



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS



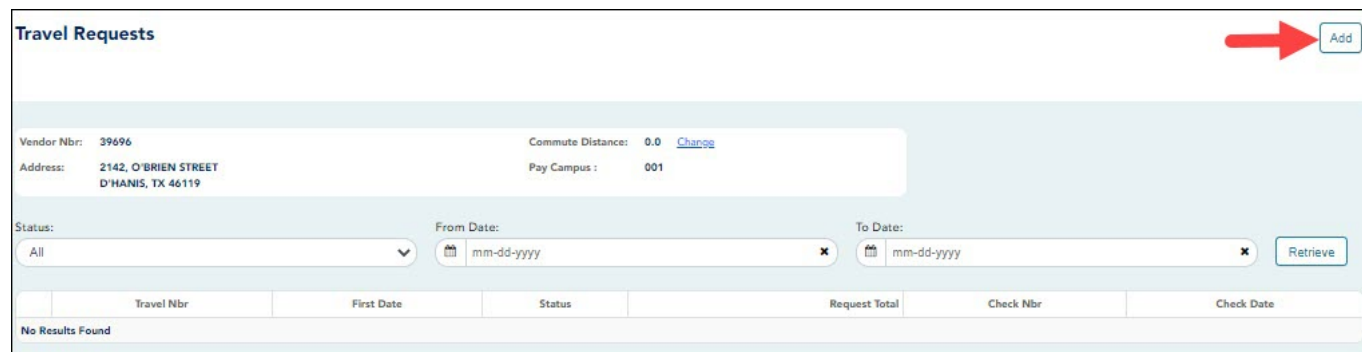


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You have two options to create a travel request.

**Option 1:** Click **Add** in the upper-right corner of the Travel Requests page.



The screenshot shows the 'Travel Requests' page. In the top right corner, there is a blue button labeled 'Add' with a red arrow pointing to it. Below the header, there is a form with the following fields:

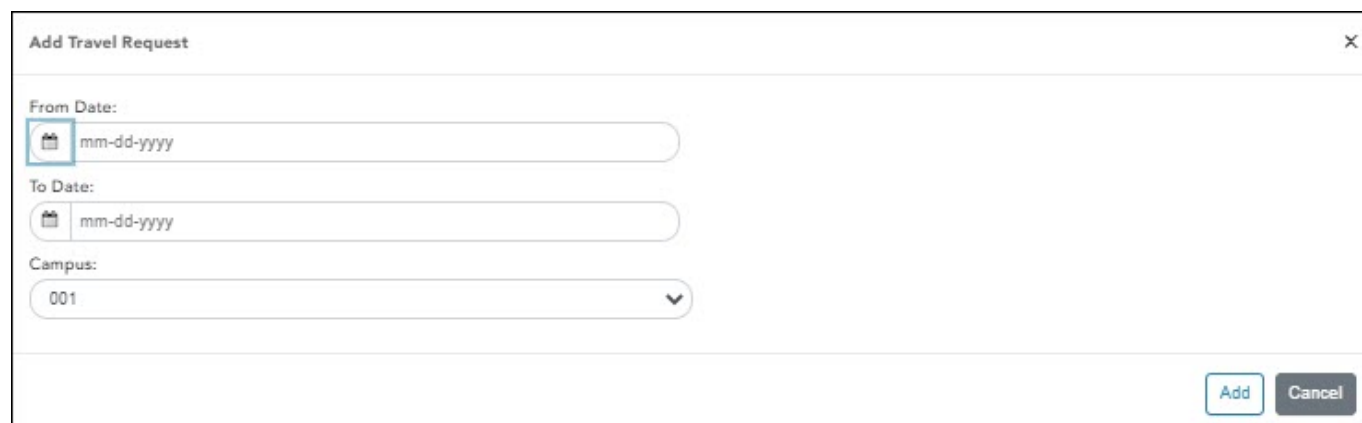
- Vendor Nbr: 39696
- Address: 2142, O'BRIEN STREET, D'HANIS, TX 46119
- Commute Distance: 0.0 [Change](#)
- Pay Campus: 001

Below the form, there is a section for filters:

- Status: All (dropdown)
- From Date: mm-dd-yyyy (calendar icon)
- To Date: mm-dd-yyyy (calendar icon)
- Retrieve button

At the bottom, there is a table with the following columns: Travel Nbr, First Date, Status, Request Total, Check Nbr, and Check Date. The table currently shows 'No Results Found'.

The Add Travel Request pop-up window opens allowing you to begin entering the details of your travel request.



The screenshot shows the 'Add Travel Request' pop-up window. It contains the following fields:

- From Date: mm-dd-yyyy (calendar icon)
- To Date: mm-dd-yyyy (calendar icon)
- Campus: 001 (dropdown)

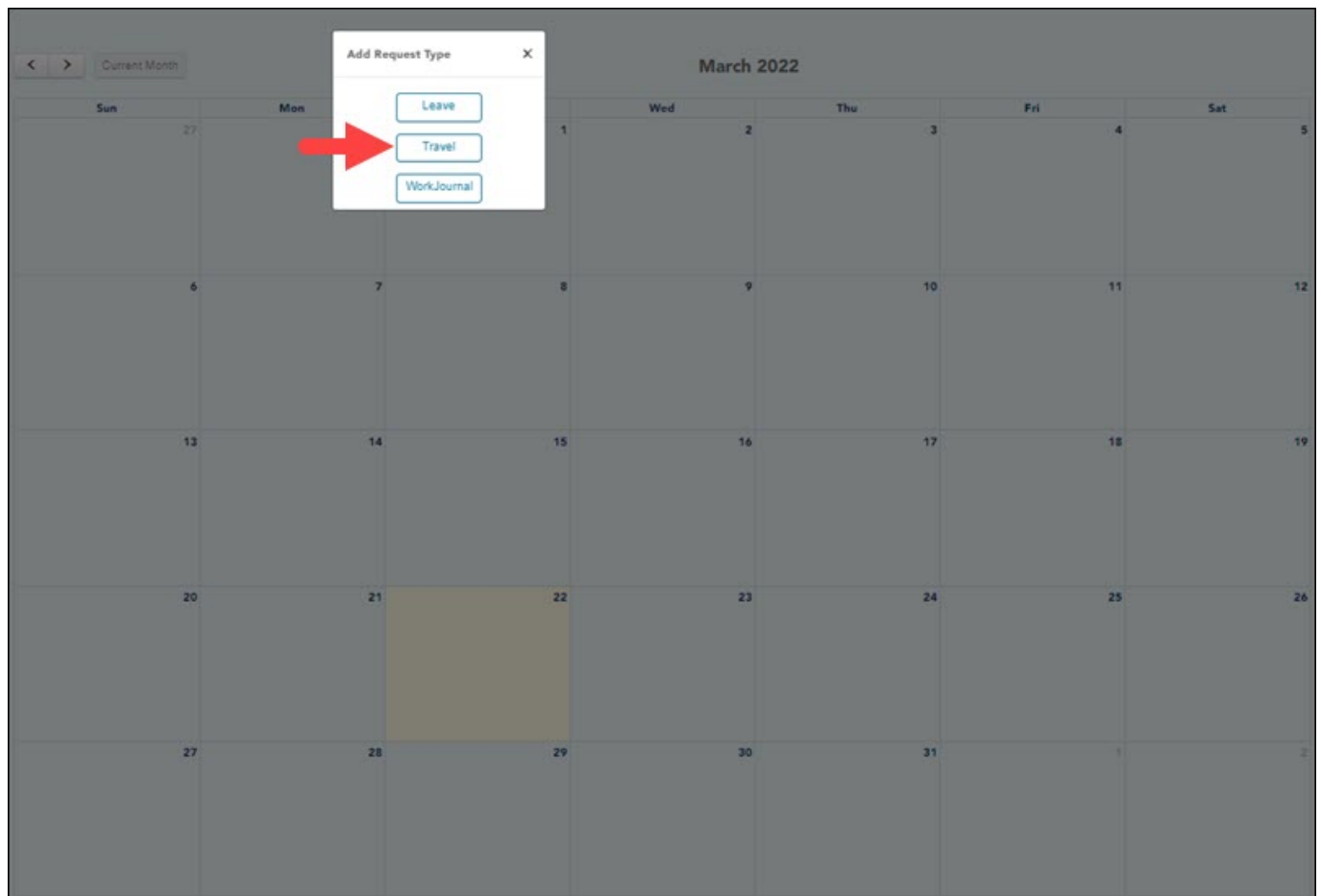
At the bottom right, there are two buttons: 'Add' and 'Cancel'.

- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.

**Option 2:** From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow. Click the day for which you want to enter a travel request. The Add Request Type pop-up window opens allowing you select the type of request you want to enter.



**TIP:** If you have any existing approved, pending, or saved travel requests, the entry is displayed for that day on the calendar. You can click the entry to open the details of the request.



❑ Click **Travel**. The Add Travel Request pop-up window opens. The **From Date** and **To Date** fields are automatically populated with the date you selected from the calendar. For extended travel requests, select the applicable **To Date**.

- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.



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