

Electronic Certification of a Travel Expense Report 6 Steps

1. Login to My IRIS Web Portal(**YOU MUST ENABLE POP-UPS**)
2. Click on the **Inbox** tab in My IRIS Web
3. Double-click on the Trip Expenses to launch the work item for certification
4. Click on green check mark at the bottom once you are finished reviewing Travel Expense Report and the Attachments
5. Certify (approve), Reject, or Cancel and keep work item in inbox
6. Close **Internet browser window** using the **X** in upper right corner of the window to return to My IRIS Web Inbox



Step 1



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

What is a UT NetID?

Forgot Your Password?

Need help signing in?

Current service alerts and outage

CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:


NetID:

Password:

LOGIN

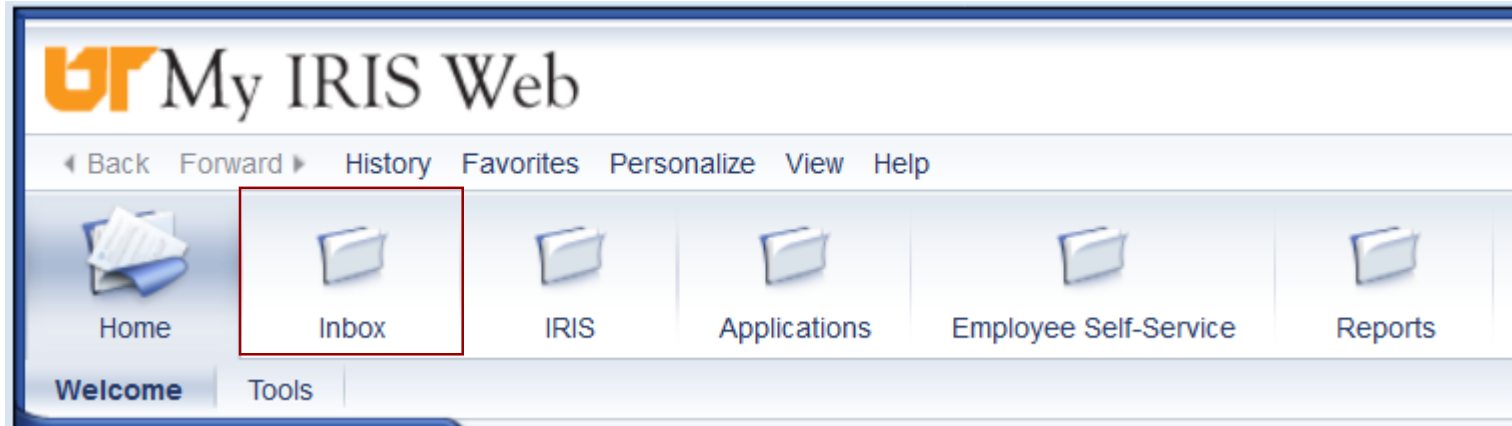
By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).

Log in with your NetID and password. Make sure your Internet browser settings are set to **ALLOW POP-UPS**.

 The flagship campus of the University of Tennessee System and partner in the Tennessee Transfer Pathway.



Step 2



Step 3

My IRIS Web Search: _____

◀ Back Forward ▶ History Favorites Personalize View Help Welcome: B F

Home **Inbox** Applications Employee Self-Service Shop Other PI Reporting Self-Service

Inbox Full Screen

The list of items shown here could be outdated. Waiting for update


Tasks (1 / 1)

Show: New and In Progress Tasks (1 / 1) All ↻ 🔍 ✖ 📄

Subject	!	From	Sent Date	Priority	Due Date	Status	Substituted For
Trip Expenses 10/25/2017-10/28/2017 to Columbus, GA			Nov 8, 2017	Medium		New	

Step 4

Travel Expense Report

 **Travel Expense Report**

Date: Nov 13, 2017
Page: 1 / 3

[Redacted]

Home Address: [Redacted]

Ooltewah TN 37363
Resp. Cost Center: E048582 WOMEN-SOFTBALL

Trip No.: [Redacted] October 25, 2017 to October 28, 2017

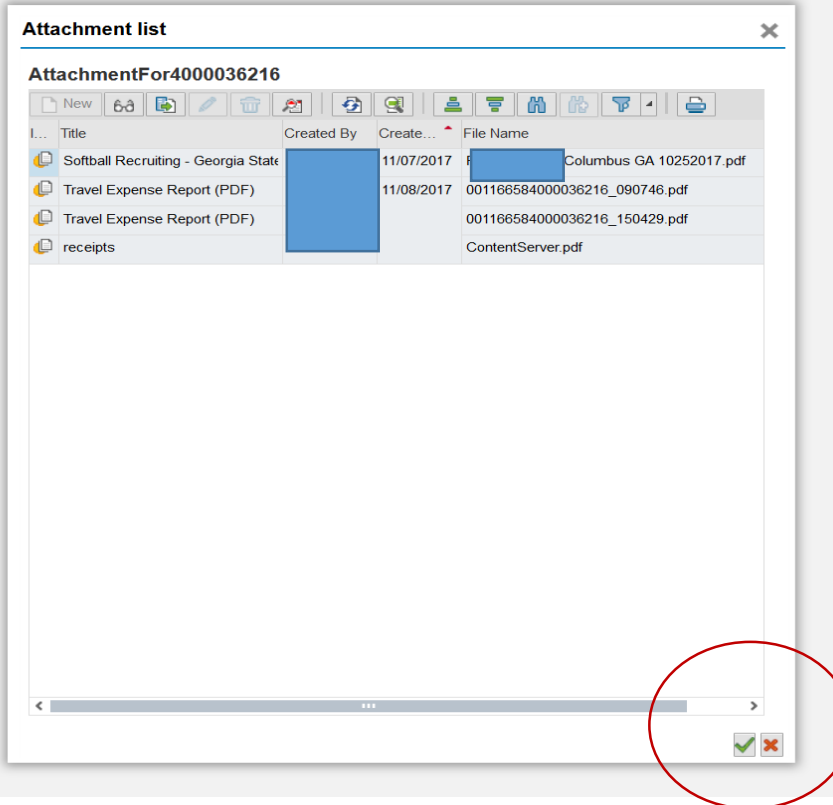
First Destination: Columbus, GA, United States
Region: GA/CO Columbus, GA; US
Reason: Softball Recruiting-GA High School State Tournament
Stat. Trip Type: University Rates

Itinerary						
Date	Time	Event	Country	Location	Region	Reason
10/25/2017	09:00	Trip Destination	US	Columbus, GA	GA/CO	Softball Recruiting-GA High School State Tournament
10/28/2017	17:00	End of Trip	US			

Traveler Reimbursements		
Amount Type	Prev Pymt	Curr Pymt
Traveler Paid Receipts	0.00	511.92
Total Traveler Reimbursements		511.92

Total Cost of Trip	
Amount Type	Amount
Traveler Paid Receipts	511.92
Total Traveler Reimbursements	511.92
Total Cost of Trip	511.92

Attachment List



Attachment list

AttachmentFor4000036216

Title	Created By	Create...	File Name
Softball Recruiting - Georgia State	[Redacted]	11/07/2017	[Redacted] Columbus GA 10252017.pdf
Travel Expense Report (PDF)	[Redacted]	11/08/2017	001168584000036216_090746.pdf
Travel Expense Report (PDF)	[Redacted]		001168584000036216_150429.pdf
receipts			ContentServer.pdf

Once you are finished reviewing all attachments including the Travel Expense Report then you will click on the **green** check mark

Step 5

UWL - Launch SAP Transaction - My IRIS Web - Mozilla Firefox
https://irisweb.tennessee.edu/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefault!2fajaxframeworkContent!2fcom.sap.portal.standalonecontentarea?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2Fuwl%2Fo

Decision Step in Workflow

Menu Workflow Create Import

Trip Expenses 10/25/2017-10/28/2017 to Columbus, GA

Choose one of the following alternatives

Certify	
Reject	
Cancel and keep work item in inbox	

Description

Traveler: [Redacted]
Trip #: [Redacted]
Begins: 10/25/2017 09:00:00 Ends: 10/28/2017 17:00:00
Reason: Softball Recruiting-GA High School State Tournament
Destination: Columbus, GA Country: US
Total Cost of Trip (all reimbursements): \$ 511.92
Total Advances: \$ 0.00

Objects and attachments

- Employee Trip: [Redacted]
- ImageLink: BUS2089 [Redacted]

Step 6

The screenshot shows a web browser window with the title "UWL - Launch SAP Transaction - My IRIS Web - Mozilla Firefox". The address bar contains a URL starting with "https://irisweb.tennessee.edu". The main content area displays a "Workflow: Execute Operation on Work Item" window with a "Close Window" button. Below this is the "My IRIS Web" header with a search bar and "Log off" link. A navigation bar includes "Home", "Inbox", "Applications", "Employee Self-Service", "Shop", "Other", and "PI Reporting Self-Service". The "Inbox" is selected, showing "No entries found to display" and a "Tasks" section with a table. The table has columns for Subject, From, Sent Date, Priority, Due Date, Status, and Substituted For. A "Refresh icon" is circled in the top right of the task list area.

Close Internet browser window

Refresh icon