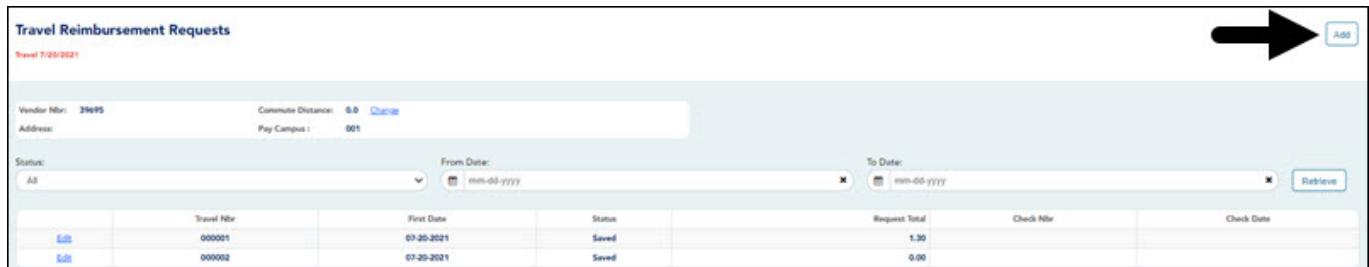




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You have two options to create a travel request.

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: 39695 Commute Distance: 0.0 Change
Address: Pay Campus: 001

Status: All From Date: mm-dd-yyyy To Date: mm-dd-yyyy

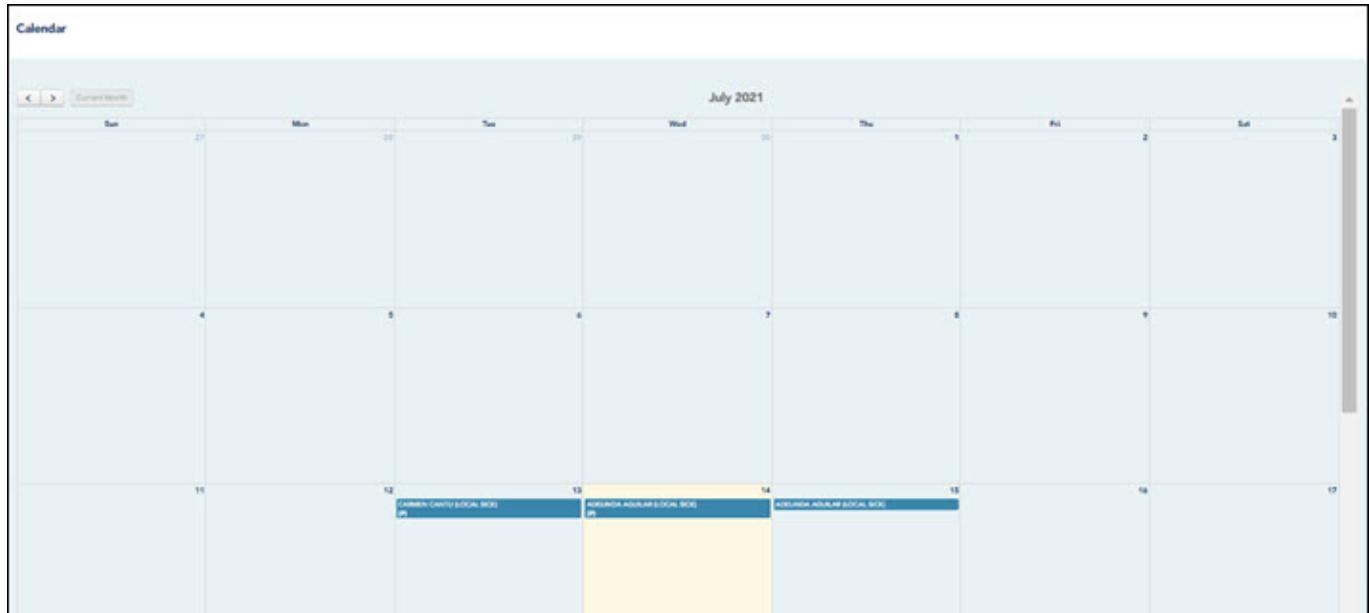
Travel Nbr First Date Status Request Total Check Nbr Check Date

000001	07-20-2021	Saved	1.00		
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.

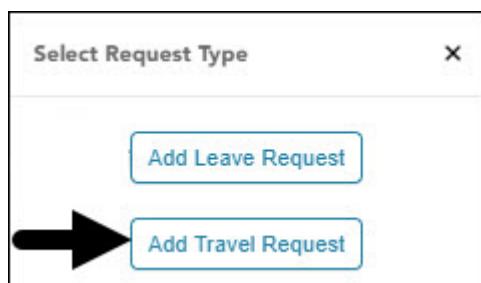


Calendar

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

- 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.

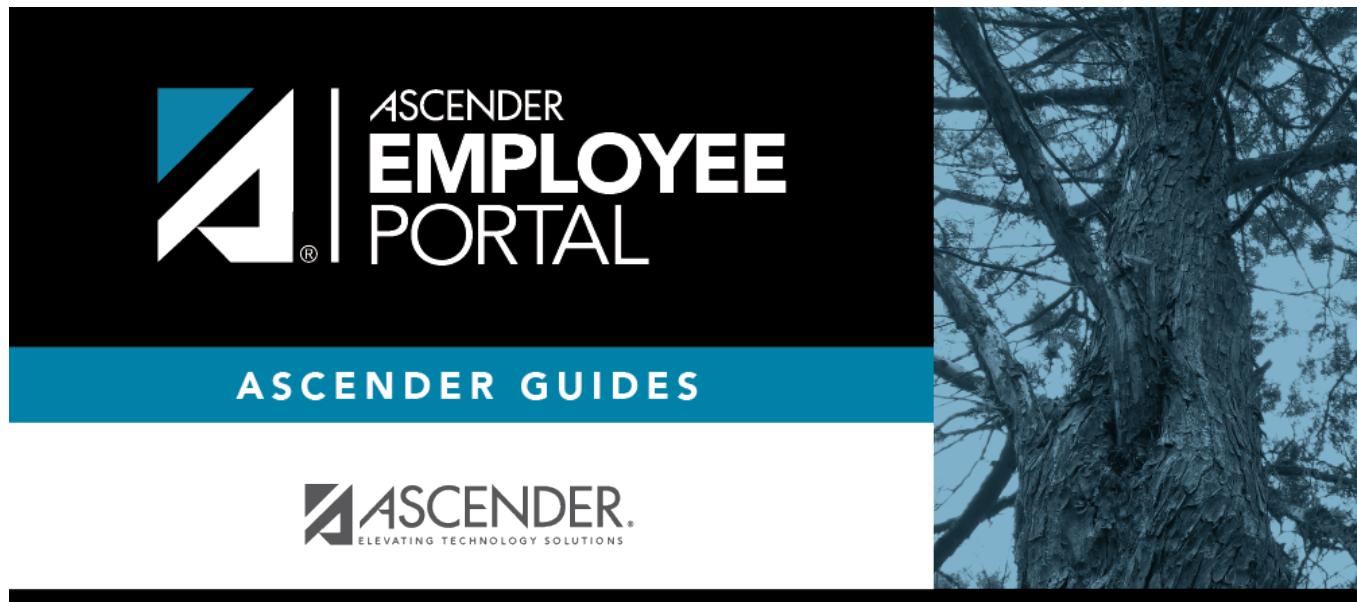


Select Request Type

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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