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:

NOTE: If you are logging in remotely, skip to page 5.
Click on the Colorado State University logo to proceed.

Enter your existing log in info:
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Attachment must be in PDF & include relevant info.

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.

Once logged in click on Campus Administrative Portal (CAP).
Choose Your Campus:

Click

Enter your existing log in info
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### Travel Reimbursement

#### Document Overview
- **Description:** Learning, Summer E 03/31/2015
- **Organization Document Number:** AKRON
- **Explanation:** Mileage for trip to ECRC on 3/21-3/31. 256 miles for Summer Learning.

#### Financial Document Detail
- **Bank Code:** 02
- **Total Amount:** $120.00

#### Trip Overview
- **Traveler Type Code:** Employee
- **Principal ID:** 66624
- **Principal Name:** LEARNING
- **First Name:** SUMMER
- **Last Name:** LEARNING
- **Street Address Line 1:** 6003 CAMPUS DELIVERY

#### Actual Expenses
- **Expense Date:** 03/31/2015
- **Expense Type Code:** Mileage 2WD
- **Expense Amount:** $120.00

#### Reconciled Expenses
- **Account Number:** 0010010100

#### Accounting Lines
- **Source:** Chart

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*Scroll down*

*Check Travel date and expense*

*Check Account Number*