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.
Notes: If you do not know your eName, contact your Travel Arranger. Instructions for Travel Arranger can be found [here](#).
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**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.

Once logged in click on Campus Administrative Portal (CAP).
Click Colorado State University

Enter your existing login info
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Click (if correct)

DONE!