4/2/2010 9:09:10 AM

You are logged in as:
Barnaby, Christina

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AIRS Travel Menu

- New Trip
- Pending Trips/Requests
- My Trips
- View Trips
- Awaiting Approval
- Admin
- Pre-Routing

Click on Pending Trips/Requests to view all trips or requests that are PENDING within your department.
Viewing is at all stages of the approval process.

4/2/2010 9:53:06 AM

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- Admin
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Click My Trips to view trips or requests for you

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

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Click View Trips to view all trips and requests at any stage of the process

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Click Pre-Routing to add an additional approver outside your preset hierarchy