Go to airs.okstate.edu.
Login with your O-key username and password.
The AIRS menu will appear. Click on the travel icon to bring up the travel menu.
Instructions for Approving Travel

Click Awaiting Approval

Click Claimant Approval Tab

Click Process to approve the travel Voucher
Instructions for Approving Travel

The link for “View Trip Information” under Trip Information will allow the user to view the submitted travel voucher. The expenses for the voucher are listed beneath the View Trip Information link.

Under the Approval section, the claimant should check all boxes beneath Approval. Then the claimant should check the button next to Approve or Reject. If Reject is chosen, the claimant should type a note in the text section to let the submitter know why the voucher is being rejected. Finally click the Save button.