



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



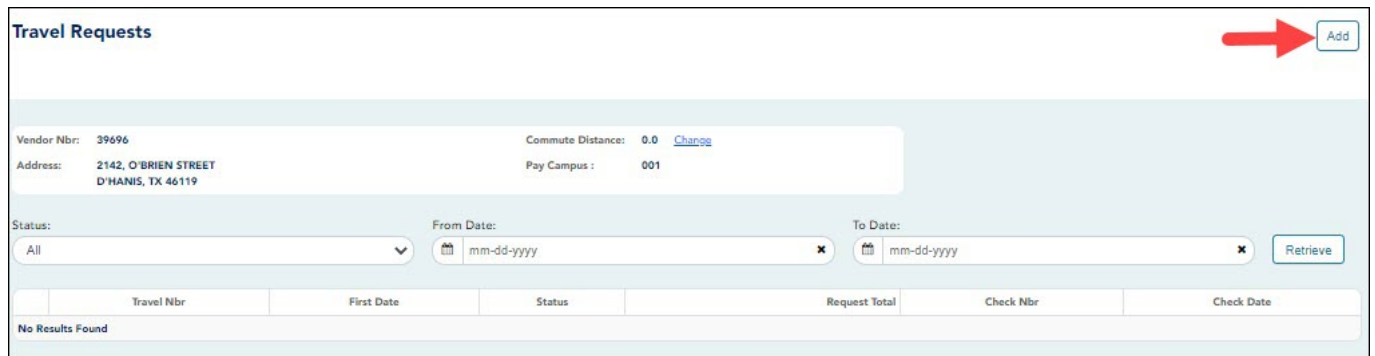
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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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 Add Travel Request pop-up window opens.



Travel Requests

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

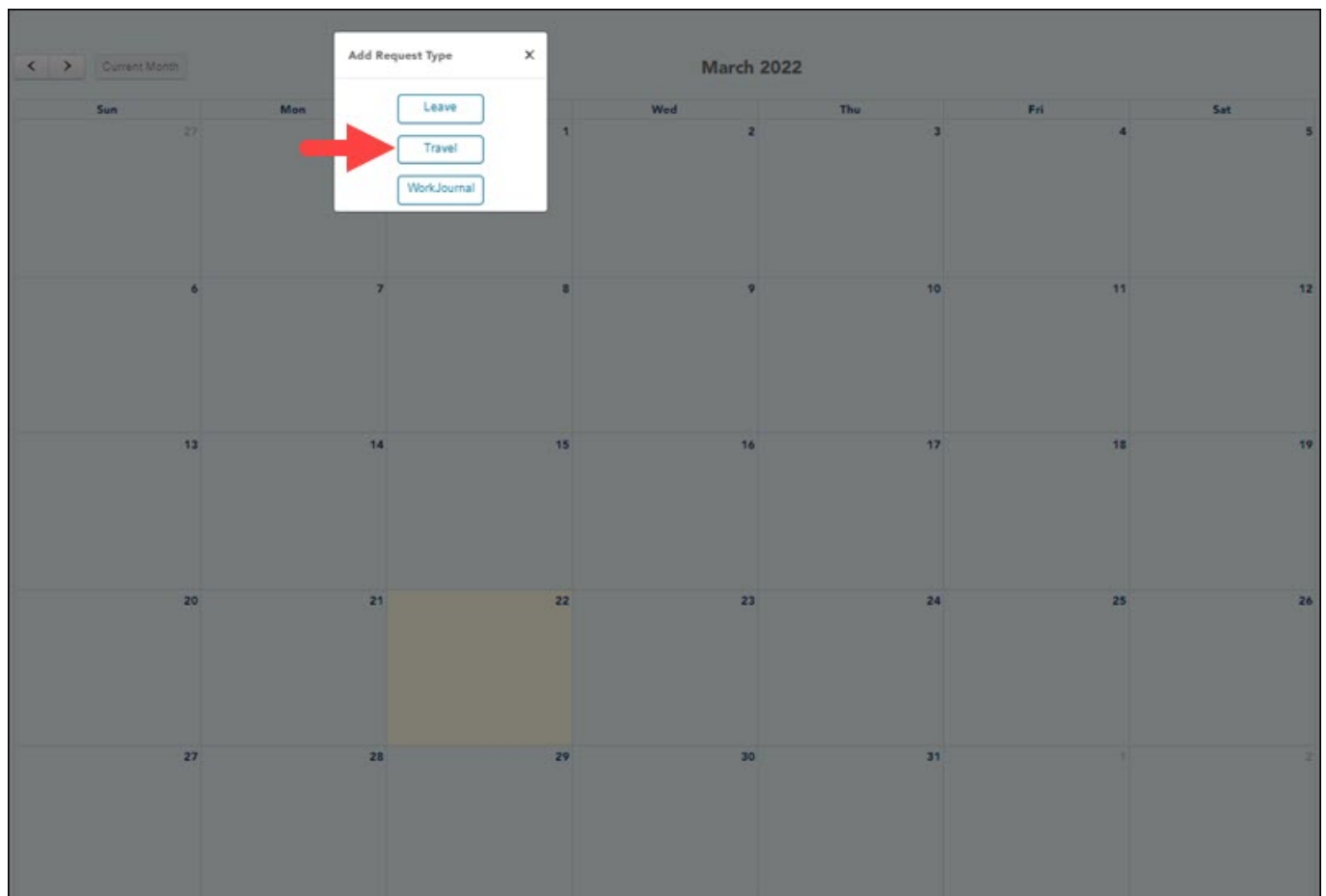
Status: All From Date: mm-dd-yyyy To Date: mm-dd-yyyy [Retrieve](#)

Travel Nbr	First Date	Status	Request Total	Check Nbr	Check Date
No Results Found					

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 request.



Calendar for March 2022. The current month is highlighted in yellow. A red arrow points to the 'Add Request Type' pop-up window, which shows options: Leave, Travel, and Work Journal.

- 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.
- 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**.



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