2. Follow the link for ‘Go to ARIBA eTravel’
On Travel Dashboard from **To Do** box:

1. Click on ER ID# or ER Title to open and Approve

OR

2. Click **View List** for drop down menu to
   a. Choose **Approve**
If approving from list:

**DO NOT** click Approve at this level

Click on **ER ID #** or **Title** to open and review details (selected ER will highlight in yellow)
Review Expense Report

• To view details, click on specific item under Description or Details Button

Click Approve or Deny

• Deny, withdraws ER and sends it back to preparer for edits and resubmission through approval flow.
• Use Deny with caution, preparer/compliance approvers may edit without denying
• Comments field may provide clarification and prevent denials
You chose to approve ER10899.

Comments:

☑ Archive items to label: Archive Items

☐ Go to next request summary

Select **OK** to approve ER or **Cancel** and return to summary

*TIPS:*

Comments added here are saved and visible to others

-‘Archive Items To Label’ box is checked by default; Un-check to cancel this option

–Final Approval by 6pm PST results in check issuance the following day