



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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ASCENDER EmployeePortal > Travel Reimbursement Requests > Travel Requests

This page is used to create, edit, delete, and submit travel reimbursement requests. There are two types of travel requests, mileage and extended. If this page is not enabled, check with your EmployeePortal administrator as your LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

Employee Notes

- You can save the request and return to it at a later date, or enter a request and submit it. When the request is submitted, an email message is sent to the first approver notifying them that a request is awaiting approval.
- When the request is fully approved, you will receive an email message indicating that the request has been approved and issued for payment. If any approver disapproves the request, you will receive an email message notifying you of the disapproved request. You can change and resubmit the request according to the approver's instructions, or you can delete the request.
- If your request is disapproved, you can view the comments from the approver who disapproved the request. These comments are also included in the disapproval email message.

The following information is displayed at the top of the page:

Field	Description
Vendor Nbr	Your vendor number, as set up in ASCENDER Finance, is displayed.
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.
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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.
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A list of your unprocessed (not processed by payroll) travel reimbursement requests is displayed if any. The following details are displayed for each travel reimbursement request:

- If the travel reimbursement request **Status** is *Pending*, you can click **View** to view the details.
- If the travel reimbursement request **Status** is *Saved*, you can click **Edit** to edit the details of the request and then submit it for approval.
- As long as the travel reimbursement request has not been processed by payroll, you can view, edit, or delete the 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	The first date on which the travel occurred 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. • <i>All</i> • <i>Approved</i> • <i>Pending</i> • <i>Saved</i>
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.



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