



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



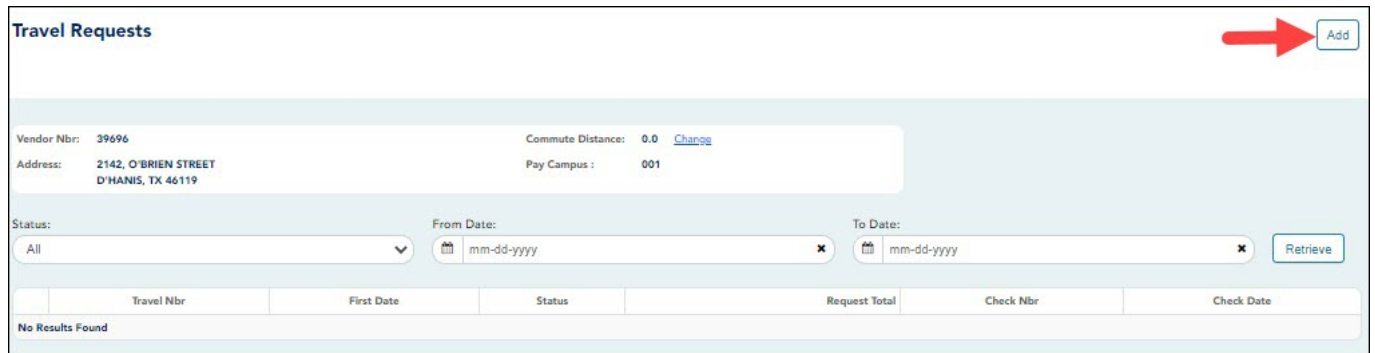
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ELEVATING TECHNOLOGY SOLUTIONS



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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. In the top right corner, there is a blue 'Add' button, which is pointed to by a red arrow. Below the header, there is a form with fields for 'Vendor Nbr: 39696', 'Address: 2142, O'BRIEN STREET D'HANIS, TX 46119', 'Commute Distance: 0.0', and 'Pay Campus: 001'. There is a 'Status' dropdown menu set to 'All', and 'From Date' and 'To Date' fields with date pickers. A 'Retrieve' button is located to the right of the date fields. At the bottom, there is a table with columns: 'Travel Nbr', 'First Date', 'Status', 'Request Total', 'Check Nbr', and 'Check Date'. The table currently shows 'No Results Found'.

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 has a title bar with a close button (X). The form contains 'From Date' and 'To Date' fields, each with a calendar icon and a text input field showing 'mm-dd-yyyy'. Below these is a 'Campus' dropdown menu with '001' selected. At the bottom right, there are 'Add' and 'Cancel' buttons.

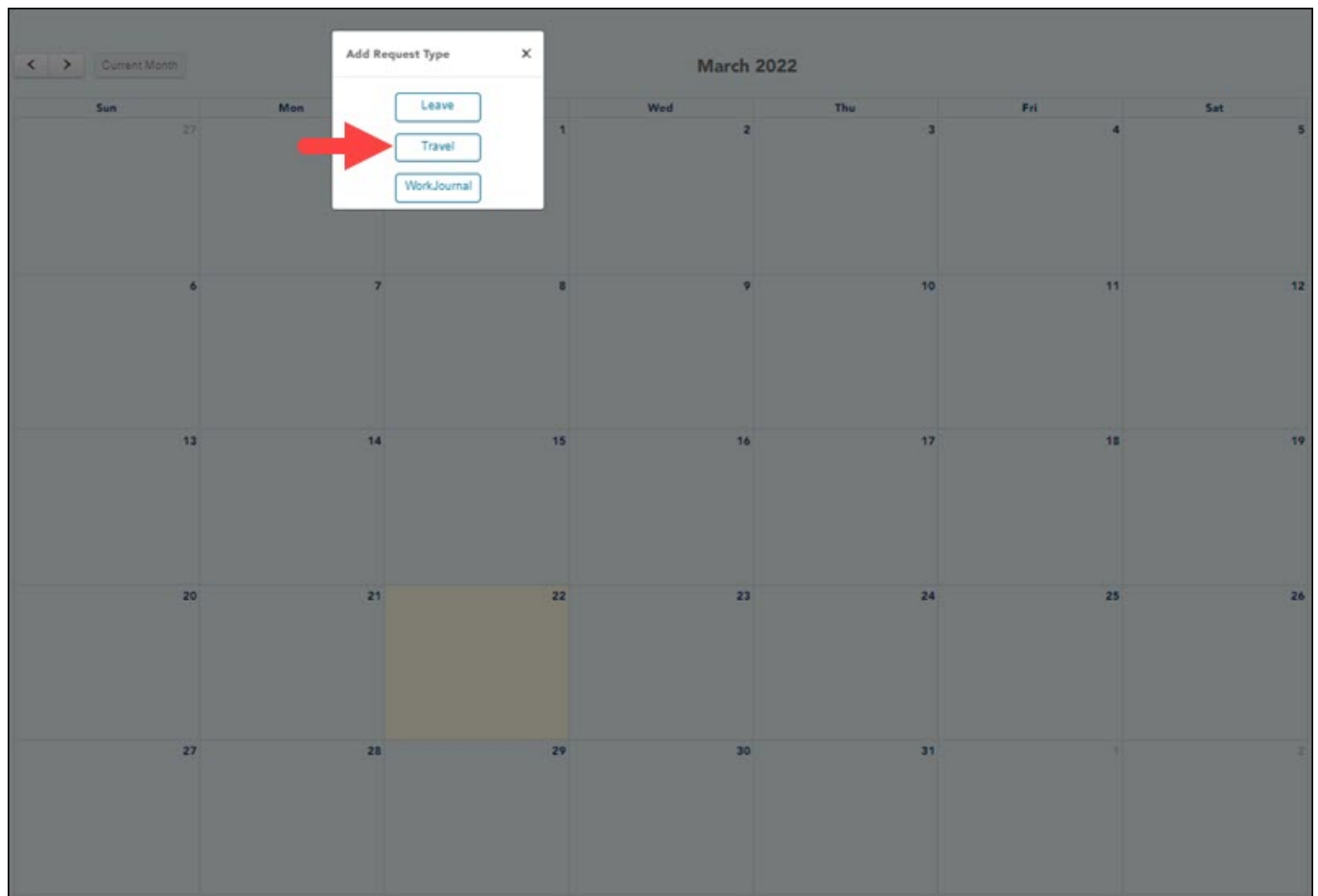
☐ In the **From** and **To Date** fields, type the dates or click to select the date(s).

☐ 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**.

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



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