

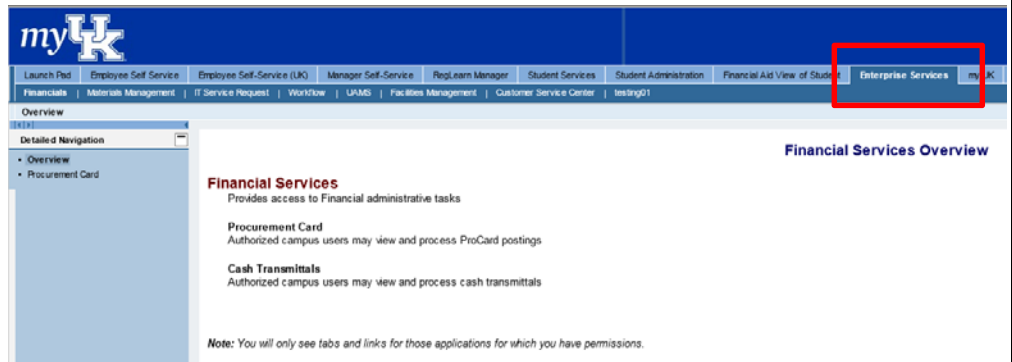
## TRIP Workflow Tracking

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

### PROCEDURES

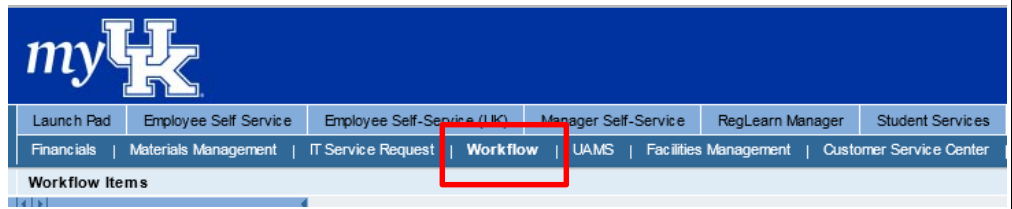
To review the workflow of a TRIP document, sign into myUK.

Click on Enterprise Services.

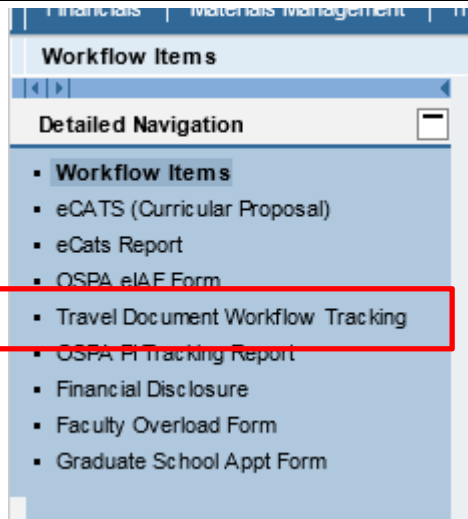


Click on Workflow.

The screen will open to Workflow Items.



Under Detailed Navigation, click on Travel Document Workflow Tracking.




## TRIP Workflow Tracking

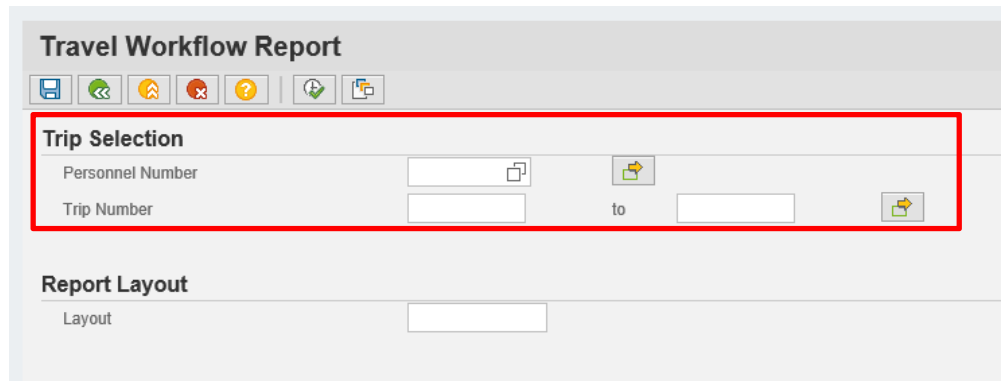
The Travel Workflow Report will open.

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. 



**Travel Workflow Report**

**Trip Selection**

Personnel Number   

Trip Number  to  

**Report Layout**

Layout

## TRIP Workflow Tracking

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.

Person No.	Trip No.	Traveler	Usrid	Country	Region	Region Text	Activity Type	Add Trip Info	Workflow Description
11887	7487	Susan I Krauss	SKRAUSS US	LANM	New Orleans, LA	1-Conference/Training	Attend Treasury Symposium & Endowment Management Forum		Travel Workflow
11887	7487	Susan I Krauss	SKRAUSS US	LANM	New Orleans, LA	1-Conference/Training	Attend Treasury Symposium & Endowment Management Forum		Traveler Approval for trip 0000007487 Submitted by USAHBU022
11887	7487	Susan I Krauss	SKRAUSS US	LANM	New Orleans, LA	1-Conference/Training	Attend Treasury Symposium & Endowment Management Forum		Supervisor approval for trip 0000007487 from US0KRAUSS
11887	7487	Susan I Krauss	SKRAUSS US	LANM	New Orleans, LA	1-Conference/Training	Attend Treasury Symposium & Endowment Management Forum		Primary Budget Office approval for TRIP 0000007487
11887	7487	Susan I Krauss	SKRAUSS US	LANM	New Orleans, LA	1-Conference/Training	Attend Treasury Symposium & Endowment Management Forum		AP Approval for trip 0000007487

Person No.	Trip No.	Workflow Description	Result	Create Dt	Create Time	Approver	Approver Name	Workflow Status	End Date	End Time	Comments	Delete Dt
11887	7487	Traveler Approval for trip 0000007487 Submitted by USAHBU022	Approve Travel Document	03/09/2017	14:45:02	WF-BATCH	Batch User	Completed	03/10/2017	11:42:34		
11887	7487	Supervisor approval for trip 0000007487 from US0KRAUSS	Approve Travel Document	03/10/2017	11:42:26	EMONDJAY	Eric N Mondjay	Completed	03/09/2017	18:11:37		
11887	7487	Primary Budget Office approval for TRIP 0000007487	Approve Travel Document	03/09/2017	18:11:49	AHBU022	Levi H Bugny	Completed	03/10/2017	12:27:19		
11887	7487	AP Approval for trip 0000007487	Approve Travel Document	03/10/2017	12:27:19	LLWGHQ	Lorne L. Card	Completed	03/14/2017	14:49:43		

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.

Person No.	Trip No.	Workflow Description	Result	Create Dt	Create Time	Approver	Approver Name	Workflow Status	End Date	End Time	Comments
22000023	1479	Travel Workflow		12/07/2016	14:42:52	WF-BATCH	Batch User	In Process			
22000023	1479	Traveler Approval for trip 0000001479 Submitted by USCJNEL50	Approve Travel Document	12/07/2016	14:42:55	T.F90028	Melanie A Rick	Completed	12/07/2016	14:45:47	
22000023	1479	Supervisor approval for trip 0000001479 from USIT.F90028		12/07/2016	14:45:48		No Current Processor	Ready			

## TRIP Workflow Tracking

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.

Supervisor
Budget Officers
Travel Services

Supervisor:

**Supervisor, subs for 22000023 trip 0000001479**

Supervisor	Substitute
Day Tony	TMDAY00

Budget Officers:

**Budget officers, subs for 22000023 trip 0000001479**


Department	Level	Position	Budget Officer	Substitute
3F000	1	50107328	Samuel Newcomb	KSHALL2
3F000	1	50107328	Samuel Newcomb	Melanie Rizk
3F000	1	50125836	Cara Nelson	N/A

If the Workflow Description contains the message "Workflow has not been started for this trip", the trip has not been submitted for approval.











**Travel Workflow Report**

Person No.	Trip No.	Traveler	Userid	Country	Region	Region Text	Activity Type	Add Trip Info	Workflow Description
22000023	1396	Mary Fister-Tucker	TFI0028	US	GAAC	Acowth, GA	2-Development/Donor Relations	Meetings	Workflow has not been started for this trip


## TRIP Workflow Tracking

Click the green back button  to return to the search screen.

**Travel Workflow Report**

        Supervisor  Budget Officers  Travel Services

Back (F3)	Trip No.	Workflow Description	Result	
	22000023	1479	Travel Workflow	
	22000023	1479	Traveler Approval for trip 0000001479 Submitted by USCJNELSO	Approve Travel Document
	22000023	1479	Supervisor approval for trip 0000001479 from UST-FI0028	

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.