



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS




Table of Contents

If the travel request **Status** is *Approved* or *Pending*, click **View** to view the details.

Travel Requests Add

Vendor Nbr: 39696 Commute Distance: 8.0 [Change](#)
Address: 2142, O'BRIEN STREET Pay Campus: 001
D'HANIS, TX 46119

Status: From Date: To Date: Retrieve

	Travel Nbr	First Date	Status	Request Total	Check Nbr	Check Date
View	000002	03/22/2022	Approved	28.00		

If the travel request **Status** is *Returned* or *Saved*, click **Edit** to edit the details of the request and submit the request for approval. Or, once you open the travel request, you can click **Delete** to delete the request.

Travel Requests Add

Vendor Nbr: 39696 Commute Distance: 8.0 [Change](#)
Address: 2142, O'BRIEN STREET Pay Campus: 001
D'HANIS, TX 46119

Status: From Date: To Date: Retrieve

	Travel Nbr	First Date	Status	Request Total	Check Nbr	Check Date
Edit	000002	03/22/2022	Saved	28.00		



Back Cover