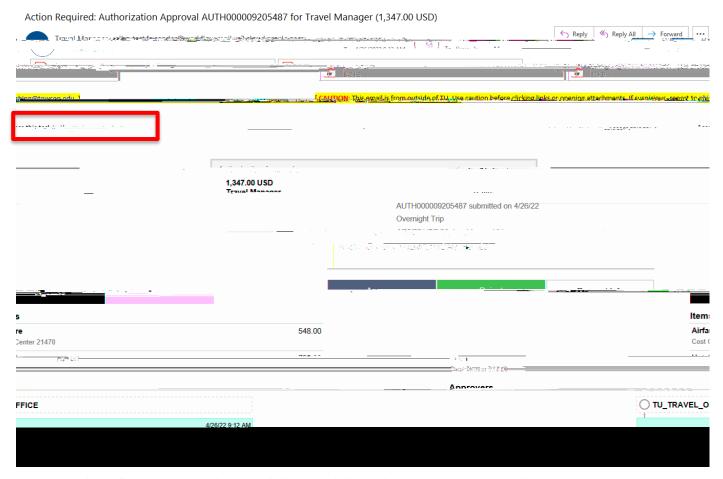
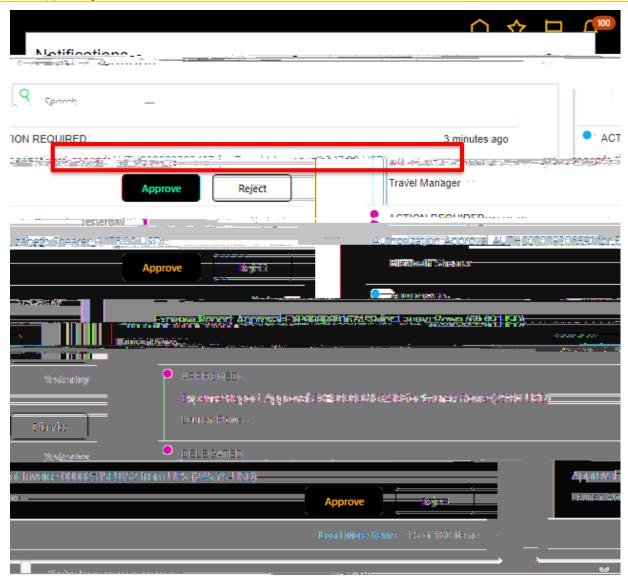
For employees approving a travel authorization.						



Travel – Approving a Travel Authorization



2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.



3. This will bring up the authorization details. From here, you can view the expense report image, approve, reject, or click on actions in the top right corner.