**Step 1: Access E-Travel Worklist via email:**

From the Email sent by PeopleSoft Finance to the Primary Approver, click the hyperlink on bottom to go to Worklist.



**Alternate Step 1: Alternative way to Access E-Travel Worklist:**

From PeopleSoft Finance, click on the Worklist hyperlink in the upper right corner to bring up the E-Travel Worklist.



**Step 2: From E-Travel Worklist Screen:**

Click on the hyperlink for the Travel Request Number for the traveler. Their legal name is displayed, because it is used on official Travel Documentation.



**Step 3: From Travel Request Approval Screen:**

Change the drop down for “Approval Action” to **Deny**.

Comments are required for Denied Travel, so to traveler or person entering travel can take appropriate action.

Click **SAVE Button** shown on next page.







As soon as the Primary Approver or one of the other E-Travel Approvers DENY the travel, the request will drop off everyone’s Worklist.

**Sample Email for Denied Travel:**

Email is sent to Traveler and person entering travel.

