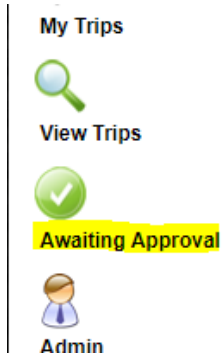


## APPROVING A REQUEST OR TRIP IN AIRS

When a request or trip is submitted, AIRS will send an automated email to the OSU email address for the approver and their delegate if a delegate is set up for the approver. The email will include a link to take the approver to the Awaiting Approval screen.



If the approver did not receive the email, they can still go to Awaiting Approval on the Main Travel Menu.

### Vouchers Awaiting Claimant Approval

Trip Number	Type	Description	Status	
196605	In State	test	Pending Claimant Signature	<a href="#">Process</a>

Any trips or requests that need to be approved by the user will be listed here. The approver will need to click Process on the right side.

### Trip Information

Trip #: 196605  
Claimant: Charles McCoy  
Nature of Official Business:  
test

Start Date: 1/22/2022  
End Date: 1/25/2022

[View Detailed Trip Information](#)

### Destinations

Location: Tulsa, OK  
Start: 1/22/2022 12:00:00 AM  
End: 1/25/2022 12:00:00 AM

Total Miles: 151.60  
Per Diem Rate: \$59.00  
Meals Provided: 0

### Expenses

Total Trip Cost: \$1,601.46 [View Calculations](#)  
Total Available for Reimbursement: \$1,601.46  
Total Amount Reimbursable to Claimant: \$1,301.46

Type	Amount	Reimburse Amount	Reimburse	Voucher Date	Assigned To	Rejected
Mileage	\$88.69	\$88.69	True			
Per Diem	\$206.50	\$206.50	True			
Registration Fee	\$500.00	\$200.00	True			
Local Car Rental	\$321.71	\$321.71	True			
Lodging	\$484.56	\$484.56	True		Holiday Inn Tulsa City Center	

The approver will be able to see a summary of the trip.

### Approval

- I, Charles McCoy, by signing here do under penalty of perjury, declare that the information contained in this document and any attachments are true and correct to the best of my knowledge and belief. I also certify that no frequent travel miles earned from any official state transportation have been used for personal transportation purposes.
- I hereby assign this claim to and authorize the State Treasurer to issue a warrant in payment to said assignee.

Choose One:

- Approve  
 Reject

Notes:

To approve the trip, the claimant will need to carefully read and check the box next to each statement in the Approval box. Then the approver should mark the box next to either Approve or Reject. If Approve is selected, the approver should then add optional Notes if necessary and click Save. If Reject is selected, the approver will be required to add a reason in the Notes for rejection and then click Save.

If the claimant approves the trip, the next approver will receive an email from AIRS with a link to the Awaiting Approval screen. The approver should follow the same steps as mentioned above. The only difference between the claimant's approval and approver's approval is that the approver will not have to check the box next to the statements in the Approval box.

If the trip is rejected, the trip submitter and the traveler should receive an email from AIRS notifying them of the rejection and the reason for the rejection.