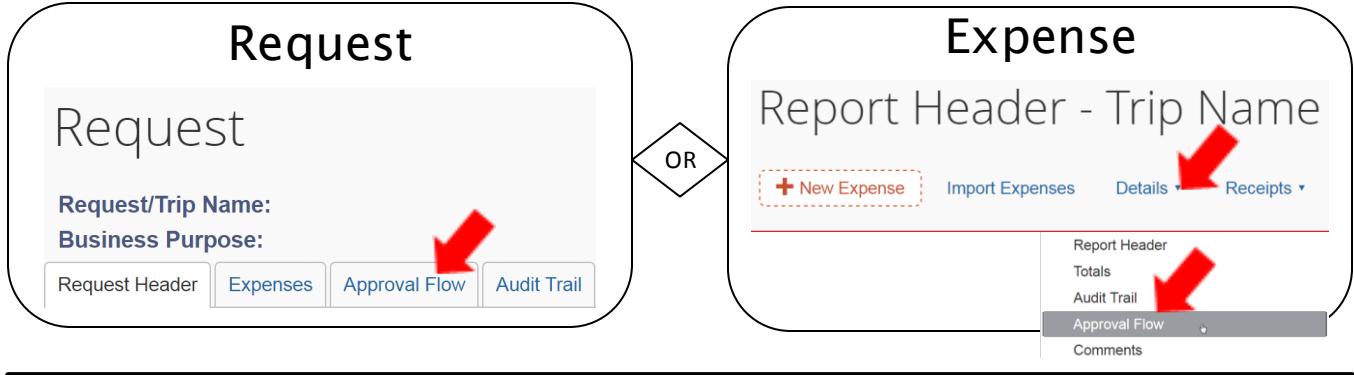


To route a report to an additional approver:



Select the plus sign where you'd like to add an approver.

Approval Flow for Report: Report Header - Trip Name ×

Fiscal Officer Review: + ×

Department Review: + ×

A **User-Added Approver** field will appear. Click on the field, then click the down arrow next to **Search Approvers By** and search by last name.

User-Added Approver: + ×

Search Approvers By ▼

After locating and choosing your approver, click **Save Workflow**

Save Workflow
Attachments ▼
Print / Email ▼
Delete Request
Submit Request

Status: Not Submitted
Amount: \$200.00

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