



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.

**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.

- 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**.

### 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.

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*).

Travel Requests

Assign Account Codes
Documents
Save
Submit
Cancel

Travel Summary

Travel Nbr:	Status:	Account	Amount	Approver	Alt Approver	Approval Status
Date Entered:	Total Miles: 50.0 Total Misc: 0.00 Total Request: 28.00					

Date of Travel	Point of Origin	Destination
<div> Delete 03-22-2022 </div> <div> 08:00 AM 10:30 AM </div> <div> Mileage: 25,050.0 25,075.0 OR Map Tot: 50.0 </div> <div> Round Trip: <input checked="" type="checkbox"/> Commute: <input type="checkbox"/> </div> <div> Mileage Rate: 0.560  Total Mileage Amount: 28.00  Misc Amt: Misc. Misc. Reason </div>	<div> Contact: Sam Smith </div> <div> Purpose: Training </div> <div> City: Alamo City  State: TX-Texas Zip: 48119 </div>	<div> The Home Office  333 Home Street  City: Alamo City  State: TX-Texas Zip: 48119 </div> <div> The Training Office  555 Training St  City: Alamo City  State: TX-Texas Zip: 48119 </div> <div> Locations  Account Codes </div>

Daily Total: 28.00

+

## Mileage Travel Request

☐ Complete the following information for the request:

<b>Date</b>	The travel date is automatically populated with the date you selected in the Add Travel Request window but can be changed. Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click 📅 to select a date from the calendar.
<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>	If the entry is round trip, type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. If the entry is a one-way trip, type the time you arrived at your destination. Or, click ⌚ to select the end time.
<b>Contact</b>	Type the name of your contact person at the destination. This field can be a maximum of 40 characters and is required.
<b>Purpose</b>	Type the purpose of the trip. This field can be a maximum of 180 characters and is required.
<b>Mileage Start</b>	Type the beginning odometer reading. If this field is used, leave the <b>Map</b> field blank.
<b>Mileage Stop</b>	Type the ending odometer reading. If this field is used, leave the <b>Map</b> field blank.
<b>Mileage Map</b>	This field can be used to enter the total reimbursable miles. If this field is used, leave the <b>Mileage Start/Stop</b> fields blank.  Type the number of miles from the point of origin to the destination point if one-way, calculated using mapping software. For round-trip, double the mileage of the one-way total.
<b>Tot</b>	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
<b>Round Trip</b>	Select to indicate that the entry is round trip with the same mileage each way (two one-way trips, one from Point A to Point B and the other from Point B to Point A). Selecting <b>Round Trip</b> doubles the total mileage for the entry.
<b>Commute</b>	Select to include your commute distance in the mileage calculation. This is the mileage that you would normally travel from home to work and vice versa.  If <b>Round Trip</b> is selected, the commute mileage is deducted twice from the total mileage. If <b>Round Trip</b> is not selected, the commute mileage is only deducted once from the total mileage.  For example, if you enter a one-way trip leaving from home to a destination for a total of 50 miles and your commute distance is set to 20 miles, then your total mileage for the request is 30 miles (50 - 20).
<b>Mileage Rate</b>	The mileage reimbursement rate is displayed. This rate is set up in the ASCENDER Finance application according to the travel dates.
<b>Total Mileage Amount</b>	The total amount to be reimbursed for the entry (Total Mileage - Commute Distance x Mileage Reimbursement Rate) is displayed.
<b>Misc Amt</b>	Type the amount of any additional expenses for items such as tolls, parking fees, etc. In the <b>Misc Reason</b> field, indicate the reason for the miscellaneous amount.



**TIP:** If the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled, the Location Locking feature has been enabled by your EmployeePortal administrator and you must click the [Locations](#) link to select from a predefined list of travel locations and distances.

☐ Under **Point of Origin**:

<b>Origin Description</b>	Type a description for the starting location.
<b>Origin Address</b>	Type the address at which you started.
<b>City</b>	Type the city name for the origin address. This field can be a maximum of 25 characters.
<b>State</b>	Click ▼ to select a state for the origin address.
<b>Zip</b>	Type the five-digit zip code for the origin address.

☐ Under **Destination**:

<b>Destination Description</b>	Type a description for the ending location.
<b>Destination Address</b>	Type the address to which you traveled.
<b>City</b>	Type the city name for the destination address. This field can be a maximum of 25 characters.
<b>State</b>	Click ▼ to select a state for the destination address.
<b>Zip</b>	Type the five-digit zip code for the destination address.

☐ If Location Locking is enabled, click the **Locations** link to open and select from a predefined list of travel locations.

## Assign account codes:

☐ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.

Assign Account Codes
×

Delete	Account Code	Description	Percent	Amount
	XXX-XX-XXXX-XX-XXX-XXXXXX	:	0.0	0.00
			0.0%	0.00
			<b>Total Reimbursement:</b>	<b>28.00</b>



[Calculate Percent](#)
[Calculate Amount](#)
+ Add

OK
Cancel



The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.



- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click  to open the Account Codes pop-up window and search for an account code.
  - Type the applicable account code components, click  to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
  - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
  - Click **Clear** to clear your selections.
  - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

☐ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.



The total percentage and amount distribution for all accounts listed is displayed.

☐ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.

☐ Click **+** to add an additional travel request entry.

### 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.

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*).

## Travel Requests

Assign Account Codes

Documents

Save

Submit

Cancel

## Travel Summary

Travel Nbr:	Status:	Account	Amount	Approver	Alt Approver	Approval Status
Date Entered:	Total Miles: 85.0 Total Misc: 20.00 Total Request: 92.60					

## Travel Dates And Times

 Depart:  
 03-14-2022  
 08:00 AM

 Return:  
 03-15-2022  
 12:00 PM

Contact: Sandra Tin

Purpose: E-learning Training

## Point of Origin

The Center

1234 Center St.

City: Alamo City

State: TX-Texas

Zip: 48119

## Destination

The Training Spot

555 Street Ave.

City: Alamo City

State: TX-Texas

Zip: 48119

[Locations](#)

## Travel Detail

03-14-2022	Mileage: 25,075.0 25,115.0 OR Map	Round Trip: <input checked="" type="checkbox"/> Commute: <input type="checkbox"/> Tot: 80.0	Mileage Rate: 0.560	Total Mileage Amount: 44.80
Accommodations: A hotel	Direct Bill Ref Nbr:	or Accommodations Amt:		
Meals: Breakfast 6.00 10.00	Meal Override: <input type="checkbox"/> Override Reason	Meal Total: 16.00		
Additional Expenses: Parking Taxi	10.00 Parking	Additional Expense Total: 10.00		
			Daily Total: 70.80	
<a href="#">Account Codes</a>				
03-15-2022	Mileage: 25,115.0 25,120.0 OR Map	Round Trip: <input type="checkbox"/> Commute: <input type="checkbox"/> Tot: 5.0	Mileage Rate: 0.560	Total Mileage Amount: 2.80
Accommodations: N/A	Direct Bill Ref Nbr:	or Accommodations Amt:		
Meals: 3.00 6.00 Dinner	Meal Override: <input type="checkbox"/> Override Reason	Meal Total: 9.00		
Additional Expenses: Parking Taxi	10.00 Parking	Additional Expense Total: 10.00		
			Daily Total: 21.80	
<a href="#">Account Codes</a>				

 Copy from previous day  
☒

## Extended Travel Request

☐ Complete the following information for the request:

The **Depart** and **Return** fields are automatically populated with the dates and times selected in the Add Travel Request pop-up window.

☐ After all travel details have been entered for the first day's entry, the **Copy from Previous Day** check box is displayed on subsequent entries. Select this check box to copy all travel details from the previous day's entry and make changes as needed. This feature overrides any existing data and replaces it with the previous day details. If selecting this check box on the last travel day and the day from which you are copying has a dinner amount, the **Dinner** field will not be populated if the return time is not later than the **Dinner Eligible Return Time** as defined in ASCENDER Finance.

<b>Contact</b>	Type the name of your contact person at the destination. This field can be a maximum of 40 characters and is required.
<b>Purpose</b>	Type the purpose of the trip. This field can be a maximum of 180 characters and is required.

☐ Under **Point of Origin:**

<b>Origin Description</b>	Type a description for the starting location.
<b>Origin Address</b>	Type the address at which you started.
<b>City</b>	Type the city name for origin address. This field can be a maximum of 25 characters.
<b>State</b>	Click ▼ to select a state for the origin address.
<b>Zip</b>	Type the five-digit zip code for the origin address.

☐ Under **Destination:**

<b>Destination Description</b>	Type a description for the ending location.
<b>Destination Address</b>	Type the address to which you traveled.
<b>City</b>	Type the city name for the destination address. This field can be a maximum of 25 characters.
<b>State</b>	Click ▼ to select a state for the destination address.
<b>Zip</b>	Type the five-digit zip code for the destination address.

☐ Under **Travel Detail**, there is an entry section for each travel day. Complete the applicable fields:

<b>Mileage Start</b>	Type the beginning odometer reading. If this field is used, leave the <b>Map</b> field blank.
<b>Mileage Stop</b>	Type the ending odometer reading. If this field is used, leave the <b>Map</b> field blank.
<b>Mileage Map</b>	<p>This field can be used to enter the total reimbursable miles. If this field is used, leave the <b>Mileage Start/Stop</b> fields blank.</p> <p>Type the number of miles from the point of origin to the destination point if one-way, calculated using mapping software. For round-trip, double the mileage of the one-way total.</p>
<b>Round Trip</b>	Select to indicate that the entry is round trip with the same mileage each way (two one-way trips, one from Point A to Point B and the other from Point B to Point A). Selecting <b>Round Trip</b> doubles the total mileage for the entry.
<b>Commute</b>	<p>Select to include your commute distance in the mileage calculation. This is the mileage that you would normally travel from home to work and vice versa.</p> <p>If <b>Round Trip</b> is selected, the commute mileage is deducted twice from the total mileage. If <b>Round Trip</b> is not selected, the commute mileage is only deducted once from the total mileage.</p> <p>For example, if you enter a one-way trip leaving from home to a destination for a total of 50 miles and your commute distance is set to 20 miles, then your total mileage for the request is 30 miles (50 - 20).</p>
<b>Tot</b>	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
<b>Mileage Rate</b>	The mileage reimbursement rate is displayed. This rate is set up in ASCENDER Finance according to the travel dates.
<b>Total Mileage Amount</b>	The total amount to be reimbursed for the entry (Total Mileage - Commute Distance x Mileage Reimbursement Rate) is displayed.

<b>Accommodations</b>	<p>If a hotel stay was necessary, type the name of the hotel. This field can be a maximum of 35 characters. The hotel expense can be paid one of two ways:</p> <p>You can pay the bill and request reimbursement. In this case, type the amount in the <b>Reimbursement Amt</b> field.</p> <p>The hotel can direct bill the LEA or service center. In this case, type the reference number in the <b>Direct Bill Ref Nbr</b> field (up to 20 characters).</p>
<b>Meals</b>	<p>In the <b>Breakfast</b>, <b>Lunch</b>, and <b>Dinner</b> fields, type the amount for incurred meal expenses. These amounts cannot exceed the limits set by your EmployeePortal administrator in ASCENDER Finance.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• To be reimbursed for breakfast on the first travel day, the from (departure) time must be earlier than the <b>Breakfast Eligible Depart Time</b> as defined in ASCENDER Finance.</li> <li>• To be reimbursed for dinner on the last travel day, the to (return) time must be later than the <b>Dinner Eligible Return Time</b> as defined in ASCENDER Finance.</li> </ul> <p>If you need further information about these amounts and times, contact your supervisor or EmployeePortal administrator.</p>
<b>Meal Override</b>	Select if any meal expenses for the date exceeded the limits. If selected, an explanation is required in the <b>Override Reason</b> field.
<b>Meal Total</b>	The sum of expenses for breakfast, lunch, and dinner is displayed.
<b>Additional Expenses</b>	<p>In the <b>Parking</b>, <b>Taxi</b>, or <b>Misc</b> fields, type the amount of any parking, taxi, or miscellaneous expenses for the day.</p> <p>The <b>Misc</b> field is used for expenses that do not fall under any of the other categories. If an amount is entered in the <b>Misc</b> field, an explanation is required in the <b>Misc Reason</b> field.</p>
<b>Additional Expense Total</b>	The sum of all additional expenses for the day is displayed.
<b>Daily Total</b>	The sum of all expenses for the day is displayed.



### Assign account codes:

☐ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.



The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.

- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click  to open the Account Codes pop-up window and search for an account code.
  - Type the applicable account code components, click  to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
  - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
  - Click **Clear** to clear your selections.
  - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.


☐ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.

The total percentage and amount distribution for all accounts listed is displayed.

☐ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.

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.



The screenshot shows the 'Travel Requests' form. At the top right, there are buttons: 'Assign Account Codes', 'Documents', 'Save', 'Submit', and 'Cancel'. A green message 'Save Successful.' is displayed. Below this is a 'Travel Summary' section with a table:

Travel Nbr:	Status:	Account	Amount	Approver	Alt Approver	Approval Status
000002	Saved					
Date Entered: 03-22-2022						
Total Miles: 50.0						
Total Misc: 0.00						
Total Request: 28.00						

☐ 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 **Cancel** to return to the Travel Requests page.



## Back Cover