



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



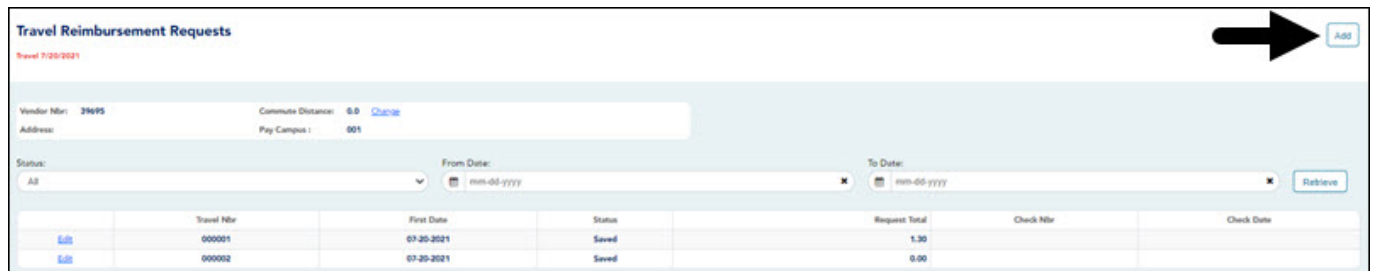
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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You have two options to create a travel request.

Option 1: Click **Add** in the upper-right corner of the page. The Add Travel Reimbursement Request pop-up window opens.



Travel Reimbursement Requests

Travel 7/20/2021

Vendor Nbr: 29495 Commute Distance: 0.0 [Change](#)

Address: Pay Campus: 001

Status: All From Date: mm-dd-yyyy To Date: mm-dd-yyyy [Retrieve](#)

	Travel Nbr	First Date	Status	Request Total	Check Nbr	Check Date
Edit	000001	07-20-2021	Saved	1.30		
Edit	000002	07-20-2021	Saved	0.00		

Option 2: From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow.



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 travel request.

Calendar

< > Current Month


July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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- Click the day for which you want to enter a travel request. The Select Request Type pop-up window opens allowing you select the type of request you want to enter.

Select Request Type ×

[Add Leave Request](#)

 [Add Travel Request](#)

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



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