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Approving an Itinerary
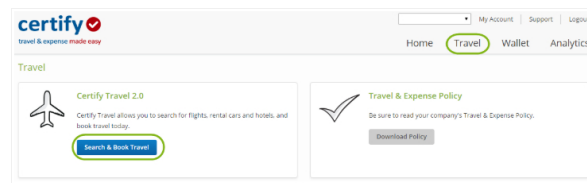
Courtney O'Reilly
February 18, 2020 07:34

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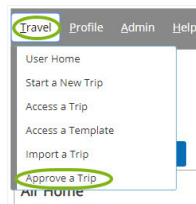PDF Quick Start Guide

Hotel Reservations

Based on your company's travel configurations, certain itineraries may require approval before they are confirmed. Those with approval rights have 24 hours from the time of booking to approve. If the booking is not approved within that time frame, the itinerary will be cancelled.

This article shows you, a **local Certify Travel Administrator**, how to approve an itinerary in **Certify Travel**.
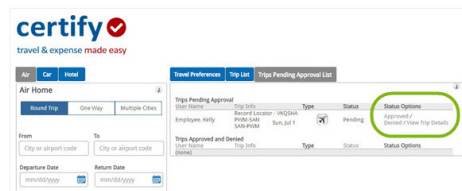
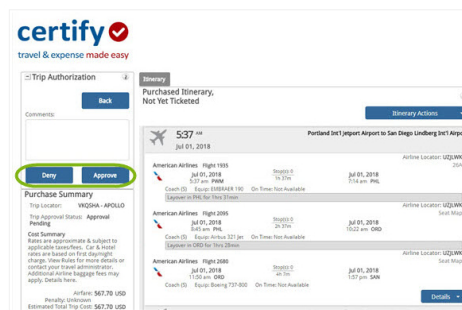**Step 1:** On your account homepage, select **Travel**, and then select **Search & Book Travel**.

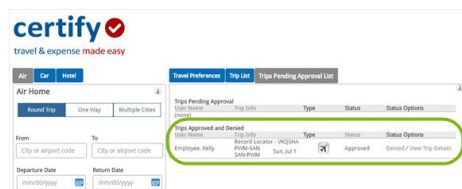**Step 2:** From the menu bar, select **Travel.** Then, **Approve a Trip**.

Step 3: Use the **Approved** or **Denied** links located in the **Status Options** to make your selection. To review the trip details first, select **View Trip Details**.

If reviewing the itinerary from **View Trip Details**, comments are optional, and use the **Deny** and **Approve** buttons for the trip in the left panel.

Step 4: You will be returned to the **Trips Pending Approval List** and the trip will now be shown in the **Trips Approved or Denied** section**.**

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