

# Request Approver Checklist

For the TeamWorks Travel & Expense System

Access Request from the Approvals tab, Quick Start Bar or My Tasks. Click on the Request name to open it.

Request opens to Expense Summary view

## Request Header Tab:

- Review the **Request Header** Information

## Segments Tab:

- Review any Car Rental requests
- Review any Airfare requests
- Review any Hotel requests
- Review any Meals requests
- Review any Miscellaneous requests

## Attachments:

Click on **Attachments** and select **View documents in a new window** to review attachments.

**Approval Flow** and **Audit Trail** and available for review

## Approval:

- Select **Send Back Request, Approve** or **Approve & Forward**

**Note:** For more details, please see the Approvers Handbook.