Guide for Travelers to approve

For Travel Documents to route, the traveler must first certify and approve their travel via the Kuali Financial System (KFS). If the Traveler is only certifying and approving their travel, they do not need Kuali access. If the traveler does not certify and approve the document, then the document will not go through workflow and the traveler will not be reimbursed. Below is a guide on how the traveler approves their document.

When a document is in the Traveler’s action list needing 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:

NOTE: If you are logging in remotely, skip to page 4.
Enter your existing log in info
Scroll down

MUST check this box

Click (if correct)

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.
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[Image: Instructions for choosing a campus and logging in to Kuali - Prd]

Click: Colorado State University

Enter your existing log in info

Important!

Bookmarks

- Never bookmark this page.
- This is the CSU federated authentication service. Future attempts to access Kuali - Prd with a bookmark to this login page will fail.
Scroll down

MUST check this box

Click (if correct)

DONE!

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