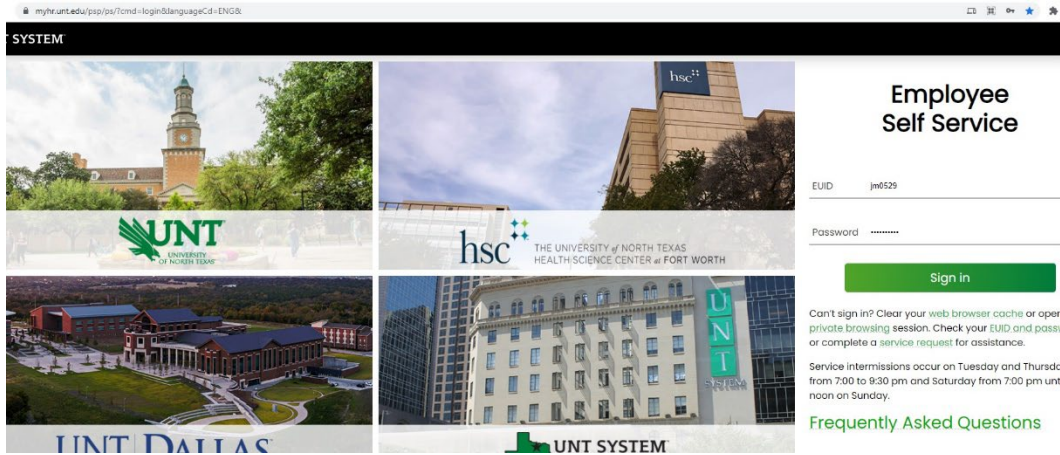
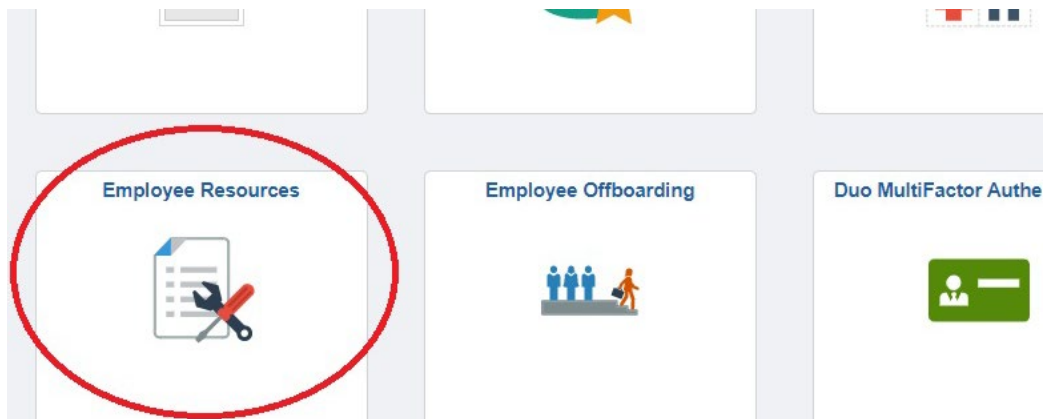


# How to Approve Travel Authorization Request

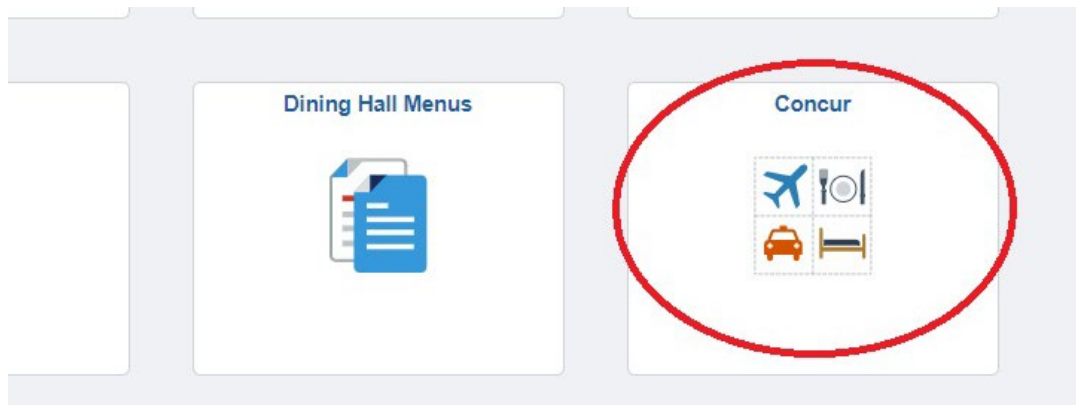
1. Log into Employee Self Service (<https://myhr.unt.edu/psp/ps/?cmd=login&languageCd=ENG&>) with EUID and password.



2. Select "Employee Resources"



3. Select "Concur"



4. At the top of the page, Select "Authorization Requests"

UNT UNIVERSITY OF NORTH TEXAS

New 01 Authorization Requests 00 Available Expenses 00 Open Reports

TRIP SEARCH COMPANY NOTES

5. Select the report

REPORT LIBRARY View: Active Reports

Create New Report

NOT SUBMITTED 08/12/2022

Research Museum \$630.46

Displayed reports: 1 Total: 1

6. On the right-hand side of the page, hit Submit Report.

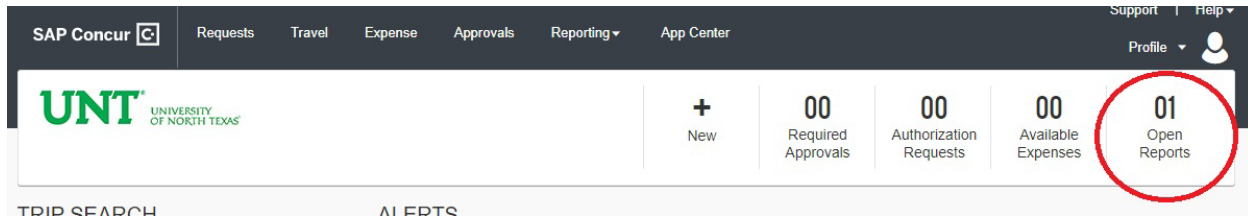
Research Museum \$630.46

Not Submitted

Copy Report Submit Report

## How to Approve Final Travel Reimbursement

1. Follow Steps 1-3 listed above
2. Select "Open Reports"



3. Follow Steps 5-6 listed above