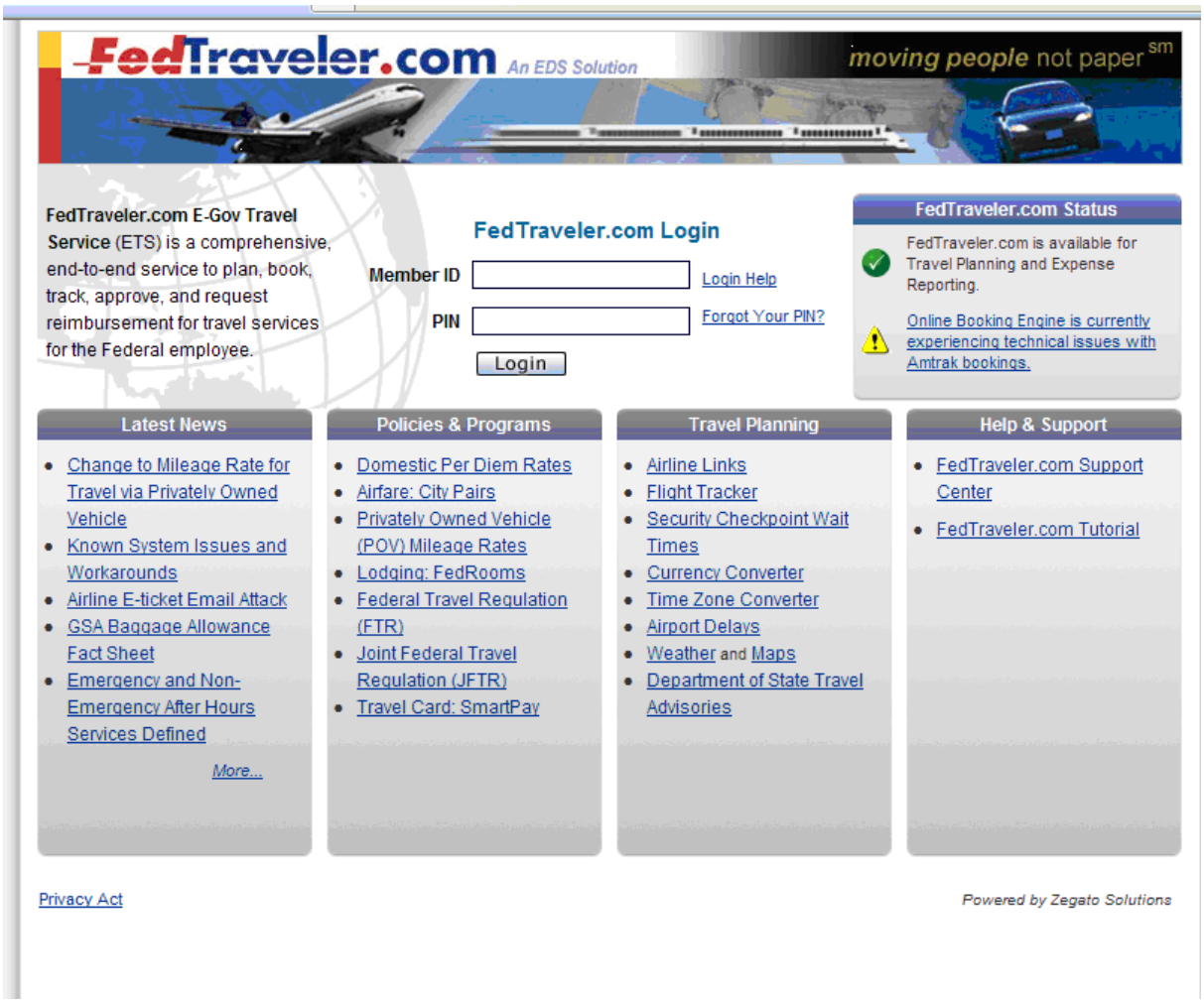
FedTraveler.com

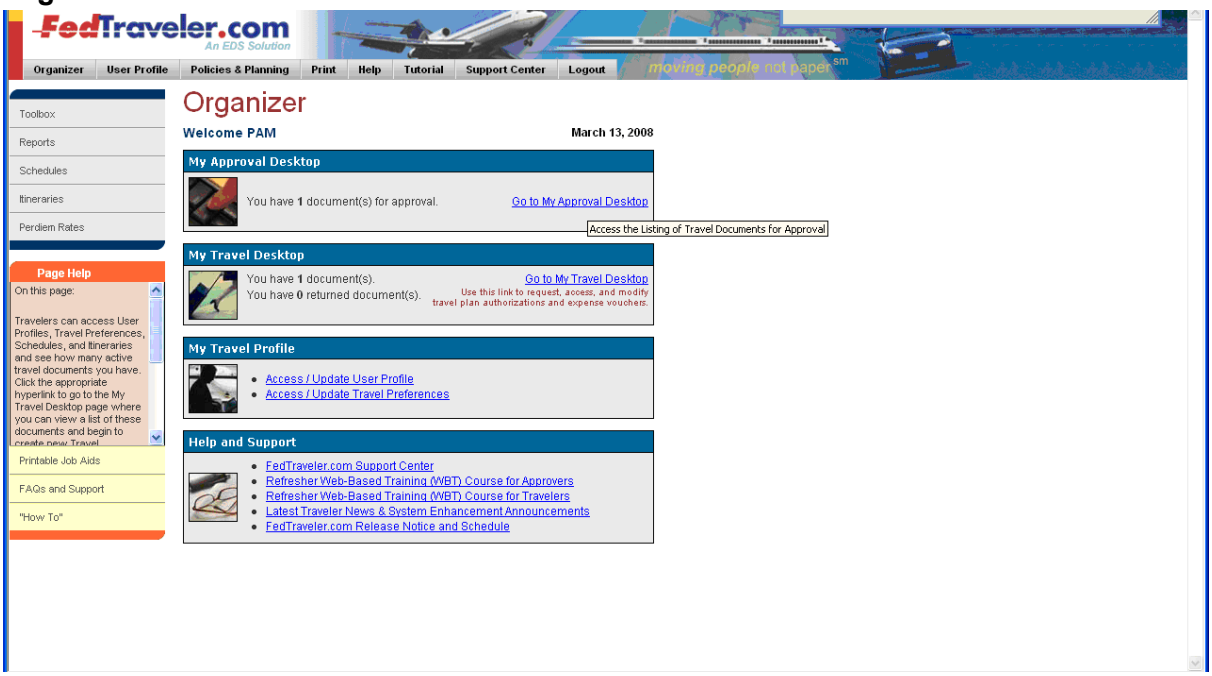


1. Log into FedTraveler.com using your valid Member ID and PIN.

FedTraveler.com

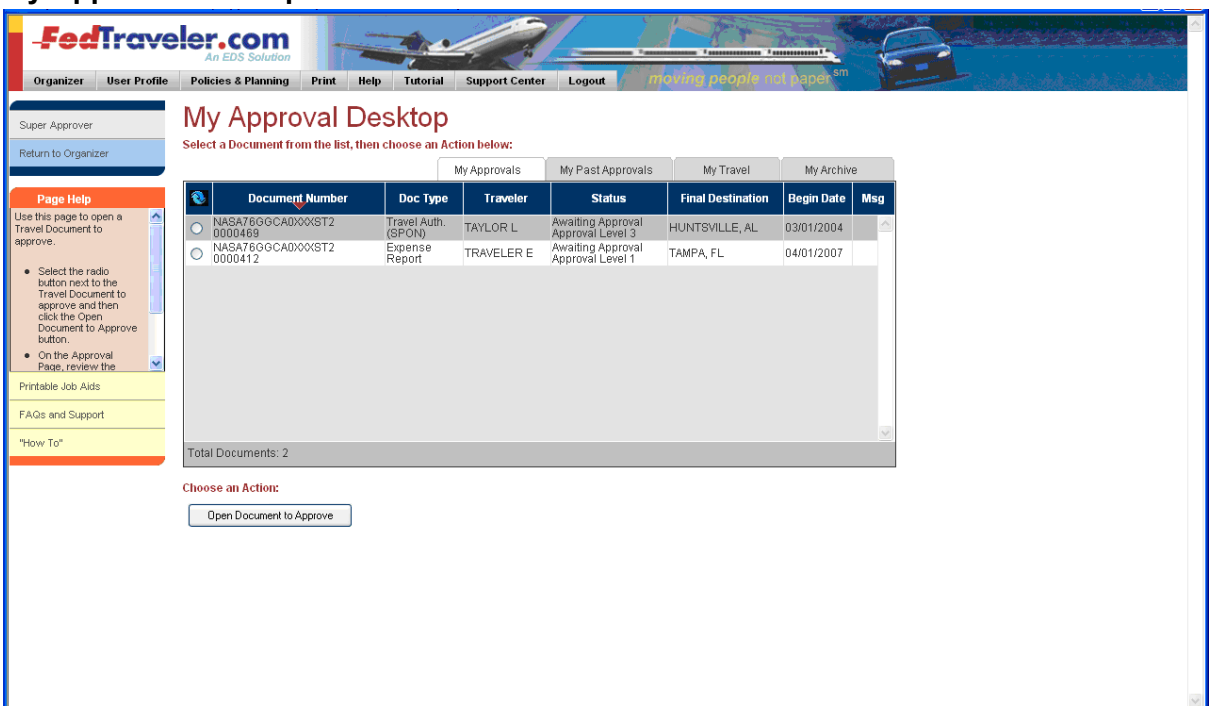
2. Screen will refresh to **Organizer** page

Organizer



3. On the **Organizer** page, click the Go to My Approval Desktop link in the **My Approval Desktop** box.

My Approval Desktop



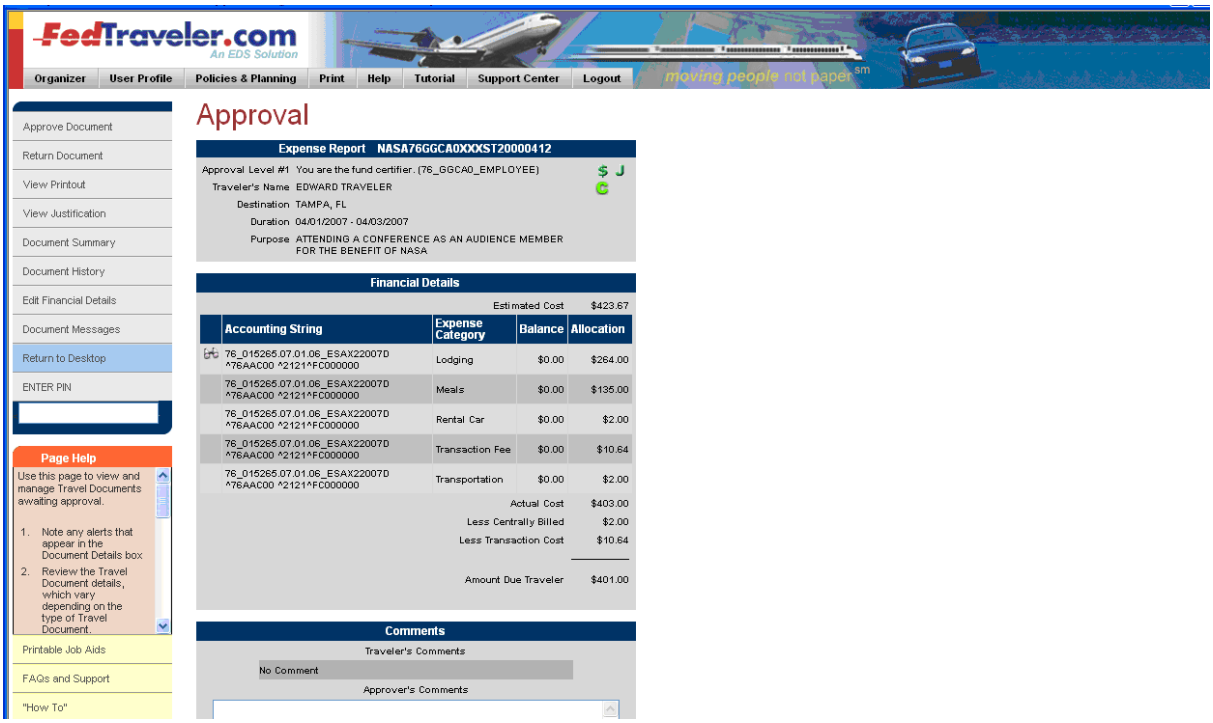
4. Click the radio button to the left of the Expense Report you want to review and approve.

5. Click Open Document to Approve .

6. Review the Expense Report details, which will vary depending on the type of travel.

After reviewing the Expense Report details, you may do one or more of the following:

Approval



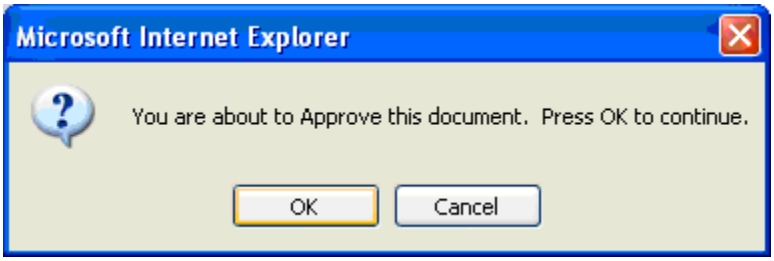
7. To A**pprove** the **Expense Report,** complete/review the following fields:

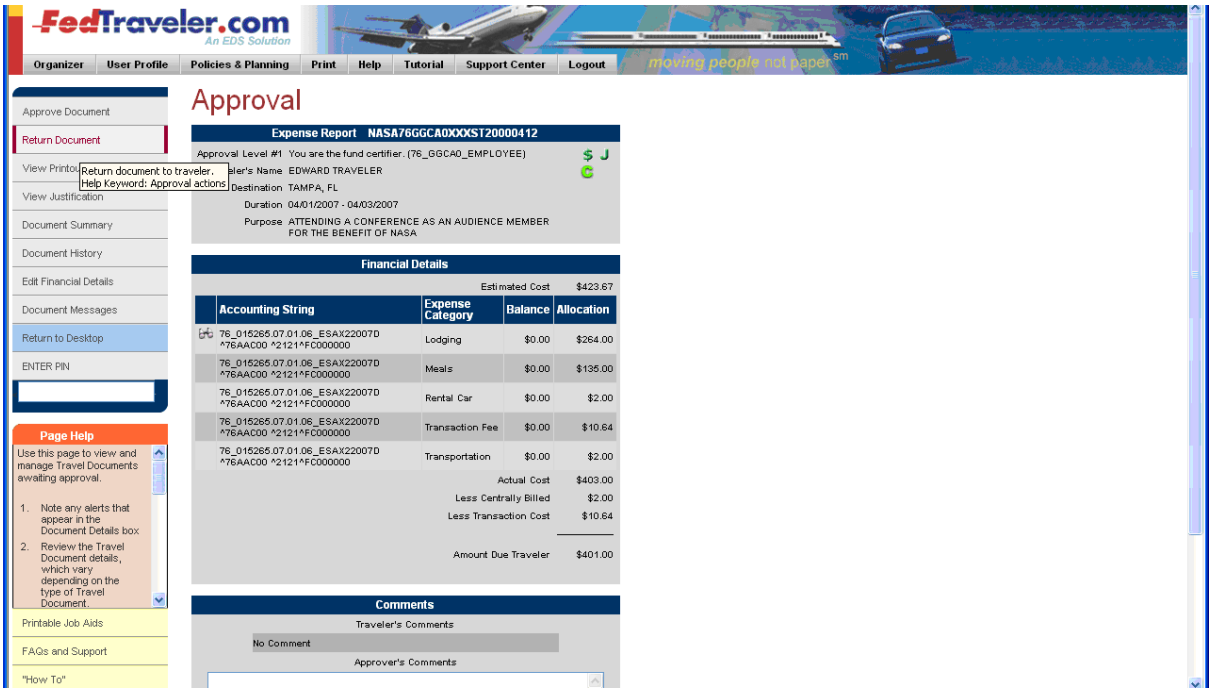
Field Name	R/O/C	Description
Approver's Comments	R	Enter comments if applicable.
ENTER PIN <	R	Enter FedTraveler.com PIN

8. Click

menu option to add an electronic signature to the Travel document and send it to the next Approver in the Approval Chain.

Microsoft Internet Explorer



9. Click OK to Approve the document. You will be returned to the **My Approval Desktop**.

Approval