When a Field Trip request is submitted, an email notification is sent to the next person in the Field Trip request/approval process. When the approver clicks on the link in the email message, they will be redirected to the Infofinder le login page. After logging in, the Field Trip request will open to the Main tab.

To change the Status of a Field Trip request:

1. Select the correct status from the Change To drop-down list.
2. Enter Comments into the free-form text area. See Note*
3. Click on the Save button at the bottom of the form.

*Before saving the Approval please scroll down and input a valid travel account number.