PERCEPTIVE CONTENT – REQUEST FOR TRAVEL DOCUMENT

FOR VICE PRESIDENTS

PROCESS: The requestor will submit the Request for Travel form on-line and it will automatically be forwarded to the Budget Line Manager listed under "Budget Lines to be Charged". There can be more than one budget line entry on the document which will require each budget line manager to approve or deny the request. Assuming the budget line managers have approved the form, it then goes to a Vice President for approval or denial. Assuming the VP approves the request, it then goes to the President for approval or denial *only if the travel is out of New England.*

REQUEST FOR TRAVEL:

The form will be forwarded to you after the Budget Line Manager(s) have made their entries.

You will be notified that a document is awaiting your attention via an email alert like this:

"Hello, There are 1 in queue Anderson, John (PRO VP Approval) that are awaiting attention."

Open Perceptive Content and enter your network User Name and Password.

Click on "Workflow", then your own named queue under PRO Travel Request (Anderson, John PRO VP Approval)
Here you will see the document(s) awaiting action from you. You can either approve or deny the request.
Double click on the document to open it. To view it full-screen, click View/Resize/Fit Image.

To APPROVE the request, r**ight click** the stamp icon on the toolbar, and select **PRO Procurement Travel Approval Stamp**. Then click in the Division Vice President area of the document. Then select Workflow/Route Forward.
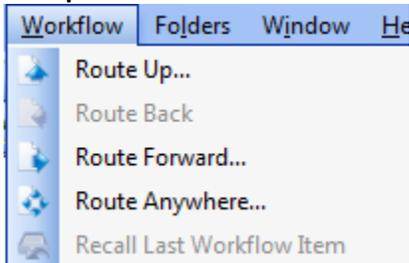
 Select PRO Determine Out of NE/Route button and you are done. The process determines whether or not the travel is out of New England based on the State entered, and forwards it to the President if it is.

To DENY the request, **right click** the stamp icon on the toolbar and select **PRO Procurement Travel Denial Stamp**. Then click in the Division Vice President area of the document. Then select Workflow/Route Forward.
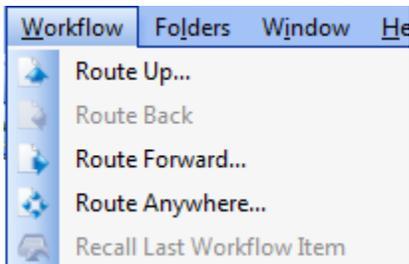
Select PRO Denied/Route button, and you are done.