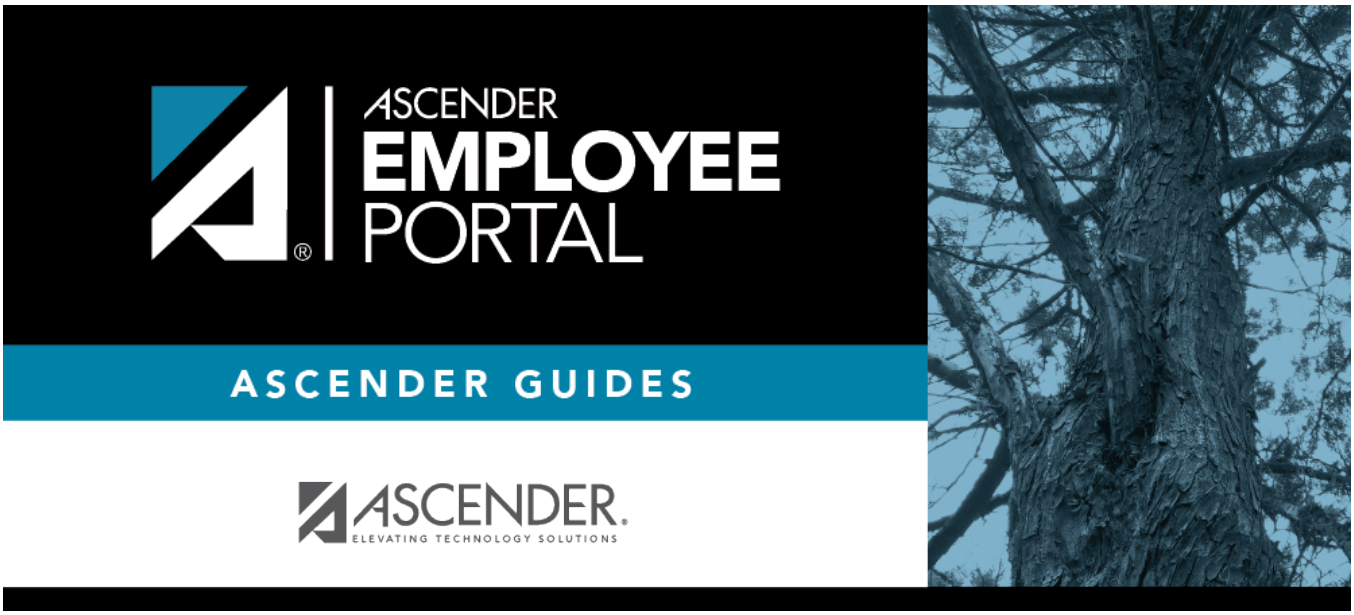


Employee Guide: Manage Travel

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Employee Guide: Manage Travel

Welcome to ASCENDER EmployeePortal. This application provides you with access to various employee data inquiries and maintenance features.

EmployeePortal allows you to request reimbursement of mileage, lodging, meals, and incidentals stemming from official business travel. Additionally, you can view a summary and detailed view of travel reimbursement requests.

Your local education agency (LEA) determines the pages and data fields that can be viewed and/or edited in EmployeePortal. If you have questions, please contact your EmployeePortal administrator.

Before You Begin

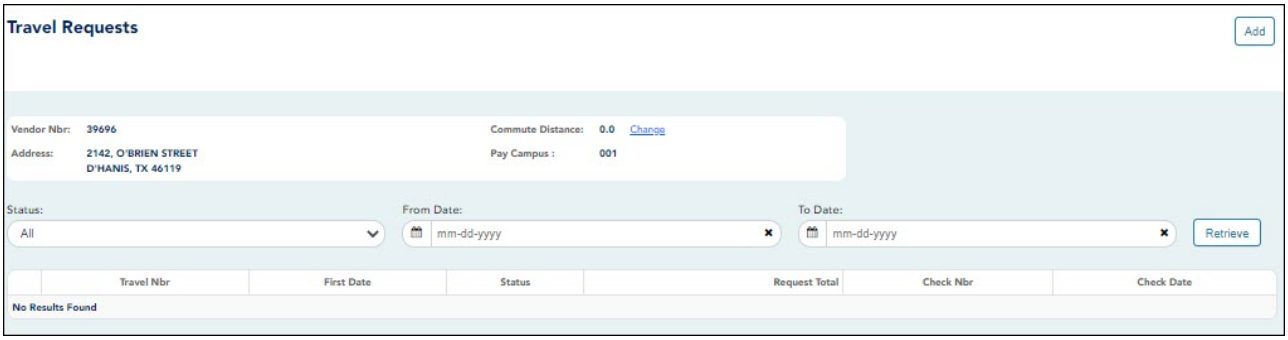
Review the ASCENDER EmployeePortal Navigation page to familiarize yourself with the portal.

TIP: If you have any new notifications from EmployeePortal, you will see the number of pending notifications in the top-right corner of the page. Hover over the bell icon to view your notifications. Or, click the bell icon to view the notifications page. From the notifications page, click the eye icon to clear your notifications.

I. Manage Travel Requests

1. Manage Travel Reimbursement Requests.

   The following information is displayed in the top section of the page:



Field	Description
Vendor Nbr	Your vendor number is displayed as set up in ASCENDER Finance.

Field	Description
Address	Your vendor address is displayed as set up in ASCENDER Finance. **Admin Note**: This address is populated from the **Remittance Address** on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab even when the **Order Address** is populated. If only the **Order Address** is populated in ASCENDER Finance, then the **Order Address** is used.

Note: Employees MUST have an established vendor number to enter travel reimbursement requests.

Commute Distance	The commute distance is displayed. This is the number of miles between your home and assigned work location. If you need to update your commute distance, click **Change**. The Please enter your one-way commute distance pop-up window opens. Type your commute distance and then click **Save** to close the pop-up window. Valid values are 0-999.9. **Admin Note**: The commute distance can also be updated on the employee's demographic record in ASCENDER Personnel.
Pay Campus	The pay campus is displayed. This is your assigned pay campus ID. **Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active.

A list of your travel reimbursement requests is displayed if any. The following details are displayed for each travel reimbursement request:

Travel Nbr	The travel number for the existing travel reimbursement request is displayed. The travel number is assigned to a new request when it is saved or submitted. Once a request is submitted, you can track the progress of the request by the travel number.
First Date	For a single day mileage request, the date of travel is displayed. Or, for extended mileage requests, the first date of travel is displayed.
Status	The current status of the travel reimbursement request is displayed.
Request Total	The total amount of the travel reimbursement request is displayed.
Check Nbr	Once approved and processed, the travel reimbursement request becomes a Finance check transaction and is paid on the next Finance check run. The check number is displayed.
Check Date	The Finance check run date is displayed.

❑ Use the following fields to filter the travel reimbursement request data by date range and/or status.

Status	Click ⌄ to select the status for which you want to view travel reimbursement request data. • *All* • *Approved* • *Pending* • *Saved*
From and To Date	Type the range of dates for which you want to view travel reimbursement request data or click 📅 to select the dates.

❑ Click **Retrieve**. A list of travel reimbursement requests for the specified date range and/or status is displayed.

If you are an approver for travel requests, you will see an additional menu item (Approve Travel Requests) under the Travel Reimbursement Requests menu.

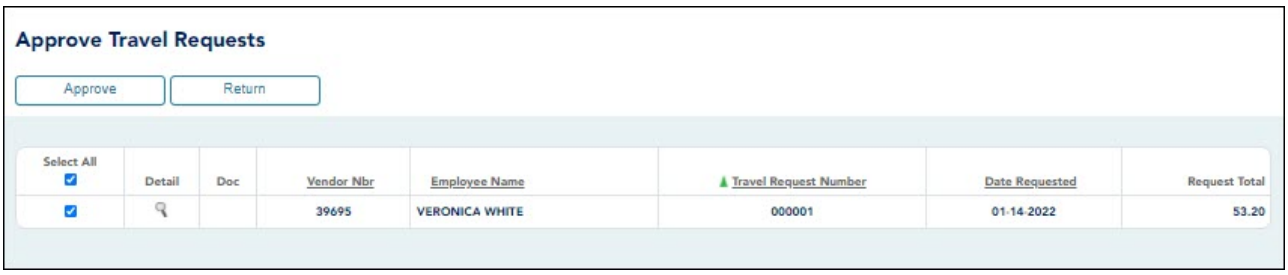
II. Approve Travel Requests

1. Approve travel requests.

ASCENDER EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests

This page is used to approve or return employee travel requests.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.



When you access the Approve Travel Requests page, a list of travel requests pending your action is displayed if any. The list is automatically sorted by the **Travel Request Number**. However, you can re-sort the list by clicking another underlined column.

❑ Select the requests that you want to approve or return. You can select individual requests

(check boxes) or select the top **Select All** check box to select all requests (check boxes).

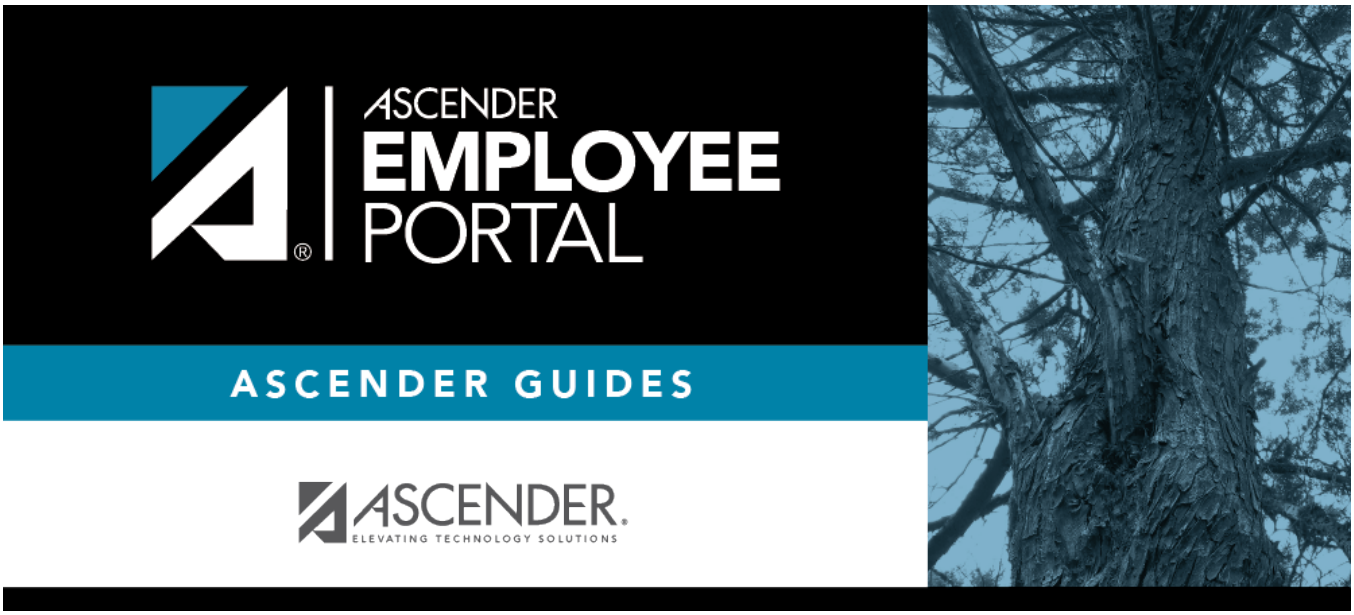
The following information is displayed for each travel request.

Field	Description
Detail	Click to view the travel request details. The travel details are display only and cannot be edited.
Doc	If documents exist for the travel request, is displayed. Click to open the Document Attachments pop-up and view the existing uploaded documents.
Vendor Nbr	The employee's vendor number is displayed, as set up in ASCENDER Finance.
Employee Name	The employee's name is displayed.
Travel Request Number	The assigned travel number for the travel request is displayed.
Date Requested	The date the travel request was submitted is displayed.
Request Total	The total amount of the travel request is displayed.

❑ Click **Approve** to approve the request. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

- If the request is approved or returned, the request is no longer displayed in the list of pending travel requests.
- If the request is not selected and no action is taken, the request remains in the list of pending travel requests.

❑ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending travel requests.


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