**TRIP Workflow Tracking**

**Process:** To determine the location of the TRIP document in workflow and identify the required approvers.

**PROCEDURES**

To review the workflow of a TRIP document, sign into myUK.

Click on Enterprise Services.

Click on Workflow.

The screen will open to Workflow Items.

Under Detailed Navigation, click on Travel Document Workflow Tracking.
The Travel Workflow Report will open.

Two search options are available: Personnel Number and Trip Number.

To review the workflow for a single TRIP document, type the TRIP number in the Trip Number field.

To review the workflow results for all trips for a traveler, enter the traveler’s Personnel Number in the Personnel Number field.

After you have entered the information, click Execute.
The workflow results will contain some basic trip information and the workflow action of each completed level. The last level listed will either be the final approval for the trip or the pending step. Scroll to the right to see the Result column for each approval level.

**NOTE:** The workflow result can be Approve Travel Document, Withdraw Travel Document, Revise Travel Document, or Reject Travel Document. Comments entered by the approvers throughout the approval process can be seen in the Comments column.

If the Result column is blank, the approver identified in the Workflow Description has not processed the trip yet.
If you need to review the Supervisor or Budget Officer approvers, click on any of the lines for the trip and click the appropriate button at the top of the report.

A pop-up box will appear with the approvers.

If the Workflow Description contains the message “Workflow has not been started for this trip”, the trip has not been submitted for approval.
Click the green back button to return to the search screen.

**NOTE:** The Change Layout button can be used to create and save your preferred display of the Travel Workflow Report. Once you have saved your preferred layout, be certain to select your layout on the Travel Workflow Report selection screen.