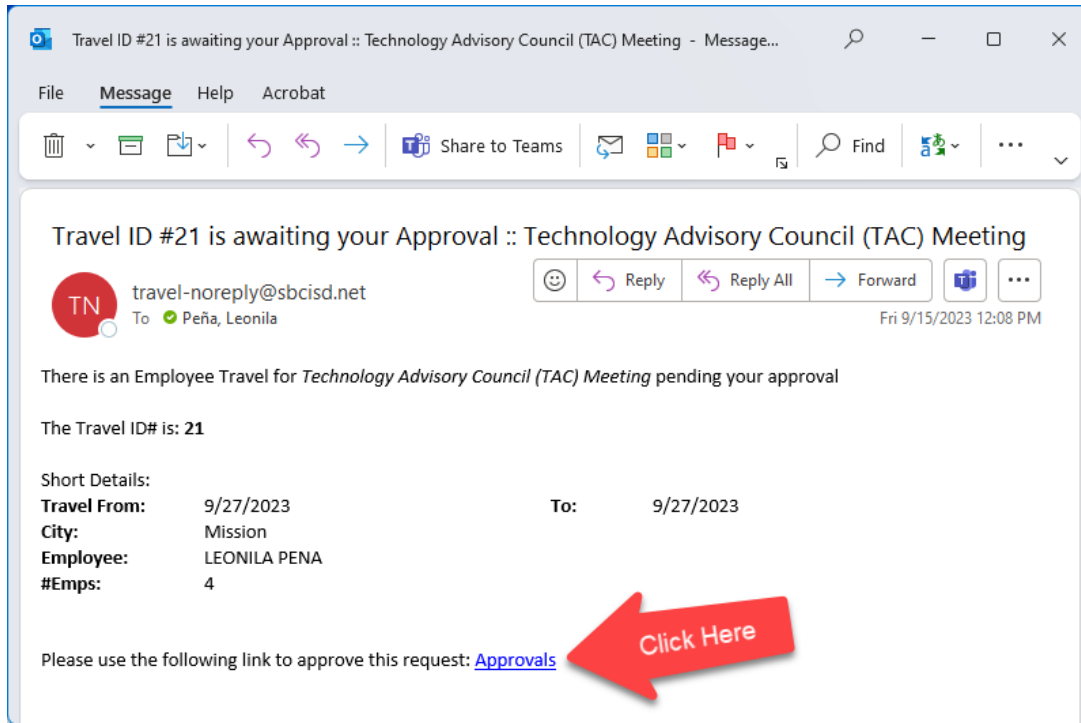


How-To Approve a Travel Request via the WebTravel Program

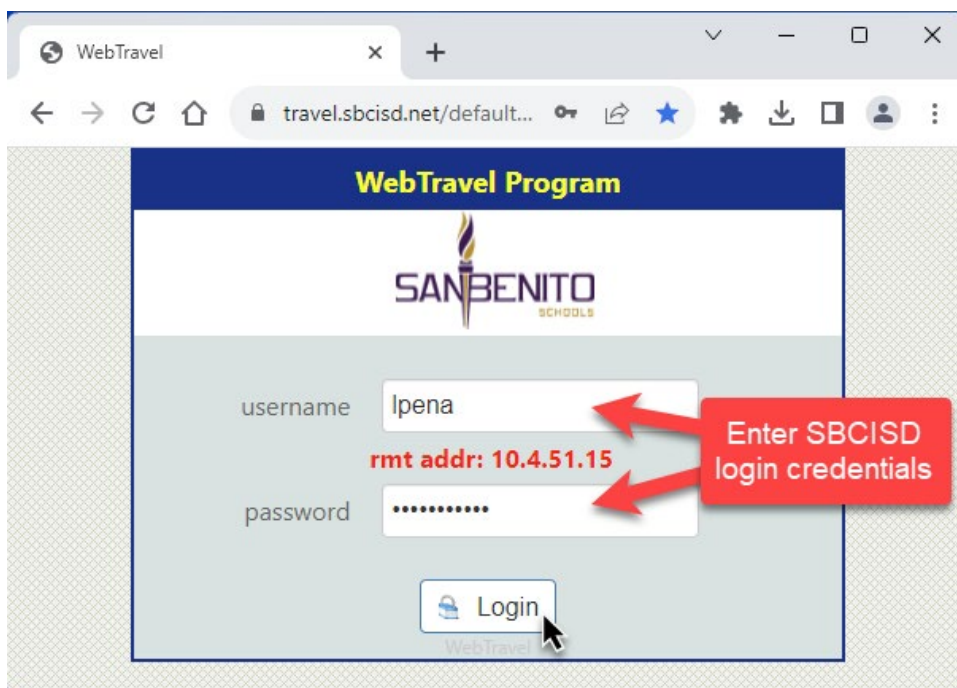
All SBCISD travel requests will be entered via the WebTravel Program. You may access the WebTravel Program from the San Benito CISD main page --> Technology Department --> Mileage and WebTravel Programs page (purple section).

When a user enters a travel request that requires your approval, you will receive an email notifying that you a travel request is awaiting your approval, see email screenshot below. To

Step 1: Click on the Approvals link in the “Travel ID ## is awaiting your Approval :: ...”



Step 2: Enter your SBCISD login credentials: username and password and Click Login



Step 3: Click on Approvals on the main menu or View on the notification window at the bottom right corner to view requests pending approval.

WebTravel Main Menu

Logged in as: LEONILA PENA

- New Student Travel Request
- New Employee Travel Request
- Pending Action
- Change Page Size Preference
- My Requests
- Clone Travel
- WebTravel Receipts
- Approvals**
- Search Employee
- Travel Requests by EmployeeID
- Travel Requests by Campus
- Locate Request
- Logout

Your WebTravel Lastest Notification

✓ **WebTravel ID #21**
-Technology Advisory Council (TAC) Meeting-
 is pending your approval -- [View](#)

You have 2 notifications available -- [View](#)

Step 4:

To Approve or Reject, Click on the Action icon at the end of the row of the travel request from the list.
 To Print/View the travel request, Click on the Print icon, this will download a PDF copy of the travel request.

Requests Awaiting Approval

[Back to Main](#)

TID	T	Nts	Att.	Cps	Conf.Title	City	Type	Requested by	DTravel	Print	Action
21	E			873	Technology Advisory Council (TAC) Meeting	Mission	In-Valley	LEONILA PENA	09/27/2023		

Click Print icon to view request information.

Click Action icon to approve or reject request.

Step 5: Click on the Select One dropdown box.

The screenshot shows a web browser window with the URL `travel.sbcisd.net/Approvals/PendingMyApproval.aspx`. The page displays a table with two columns: '# Aproved Name' and 'Action'. The first row contains the number '1' and the name 'LEONILA PENA'. The 'Action' column has a dropdown menu currently set to 'Select One'. The dropdown menu is open, showing two options: 'Approve' and 'Reject'. To the right of the dropdown is a 'Save' button with a floppy disk icon. A mouse cursor is pointing at the 'Approve' option in the dropdown.

Step 6: Click on Save

The screenshot shows the same web browser window. The 'Action' dropdown menu is now set to 'Approve'. A mouse cursor is clicking on the 'Save' button, which has a floppy disk icon. The 'Save' button is highlighted with a blue border.

Step 7: Click Continue

The screenshot shows a confirmation dialog box with a yellow background and a dark blue border. The text inside the dialog box reads: 'Thank you LEONILA PENA', 'You have approved Request ID #21 and this travel is now Finalized', and 'Click the button below to complete the transaction'. At the bottom of the dialog box is a button with a blue checkmark icon and the text 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

Step 8: Click Back to Main to continue reviewing requests or Close the Window if you are finished reviewing travel requests.

The screenshot shows the web browser window with the URL `travel.sbcisd.net/Approvals/PendingMyApproval.aspx`. The page title is 'Requests Awaiting Approval'. Below the title is a 'Back to Main' button. A red arrow points to the 'Back to Main' button with the text 'Click here to go back to Home screen'. To the right of the 'Back to Main' button is a red button with the text 'EXIT'. A red arrow points to the 'EXIT' button. Below the buttons is a table with columns: 'TID', 'T', 'Nts', 'Att.', 'Cps', 'Conf.Title', 'City', 'Type', 'Requested by', 'DTravel', 'Print', and 'Action'. The table is empty, and the text 'No records to display.' is shown below it.