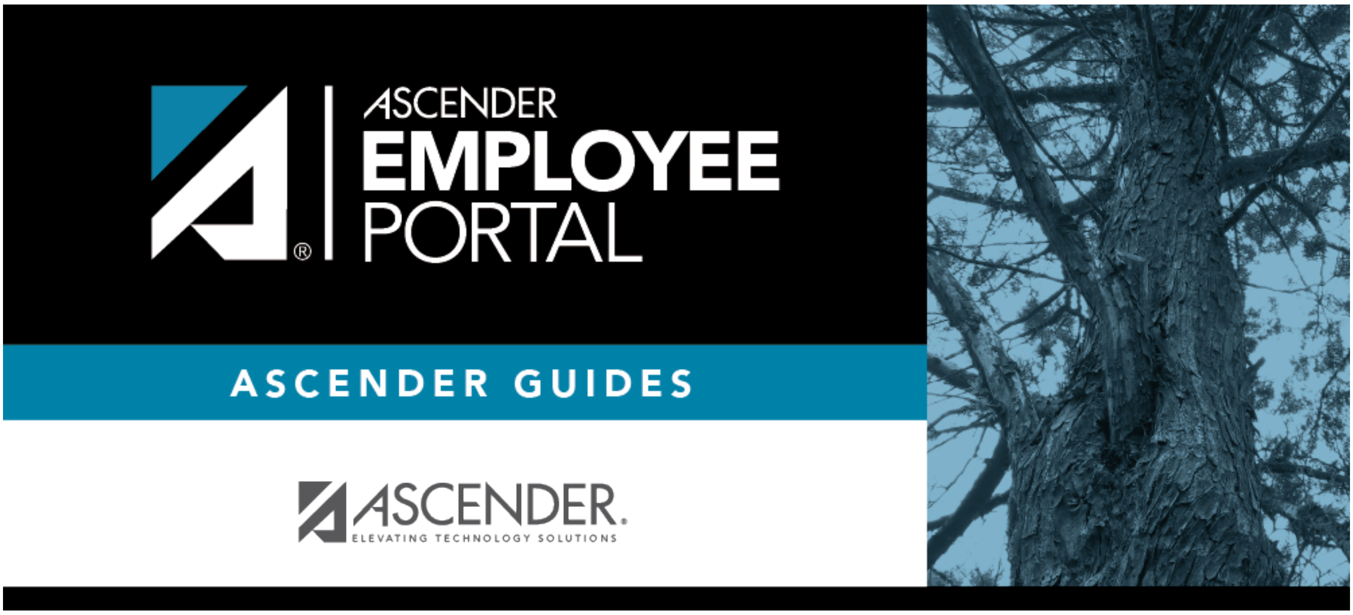
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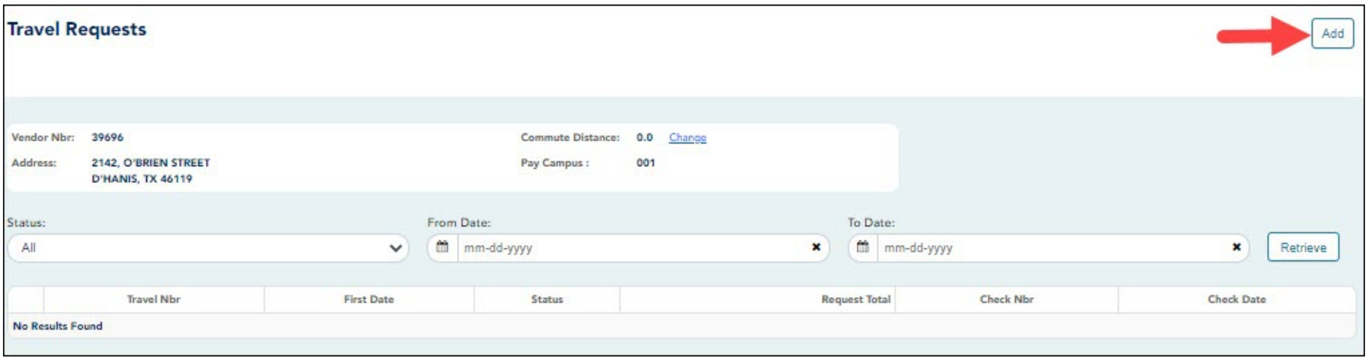
You have two options to create a travel request.

Option 1: Click **Add** in the upper-right corner of the Travel Requests page. The Add Travel Request pop-up window opens.


Travel Requests
Add
Retrieve

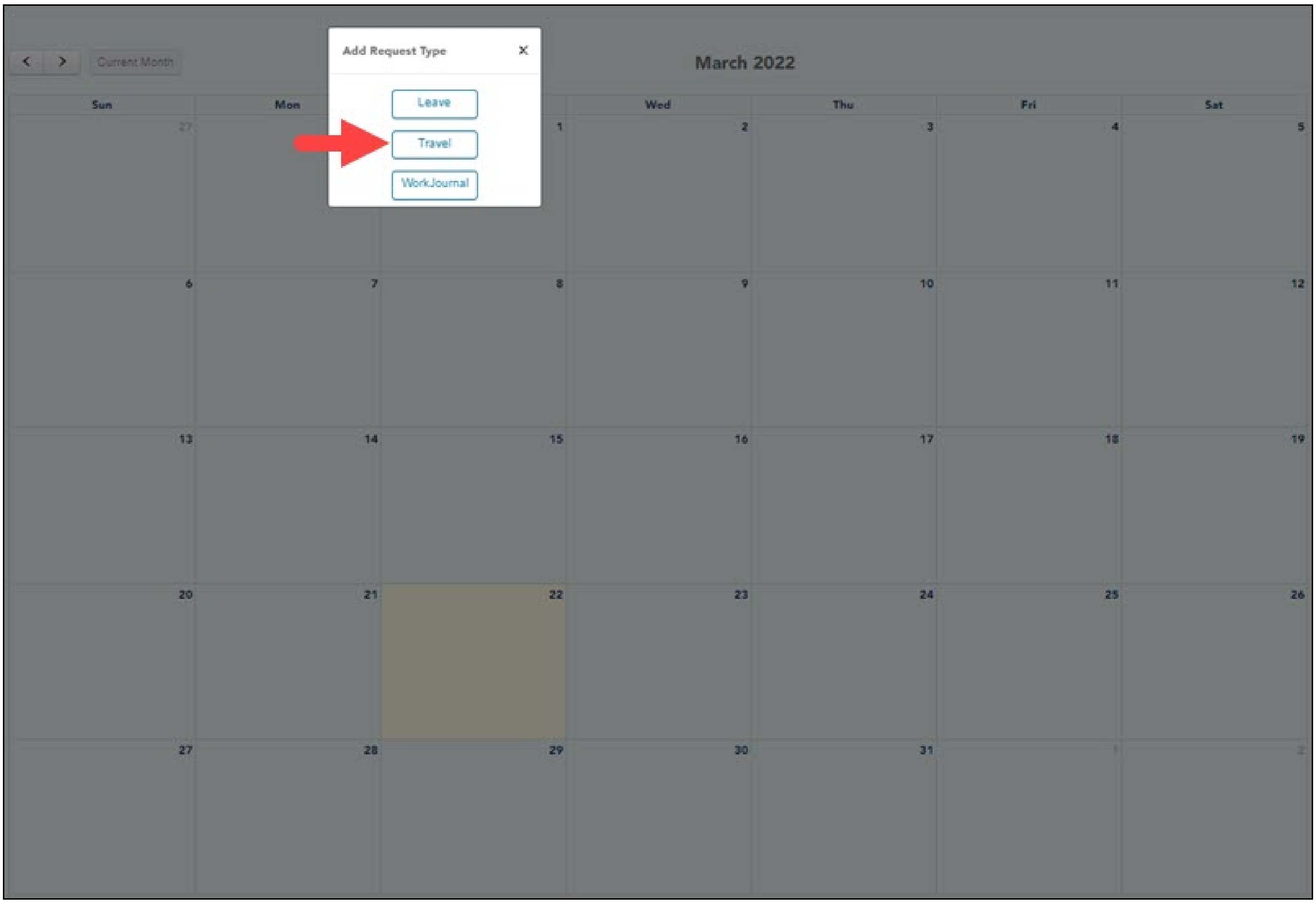
Vendor Nbr: 39696
Address: 2142, O'BRIEN STREET
D'HANIS, TX 46119
Commute Distance: 0.0 Change
Pay Campus : 001

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

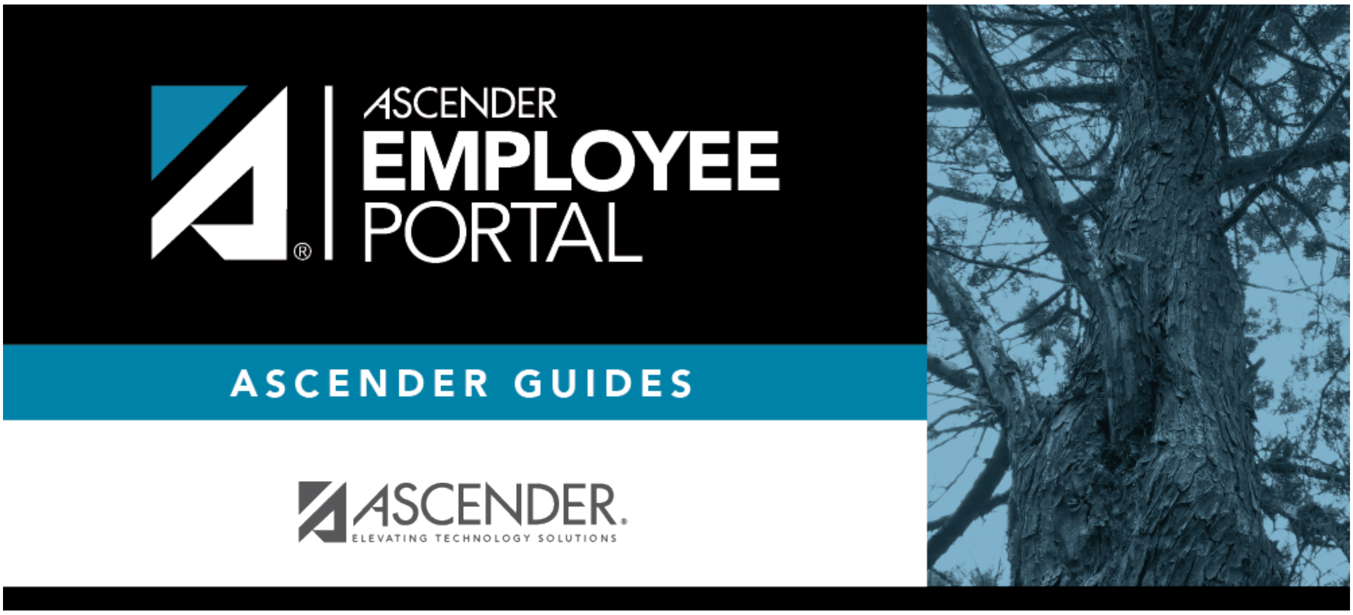
	Travel Nbr	First Date	Status	Request Total	Check Nbr	Check Date
No Results Found						

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.


Current Month
March 2022
Sun
Mon
Wed
Thu
Fri
Sat
Add Request Type
Leave
Travel
WorkJournal

- 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**.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