



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS







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## Mileage travel request:

☐ If entering a single travel date or multiple consecutive travel dates for non-extended travel (mileage & incidentals), ensure the following fields are completed:

<b>From Date</b>	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click  to select a date. If entering a single date of travel, a <b>To Date</b> is not necessary.
<b>To Date</b>	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click  to select a date.
<b>Campus</b>	The campus is automatically populated with your assigned pay campus.  <b>Admin Note:</b> The pay campus is retrieved from the highest pay frequency where the employee is active.

☐ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

**Do not** select the **Overnight Trip?** check box for non-extended travel.

**Note:** Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

☐ Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the EmployeePortal calendar or the Travel Request page.

## Mileage Travel Request

The Travel Summary is displayed at the top of the page with the following details:

**Note:** If you are entering a new request, this information is blank.



- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous)

items).

- **Account** - Displays the assigned account codes to be expensed.
- **Amount** - Displays the amount to be expensed for each assigned account code.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved, Pending, or Returned*).

## Extended travel request:



☐ If entering multiple consecutive travel dates for extended travel (mileage, lodging, meals, and incidentals), complete the following fields:

<b>From Date</b>	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click  to select a date. If entering an extended travel request, indicate the first date of travel.
<b>To Date</b>	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click  to select a date. If entering an extended travel request, indicate the last date of travel.
<b>Campus</b>	The campus is automatically populated with your assigned pay campus.  <b>Admin Note:</b> The pay campus is retrieved from the highest pay frequency where the employee is active.

☐ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

Select the **Overnight Trip?** check box. The time fields are displayed.

**Note:** Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

<b>From Time</b>	Type the time at which you departed the origin location (start time) in the HH MM AM/PM format. Or, click  to select the start time.
<b>To Time</b>	Type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. Or, click  to select the end time.

☐ Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the EmployeePortal calendar or the Travel Request page.

## Extended Travel Request

The Travel Summary is displayed at the top of the page with the following details:

**Note:** If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved, Pending, or Returned*).

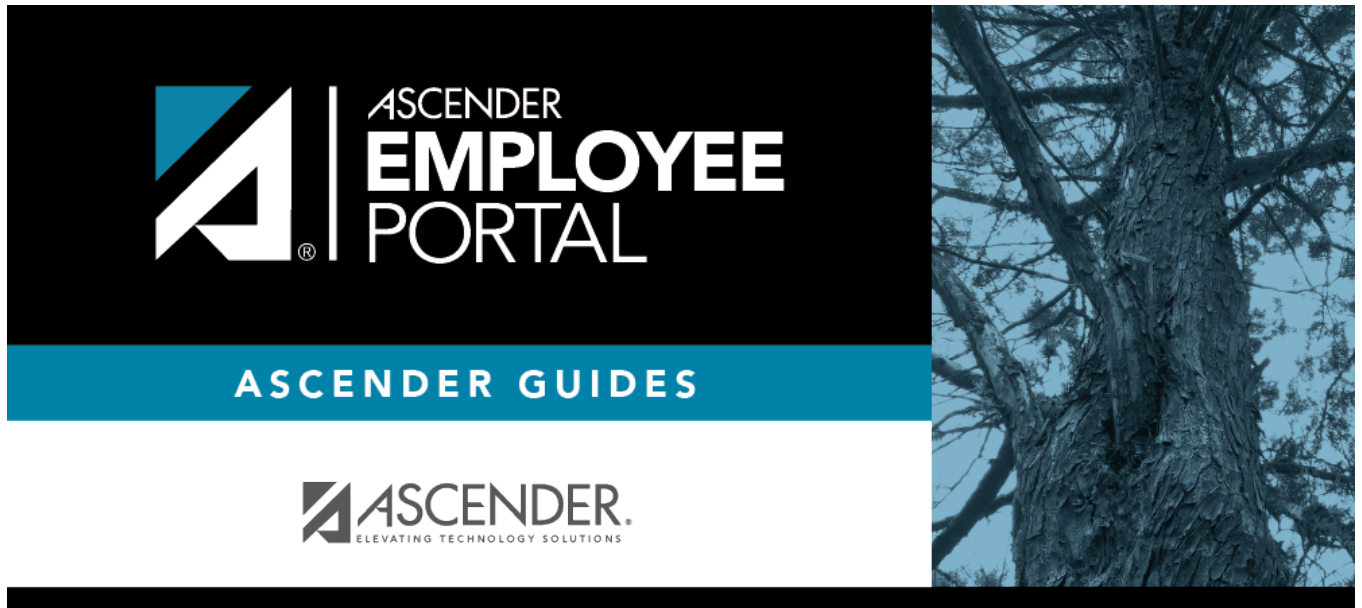
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Once you have completed your travel request:

- ☐ Click **Save** to save the request without submitting it for approval. The **Documents** button at the top of the page is enabled allowing you to [upload documents](#) such as receipts, maps, etc. Once the request is saved, you can return to it at a later time to make changes and/or submit it for approval.
- ☐ Click **Submit** to submit the request for approval. The request is sent through the appropriate approval path.

You will receive an email message when the request is approved/returned.

- ☐ Click **Print** to print the request details.
- ☐ Click **Cancel** to cancel the request and return to the Travel Requests page.



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