

## TEM Quick Sheet – Email Notification Information

One feature of our travel processing systems is that it will send email notifications to Travelers, Delegates, Approvers, and Proxies relating to document status updates or to let someone know when their action is required on a given travel document. This sheet will briefly outline when notifications are sent out and what parties they are sent to. If you have any questions not answered here, please don't hesitate to contact Samantha or Devlin at:

Samantha Zimmerman | Travel Services  
x3341 | MS-1420 | [Travel.Services@wwu.edu](mailto:Travel.Services@wwu.edu)

Devlin Sweeney | Financial Systems  
X4550 | MS-1440 | [Devlin.Sweeney@wwu.edu](mailto:Devlin.Sweeney@wwu.edu)

Action that Results in a Notification	Notified Parties	Notification Type
Delegate notifies a Traveler that a travel document has been created on their behalf and is ready for their review/submittal.	From: Travel Services To: Traveler Cc: n/a	Action Required (review/submit)
Travel document comes to an Approver and requires their review/action.	From: Travel Services To: Approver Cc: All Proxies for Approver	Action Required (review/approve)
Approver takes action on a travel document (e.g. Approves, Denies, or Returns for Correction).	From: Approver To: Traveler Cc: Delegate that assisted on the travel document	FYI / No Action Required
Approver <b>does not</b> include a comment when denying or returning a document for correction.	From: Travel Services To: Approver, Traveler Cc: Traveler's Delegate	Action Required (Approver adds comment)
Processing a travel document results in a system error.	From: Travel Services To: Traveler, last Approver Cc: Delegate that assisted on the travel document	Action Required (contact Travel)