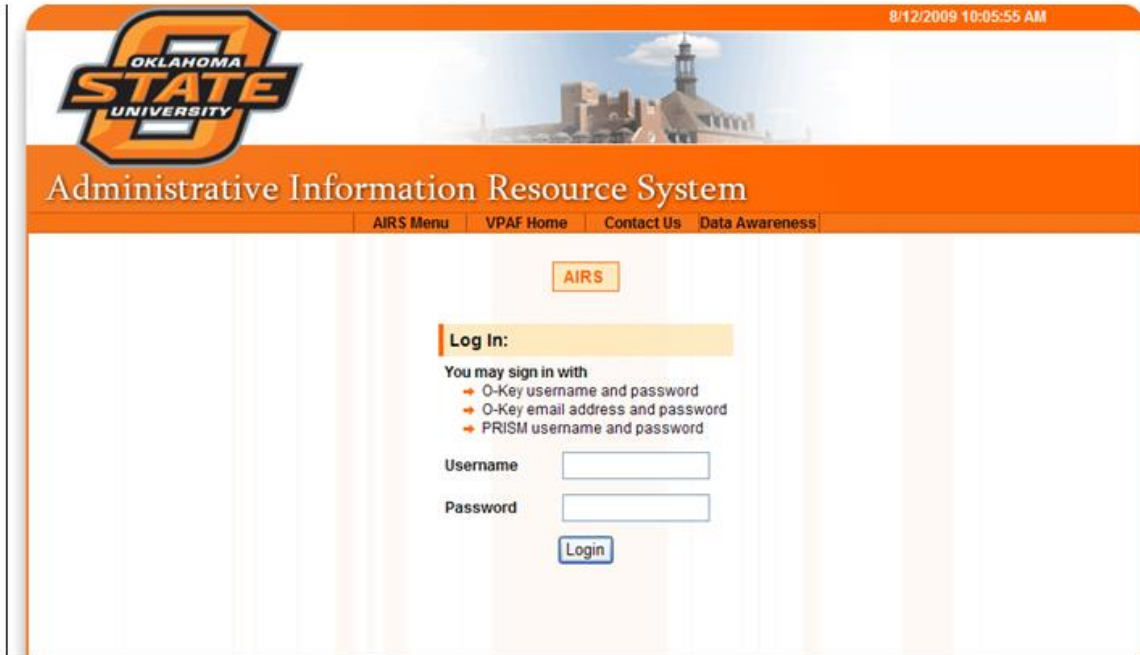


Instructions for Approving Travel

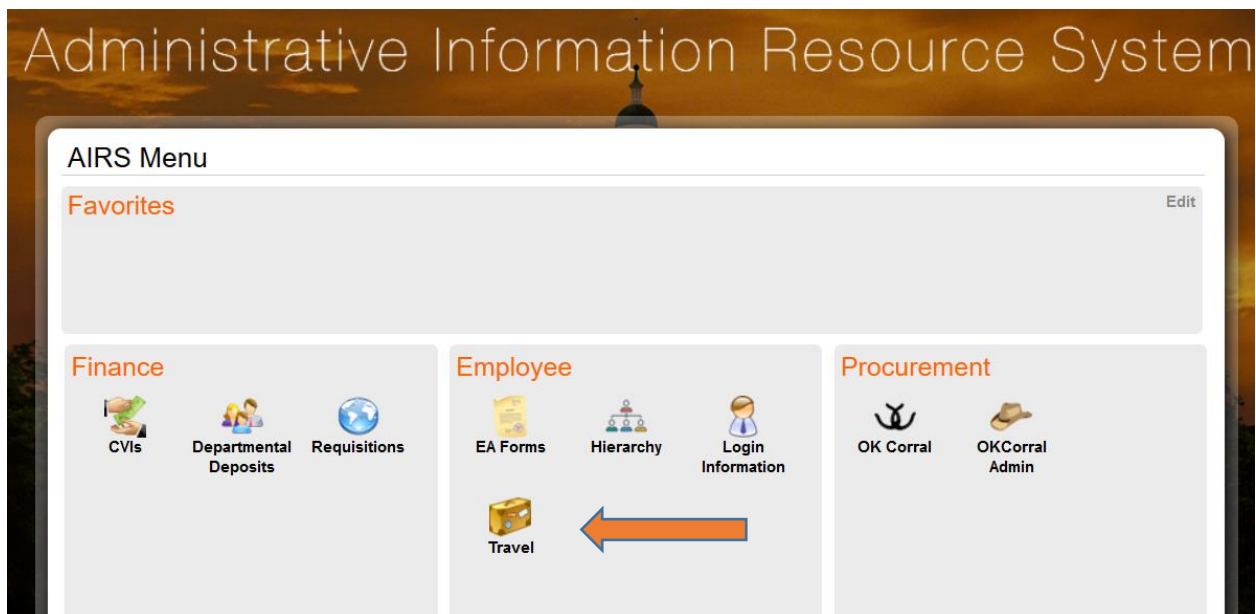


The screenshot shows the login page of the Oklahoma State University Administrative Information Resource System (AIRS). The page has an orange header with the university's logo on the left and the date/time "8/12/2009 10:05:55 AM" on the right. Below the header is a navigation bar with links: "AIRS Menu", "VPAF Home", "Contact Us", and "Data Awareness". The main content area features a "Log In:" section with a list of login options: "O-Key username and password", "O-Key email address and password", and "PRISM username and password". Below this are input fields for "Username" and "Password", and a "Login" button. A small "AIRS" button is also visible above the login section.

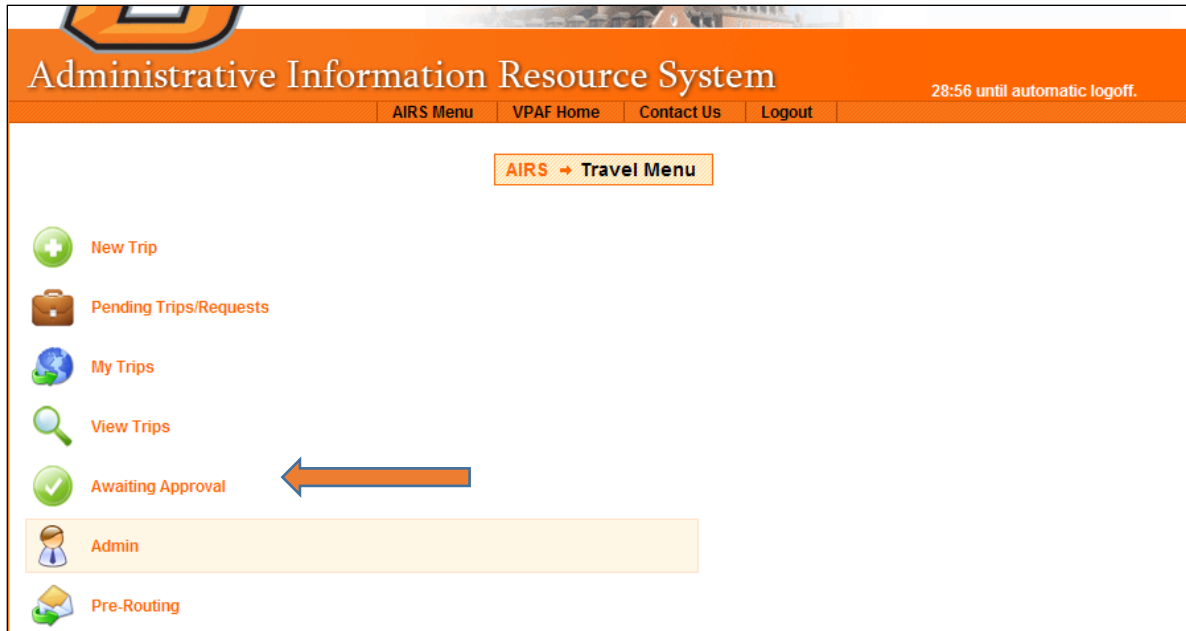
Go to airs.okstate.edu.

Login with your O-key username and password.

The AIRS menu will appear. Click on the travel icon to bring up the travel menu.



Instructions for Approving Travel



Click Awaiting Approval



Click Claimant Approval Tab

Click Process to approve the travel Voucher

Instructions for Approving Travel

Trip Information

Trip #:	265	Claimant:	MCCOY,CHARLES E
Description:	McCoy-OKC		UNIVERSITY ACCOUNTING
Account #:	AA-2-10100		304 WHITEHURST
Travel Type:	In State		STILLWATER, OK 740781027
Start Date:	10/4/2009	Duty Station:	Stillwater
End Date:	10/6/2009		
Nature of Official Business:	oacube mtg		

[View Trip Information](#)

Expenses

Total Trip Cost: \$496.53 [View Calculations](#)

Total Available for Reimbursement: \$310.00

Total Amount Reimbursable to Claimant: \$300.00

Type	Amount	Reimburse Amount	Account	Reimburse	Voucher Date	Assigned To
Mileage	\$82.50	\$82.50	AA-2-10100	True		
Per Diem	\$115.50	\$105.50	AA-2-10100	True		
Registration Fee	\$100.00	\$100.00	AA-2-10100	True		
Parking	\$12.00	\$12.00	AA-2-10100	True		
Lodging	\$186.53	\$186.53	AA-2-10100	False		

Approval

☐ I, MCCOY,CHARLES E, upon oath, do depose and say that I have full knowledge of the about and foregoing account, that said account is just, correct, due and according to law, and that the amount claimed after allowing all just credits, is now due and wholly unpaid, and that I am duly authorized to make this affidavit.

Choose One:

☐ Approve ☐ Reject

Notes:

[Save](#) [Cancel](#)

The link for “View Trip Information” under Trip Information will allow the user to view the submitted travel voucher. The expenses for the voucher are listed beneath the View Trip Information link.

Under the Approval section, the claimant should check all boxes beneath Approval. Then the claimant should check the button next to Approve or Reject. If Reject is chosen, the claimant should type a note in the text section to let the submitter know why the voucher is being rejected. Finally click the Save button.