Guide for Department Higher Authorities to approve

When a document is in the Department Higher Authority’s (DHA) action list for their approval, they will receive an email from bfs_kuali_implementation@mail.colostate.edu with subject line: KFS Action List Reminder.

Once you open the email, follow the steps below:

![Email Image]

To respond to this eDoc:

Or you may access the eDoc from your Action List:
Go to [http://kard.is.colostate.edu/kir-pnd/keu/ActionList.do](http://kard.is.colostate.edu/kir-pnd/keu/ActionList.do), and then click on the numeric Document ID: 5324939 in the first column of the list.

To change how these email notifications are sent (daily, weekly or none):
Go to [http://kard.is.colostate.edu/kir-pnd/keu/Preferences.do](http://kard.is.colostate.edu/kir-pnd/keu/Preferences.do)

NOTE: If you are logging in remotely, skip to page 5.
Enter your existing log in info
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**Travel Reimbursement**

**OVERVIEW**

- **Description:** DeMuro, Christopher James 11/07/2019 ADJ
- **Organization Document Number:** 11-33695

**FINANCIAL DOCUMENT DETAIL**

- **Bank Code:** [Details]
- **Total Amount:** $76.00

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**ACTUAL EXPENSES**

- **Expense Date:** 11/07/2019
- **Expense Type Code:** Mileage ZWD

**INCOME EXPENSES**

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**ACCOUNTING LINES**

**SOURCE**

- **Account Number:** $116969
- **Line Description:** Mileage reimbursement

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*Scroll down for more details.*

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*Check travel date and expense.*

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*Check account number.*
DONE!
How to approve from off campus (remotely):

You will receive the same email as on page 1, but to approve your travel remotely go to http://secure.colostate.edu. From there log in with your CSU credentials.

Once logged in click on Campus Administrative Portal (CAP).
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Attachment must be in pdf & include relevant info

Click (if correct)

DONE!