

IMAGE NOW – REQUEST FOR TRAVEL DOCUMENT

FOR THE PRESIDENT

PROCESS: The requestor will submit the Request for Travel form on-line and it will automatically be forwarded to the Budget Line Manager listed under “Budget Lines to be Charged”. There can be more than one budget line entry on the document which will require each budget line manager to approve or deny the request. Assuming the budget line managers have approved the form, it then goes to a Vice President for approval or denial. Assuming the VP approves the request, it then goes to the President for approval or denial *only if the travel is out of New England*.

REQUEST FOR TRAVEL:

The Vice President has approved the form at this point and it is being forwarded to you because the travel request is out of New England.

You will be notified that a document is awaiting your attention via an email alert like this:


“Hello, There are 1 in queue (PRO President Approval) that are awaiting attention.”

Open Image Now (or WebNow) and enter your network User Name and Password.

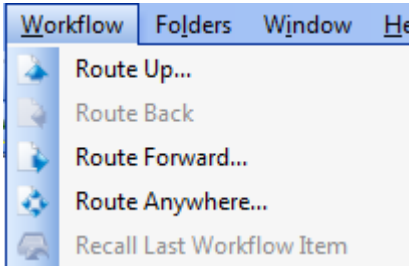
Click on “Workflow”, select PRO Travel Request, PRO President Approval queue.

Here you will see the document(s) awaiting action from you. You can either approve or deny the request.


Double click on the document to open it. To view it full-screen, click View/Resize/Fit Image.

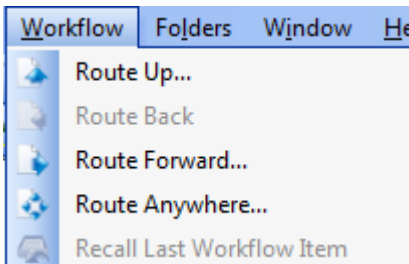
To **APPROVE** the request, **right click** the stamp icon  on the toolbar, and select **PRO Procurement Travel Approval Stamp**. Then click in the President area of the document.

Then select Workflow/Route Forward.



Select PRO Approval Review/Route button and you are done.

To **DENY** the request, **right click** the stamp icon  on the toolbar and select **PRO Procurement Travel Denial Stamp**. Then click in the President area of the document. Then select Workflow/Route Forward.



Select PRO Denied/Route button and you are done.