



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



The following information is displayed in the top section of the page:

**Travel Requests**
Add

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

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					

Field	Description
<b>Vendor Nbr</b>	Your vendor number is displayed as set up in ASCENDER Finance.
<b>Address</b>	<p>Your vendor address is displayed as set up in ASCENDER Finance.</p> <p><b>Admin Note:</b> This address is populated from the <b>Remittance Address</b> on the Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address tab even when the <b>Order Address</b> is populated. If only the <b>Order Address</b> is populated in ASCENDER Finance, then the <b>Order Address</b> is used.</p>

**Note:** Employees MUST have an established vendor number to enter travel reimbursement requests.



<b>Commute Distance</b>	<p>The commute distance is displayed. This is the number of miles between your home and assigned work location.</p> <p>If you need to update your commute distance, click <b>Change</b>. The Please enter your one-way commute distance pop-up window opens. Type your commute distance and then click <b>Save</b> to close the pop-up window. Valid values are 0-999.9.</p> <p><b>Admin Note:</b> The commute distance can also be updated on the employee's demographic record in ASCENDER Personnel.</p>
<b>Pay Campus</b>	<p>The pay campus is displayed. This is your assigned pay campus ID.</p> <p><b>Admin Note:</b> The pay campus is retrieved from the highest pay frequency where the employee is active.</p>

A list of your unprocessed (not processed by payroll) travel reimbursement requests is displayed if any. The following details are displayed for each travel reimbursement request:

<b>Travel Nbr</b>	The travel number for the existing travel reimbursement request is displayed. The travel number is assigned to a new request when it is saved or submitted. Once a request is submitted, you can track the progress of the request by the travel number.
<b>First Date</b>	For a single day mileage request, the date of travel is displayed. Or, for extended mileage requests, the first date of travel is displayed.
<b>Status</b>	The current status of the travel reimbursement request is displayed.

<b>Request Total</b>	The total amount of the travel reimbursement request is displayed.
<b>Check Nbr</b>	Once approved and processed, the travel reimbursement request becomes a Finance check transaction and is paid on the next Finance check run. The check number is displayed.
<b>Check Date</b>	The Finance check run date is displayed.

☐ Use the following fields to filter the travel reimbursement request data by date range and/or status.

<b>Status</b>	Click  to select the status for which you want to view travel reimbursement request data.  <ul style="list-style-type: none"> <li>• <i>All</i></li> <li>• <i>Approved</i></li> <li>• <i>Pending</i></li> <li>• <i>Saved</i></li> </ul>
<b>From and To Date</b>	Type the range of dates for which you want to view travel reimbursement request data or click  to select the dates.

☐ Click **Retrieve**. A list of travel reimbursement requests for the specified date range and/or status is displayed.



## Back Cover