(For Approvers) What do I do if I go out of town?

Go to your profile and select, “Travel Vacation Reassignment.”

And then fill out the field below (make sure to read the text carefully, it will tell you to clear the backup manager once you return):

Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

Note 1: If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company’s travel administrator.

Note 2: This will not reassign any items currently in your approval queue. Please handle those before you leave.