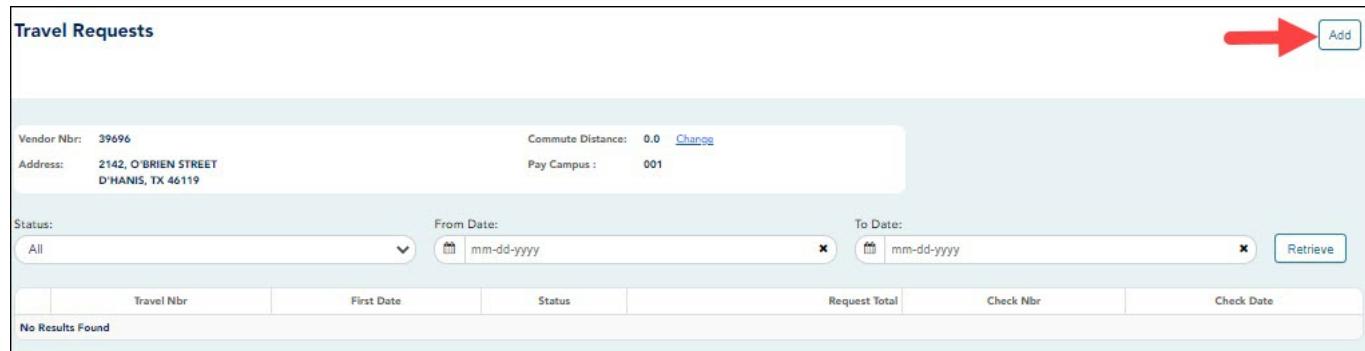




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You have two options to create a travel request.

Option 1: Click **Add** in the upper-right corner of the Travel Requests page.



The screenshot shows the 'Travel Requests' page. At the top right, there is a blue 'Add' button with a red arrow pointing to it. Below the button, there are fields for 'Vendor Nbr' (39696), 'Address' (2142, O'BRIEN STREET, D'HANIS, TX 78119), 'Commute Distance' (0.0), 'Pay Campus' (001), and a 'Status' dropdown set to 'All'. There are also 'From Date' and 'To Date' fields with calendar icons. At the bottom, there is a search bar with 'Travel Nbr', 'First Date', 'Status', 'Request Total', 'Check Nbr', and 'Check Date' fields, and a 'Retrieve' button. A message 'No Results Found' is displayed.

The Add Travel Request pop-up window opens allowing you to begin entering the details of your travel request.



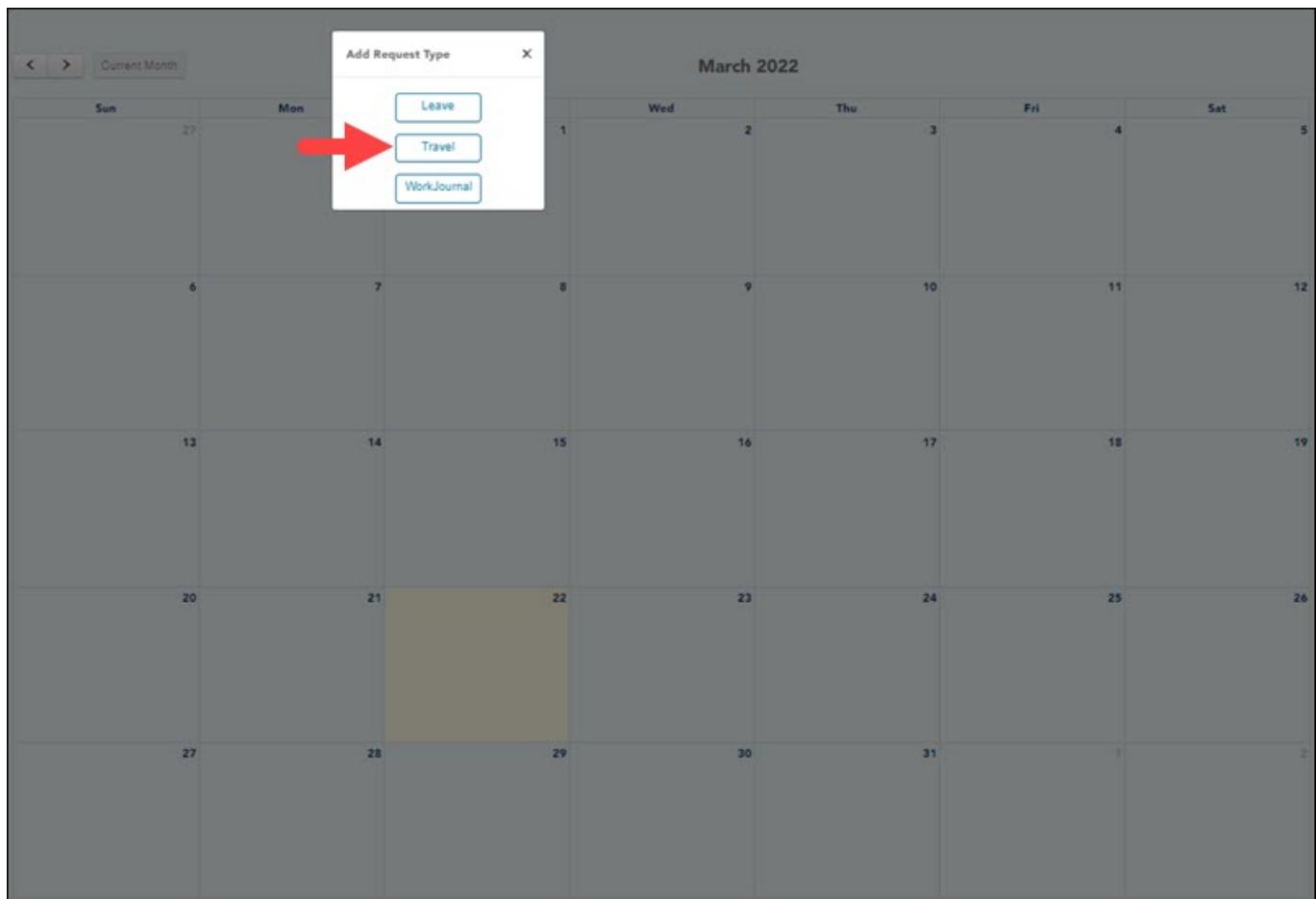
The screenshot shows the 'Add Travel Request' pop-up window. It contains fields for 'From Date' and 'To Date', each with a calendar icon and a date input field (mm-dd-yyyy). Below these is a 'Campus' dropdown menu set to '001'. At the bottom right are 'Add' and 'Cancel' buttons.

- In the **From** and **To Date** fields, type the dates or click to select the date(s).
- Click **Add** to open the Travel Requests page and continue entering the details of your request.

Option 2: From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow. 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.



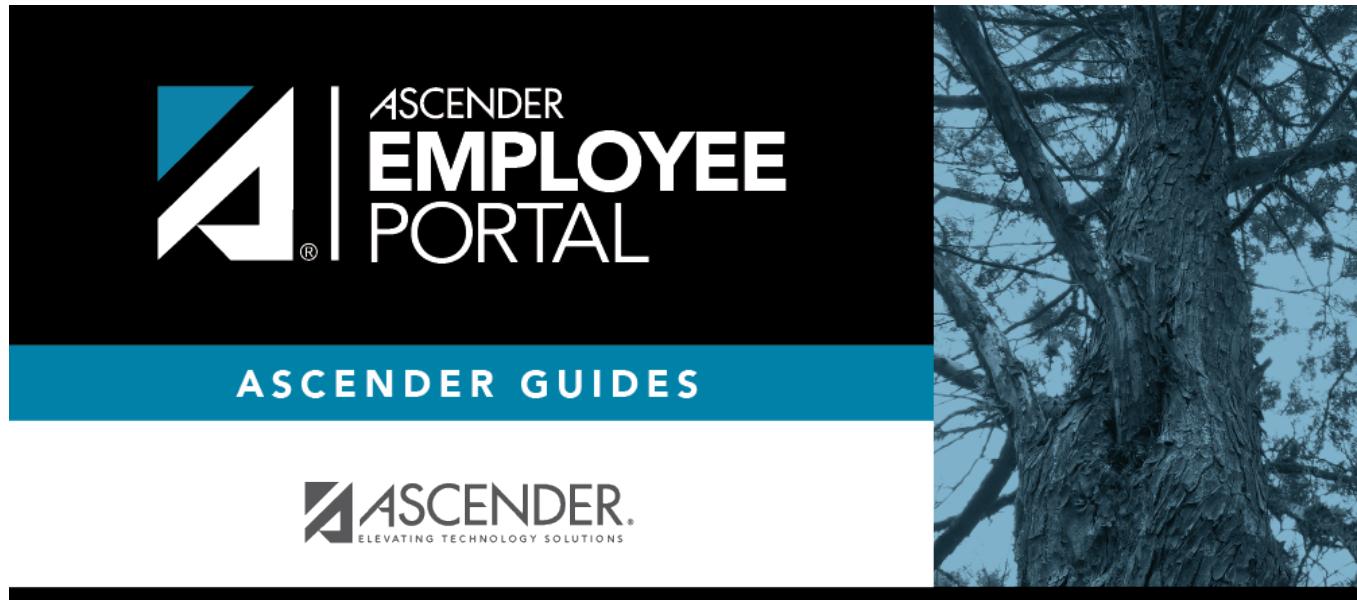
TIP: If you have any existing approved, pending, or saved travel requests, the entry is displayed for that day on the calendar. You can click the entry to open the details of the request.



□ Click **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**.

A screenshot of a modal window titled 'Add Travel Request'. It contains fields for 'From Date' (set to 03-22-2022) and 'To Date' (set to 03-22-2022). A 'Campus' dropdown menu is set to '001'. At the bottom right are 'Add' and 'Cancel' buttons.

□ Click **Add** to open the Travel Requests page and continue entering the details of your request.



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