



# Approve Travel Advance

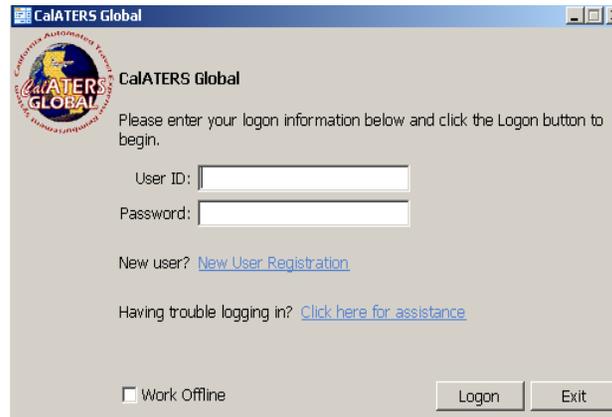
## Step 1

Approvers will receive an e-mail indicating that they have a form to approve.

From the CalATERS web site at [http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html)  
Under Global Sign In, click CalATERS Global.

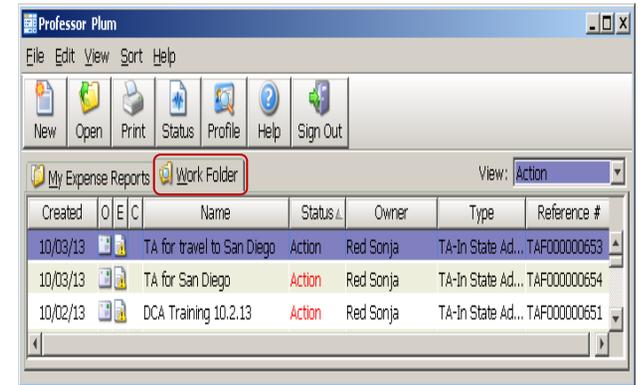


## Step 2



Key User ID and Password.  
Click .

## Step 3



From the Work Folder, open (double click on) a Travel Advance form that has a status of **Action**.

## Step 4 Information



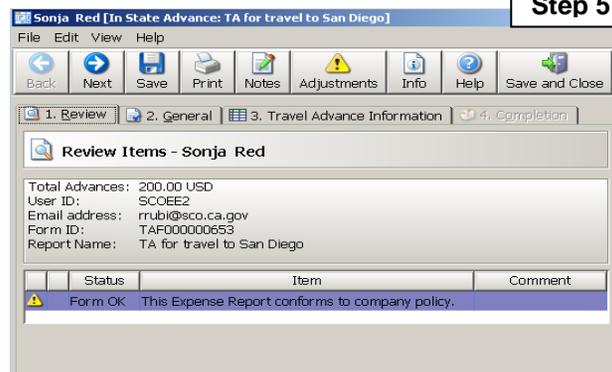
At any point during the review of a Travel Advance form, you may exit and save changes

to the form. Click .



Click **Yes** to save changes.

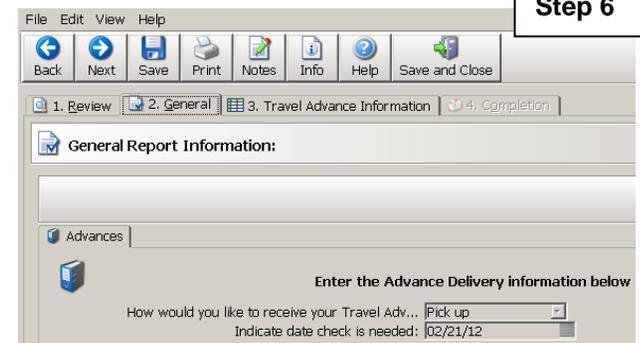
## Step 5



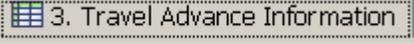
The **Review** screen displays the employee name, total advance amount, user id, email address, form id and report name as well as any exceptions to travel policies and reason for the exception.

Click tab .

## Step 6



Displays the Travel Advance delivery option and date needed indicated by the employee.

Click tab .

