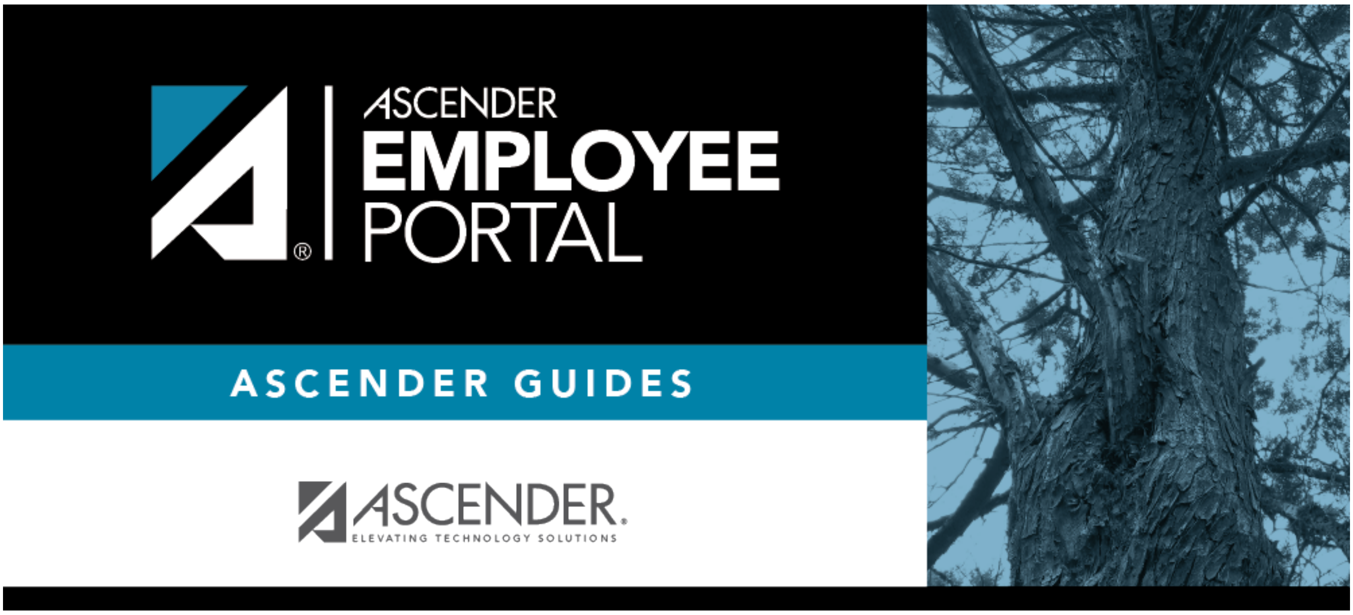
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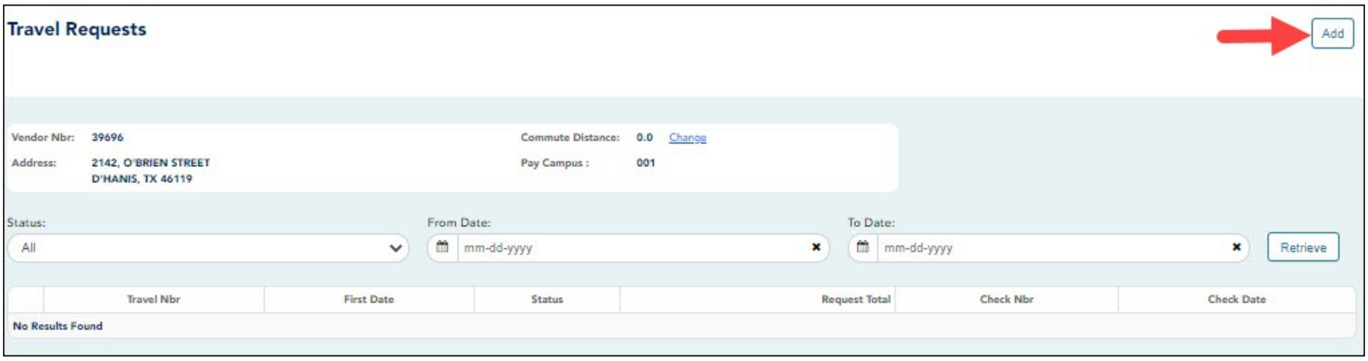
You have two options to create a travel request.

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



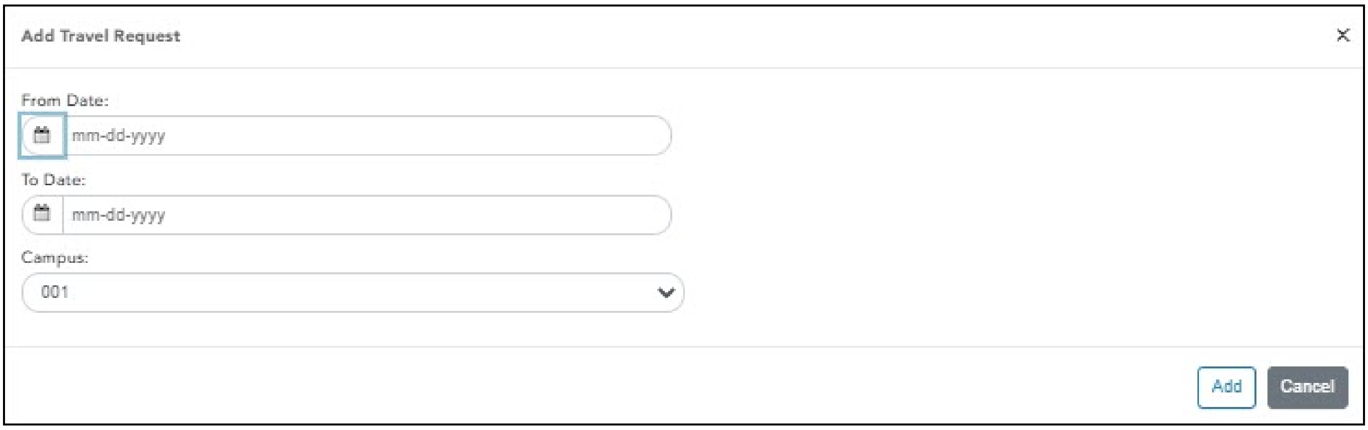
Travel Requests

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

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



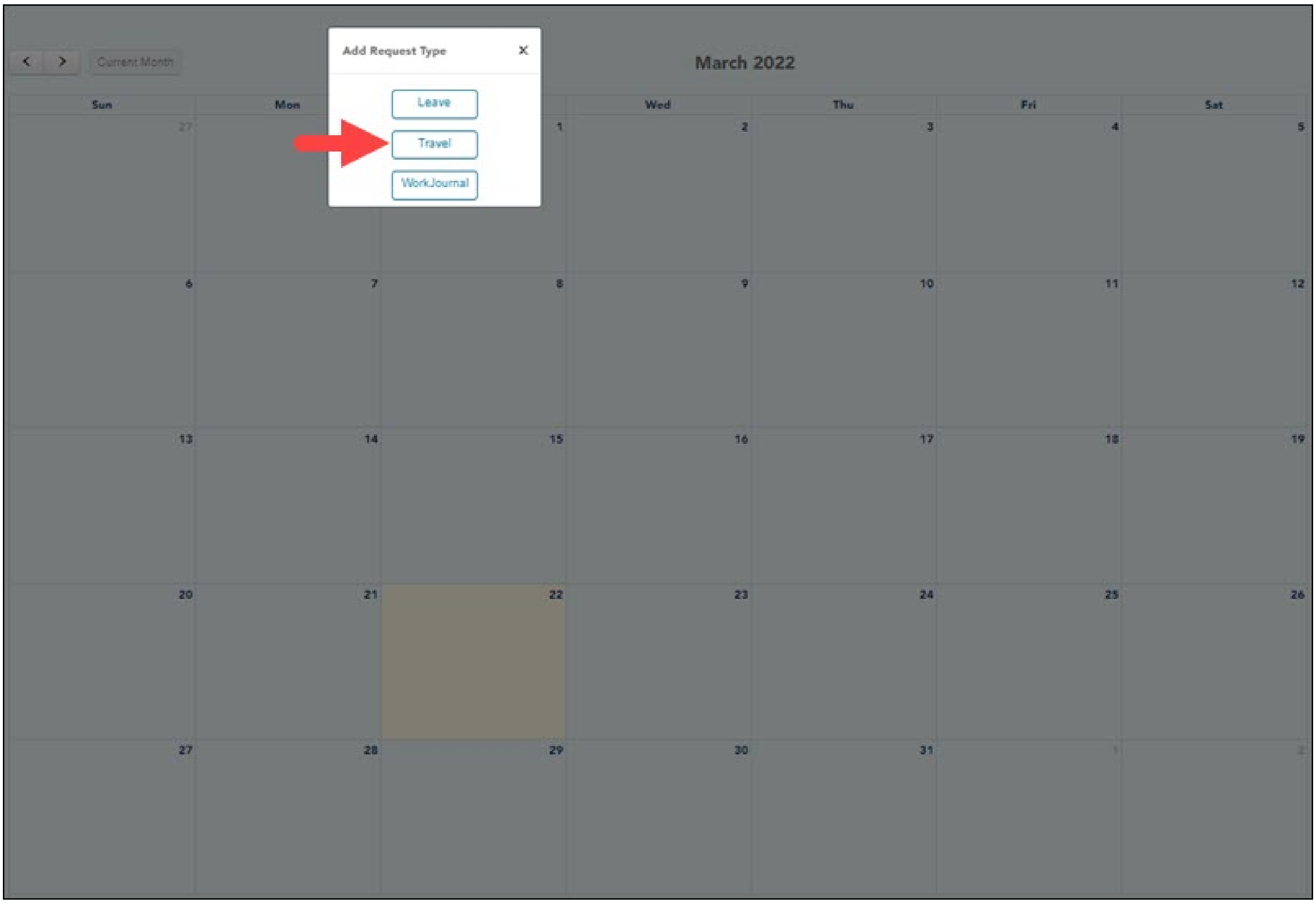
Add Travel Request

From Date: mm-dd-yyyy
To Date: mm-dd-yyyy
Campus: 001

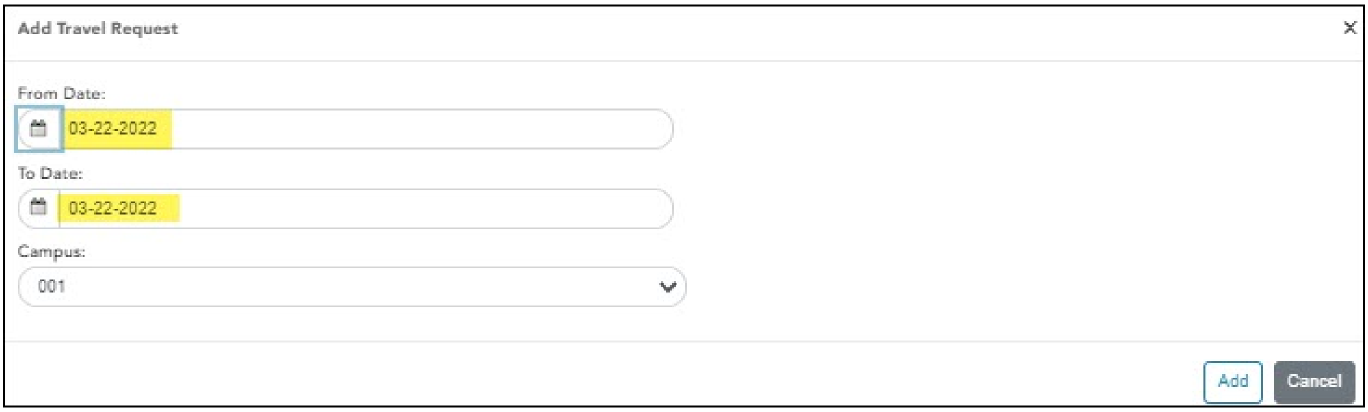
- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.

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.


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

☐ 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**.

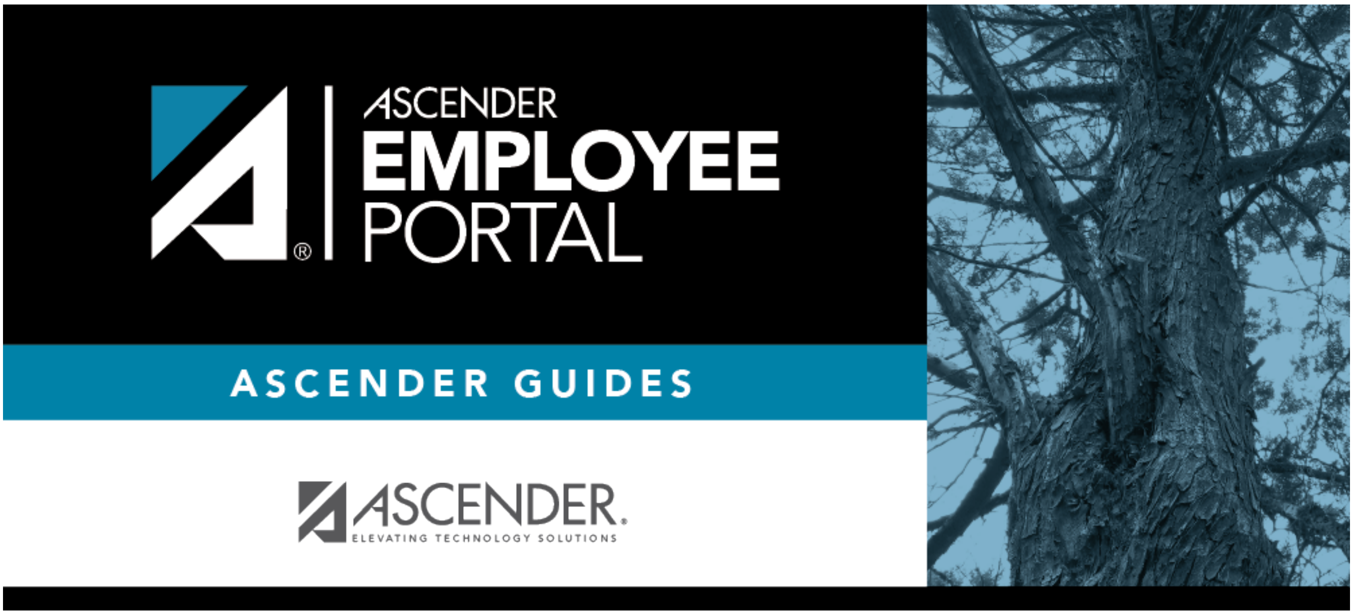

Add Travel Request
Add
Cancel

From Date: 03-22-2022

To Date: 03-22-2022

Campus: 001

- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.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