

# Overnight Travel Authorization – Supervisor Approval

The overnight travel request process requires completing an electronic form, known as a Dynamic Form. As a supervisor, you will electronically approve Overnight Travel Authorization forms submitted by your employees. Each submission requires two levels of approval.

## Try It Out

When an employee submits an Overnight Travel Authorization, you will receive an email informing you of the submission and need for action. Click the provided link to begin the approval process.

**Subject:** Dynamic Forms: Employee Overnight Travel Authorization - Signature Request

You are receiving this e-mail because Beverly Franklin needs your help in completing the Employee Overnight Travel Authorization. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form [Click here to complete your section of the form.](#)

You will be taken to the Dynamic Forms webpage. Click “Complete this Form” to review the submission.

The form will display, allowing you to review all information entered by the employee submitting the Overnight Travel Authorization. Once you have reviewed the information, scroll to the bottom and select “Return for Revision” if the employee needs to edit any details. Select “Next” to move forward with your approval.

Fund (Must be 5 digits)	Org (Must be 5 digits)	Estimated Amount	
* 10000	* 16005	* \$ 374.84	
10000	16005	\$ 0.00	Only use this line if allocating other than home org or mini grant - if not enter "0"

Your Supervisor is required to review and add their electronic signature to this document. Please enter their contact information below.

Supervisor First Name: \*Matthew Supervisor Last Name: \*Whitten Supervisor Email: \*mwhitten@tctc.edu

\* ...3132303936

*Beverly Franklin* 09/08/2021  
Employee Signature Date

Save Progress Return for Revision Next

After clicking “Next” the approvals page will display. Select “Approved” or “Denied” from the drop-down menu; making sure to enter comments if needed. **All travel requires two levels of approval.** If you are the first approver, be sure to check the “Signature needed for Division Head/VP” box and verify the name and contact information of the second approver.

### Approvals

Employee, please hit Submit Form button to proceed.

#### Supervisor

Supervisor Decision: -- Please Select --

Comments:

Signature needed for Division Head/VP?

The Division Head/VP is required to review and add their electronic signature to this document. Please enter their contact information below.

First Name: \*Tracy Last Name: \*Wactor Email: \*twactor@tctc.edu

\* ...3335323835

*Matthew Whitten* 09/09/2021  
Supervisor Signature Date

## Technology Tip Sheet

Once you electronically sign the document, you will receive an email notification regarding the form status and required next steps. If a second approver is needed, the Overnight Travel Authorization will be automatically routed to the next approver for signature.

**Subject:** Employee Overnight Travel Authorization has been reviewed

You have completed your review of the Employee Overnight Travel Authorization for Beverly Franklin.

Your decision for the request was Approved.

If the request was approved it will now move to Tracy Wactor for approval.

Beverly Franklin has been notified of your decision.

Thank you,  
Tri-County Technical College

If you are providing authorization as the second approver, select “Approved” or “Denied” from the drop-down menu; making sure to enter comments if needed, and electronically sign the form.

**Division Head/VP**

Division Head/VP Decision: \* -- Please Select --

Comments:

\* ...3130393531

*Tracy Wactor*  
Division Head/VP Signature

09/09/2021  
Date

**Accounts Payable**

Accounts Payable Decision: \* -- Please Select --

If you have questions or need assistance with the Overnight Travel Authorization process, contact Ruth Masters x1803.