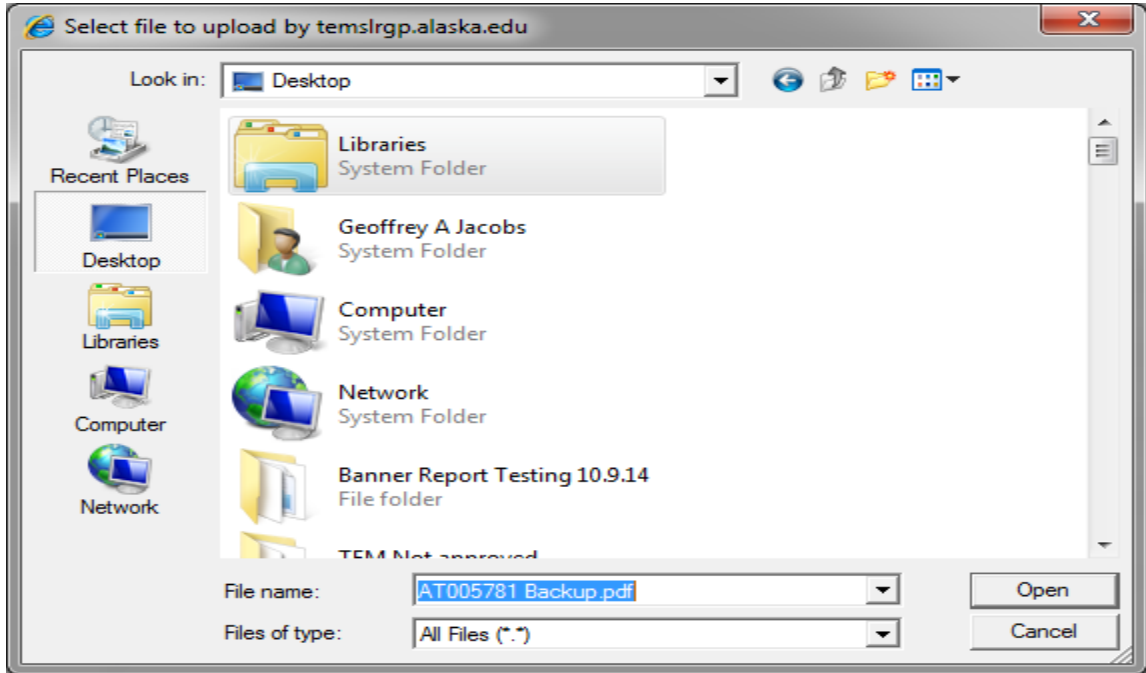


2. A New Attachment select box will appear.

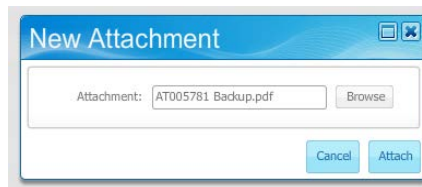


3. Click **Browse** to search for and select the attachment you wish to append to this report.

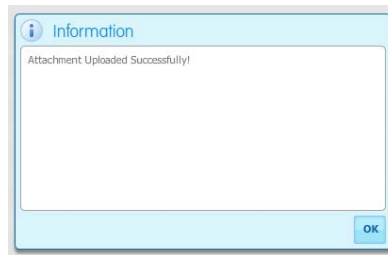
4. Click **OPEN**.



5. Click **Attach** to complete the attachment process for this document.



6. Information box with display. Click **OK**.



You have successfully added an attachment to a report.