



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

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**.



Back Cover