



# Self-Approval on Requests



## Overview

Travel Managers can now grant Approving Officials the privilege to Self-Approve Requests (authorizations). The Self-Approval process combines **Submit** and **Approval** in one-step; the request auto-approves based on the Traveler (Approving Official) submitting the Request.

The Self-Approval setting is in the Traveler’s profile and is only visible or accessible by the Travel Manager. When the setting is set to **Yes**, MyTravel automatically initiates a Self-Approval on all requests. When the traveler no longer needs Self-Approval, the Travel Manager must access the setting in the Traveler’s profile and set it to **No**.

## Policy and Regulations

- DOD JTR Appendix A
- DOD FMR Vol. 9 Chapter 4 Par. 040702

## Prerequisites

- Must meet all requirements as an Approving Official

## For the Travel Manager

- Self-Approval setting is in the user’s profile under Expense and Invoice Settings
- Drop down Yes or No options
  - Yes – all requests will follow the Self-Approval process
  - No – all requests will route to the Traveler’s default Approver
- Steps to activate this setting are shown below

## For the Traveler/Self-Authorizing Official

- Coordinate with your Travel Manager to turn this setting on (set to Yes).
- If you no longer require Self-Approval and need your Requests to route to the Approving Official designated in your profile, coordinate with your Travel Manager to turn this setting off (set to No).
- For every Request created while the Self-Approval permission is set to Yes, the following warning message will appear:

|  |
|--|
| <p>REQUEST</p> <p>This request is available for self-approval by the traveler. The travel manager in the traveler’s organization gave the privilege consistent with local procedures for empowering approving officials (AOs). If the traveler does not want to self-approve this request, then the travel manager must remove the profile privilege before request creation. If a proxy or delegate submits the request, it will not self-approve, but rather follow the normal workflow to the traveler’s default approver. <a href="#">View</a></p> |
|--|

- Steps for submitting a Request with Self-Approval are shown below

## Travel Manager: Activating Self-Approval

1. Navigate to User Administration then search for the user for whom you wish to activate Self-Approval
2. Open the user’s Profile
3. Scroll down to the Expense and Invoice Settings
4. Locate the Self Approval field and click the drop down

- a. Yes – all requests submitted by the user self-approve
- b. No – (default selection) all requests submitted by the user route to the user’s default approver (requests will not self-approve)

5. Hover over the tool tip next to **Self Approval** for more information on this setting.

- 6. Select **Yes** in the drop down
  - 7. Click **Save** to apply the changes to the profile
  - 8. To turn Self-Approval off, follow these steps and select **No** in the **Self Approval** drop down, then click **Save**
- Congratulations! You gave the Traveler the ability to Self-Approve Requests!

### Traveler: Submitting a Request with Self-Approval Activated

- 1. Book reservations in MyTravel and Confirm Reservations
- 2. Update the Request Header, provide all required fields, then click Save
- 3. Note: this warning message appears on your Request:

**REQUEST**

This request is available for self-approval by the traveler. The travel manager in the traveler’s organization gave the privilege consistent with local procedures for empowering approving officials (AOs). If the traveler does not want to self-approve this request, then the travel manager must remove the profile privilege before request creation. If a proxy or delegate submits the request, it will not self-approve, but rather follow the normal workflow to the traveler’s default approver. [View](#)

- 4. Add all necessary expenses to your Request, including M&IE

5. Allocate expenses
6. Click Submit
7. Agree to Traveler Agreement
8. Note, your Request status updates to Approved and “Auto-Approved” is documented in the Audit Trail

test self approval \$576.50  
 Approved | Request ID: 43UWX

Request Details | Print/Share | Attachments

### EXPECTED EXPENSES

| Alerts ↑↓ | Expense type ↑↓                     | Details ↑↓       | Date       | Amount ↑↓ | Requested ↑↓                         |
|-----------|-------------------------------------|------------------|------------|-----------|--------------------------------------|
|           | M and IE Allowance.                 | Denver, Colorado | 04/28/2022 | \$276.50  | \$276.50<br><small>Allocated</small> |
|           | Hotel/Lodging - Booked w/o MyTravel | Denver, Colorado | 04/25/2022 | \$300.00  | \$300.00<br><small>Allocated</small> |
|           |                                     |                  |            |           | <b>Estimated Total: \$576.50</b>     |

Audit Trail  
 test self approval | \$576.50

#### Request Level

| Date/Time          | Updated By      | Action                 | Description  |
|--------------------|-----------------|------------------------|--|
| 03/16/2022 9:29 AM | System, Concur  | Approval Status Change | Status changed from Submitted & Pending Approval to Auto Approved  |
| 03/16/2022 9:29 AM | System, Concur  | Approval Status Change | Status changed from Pending Travel Agency Update to Auto Approved<br>Comment: Request does not require Agency assistance                                     |
| 03/16/2022 9:29 AM | Dodone, William | Approval Status Change | Status changed from Submitted to Pending Travel Agency Update  |
| 03/16/2022 9:29 AM | Dodone, William | Exception              | This request is available for self-approval by the traveler. The travel manager in the traveler's organization gave the privilege consistent with local proc |

Close