

For employees approving a travel authorization.



Travel – Approving a Travel Authorization

Action Required: Authorization Approval AUTH000009205487 for Travel Manager (1,347.00 USD)

The screenshot shows an email interface with a header containing 'Travel Manager' and navigation buttons for 'Reply', 'Reply All', and 'Forward'. A yellow warning banner reads: 'CAUTION: This email is from outside of IU. Use caution before clicking links or opening attachments. If you do not expect to receive this email, please do not click on any links or open any attachments.' Below the banner, a red box highlights a link in the email body. The main content of the email includes the text '1,347.00 USD Travel Manager' and 'AUTH000009205487 submitted on 4/26/22 Overnight Trip'. A table below lists items with columns for 'Item', 'Airfare', and 'Cost'. The table contains one row with the text 'Center 21470' and the value '548.00'. Below the table, there is a section for 'Approvers' with a table containing one row with the text 'FFICE' and a date '4/26/22 9:12 AM'. A button labeled 'TU_TRAVEL_O' is visible in the bottom right corner of the email content.

Item	Airfare	Cost
Center 21470	548.00	

2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.

