



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



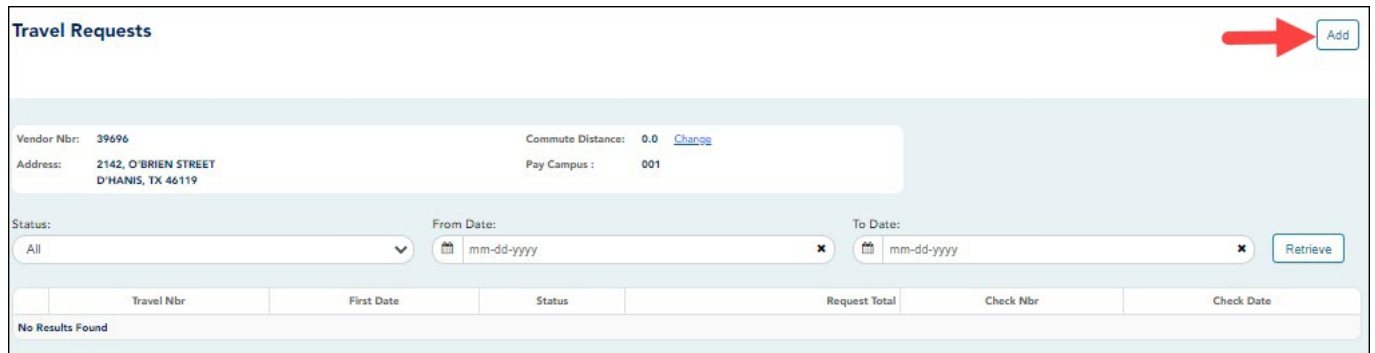
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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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. A red arrow points to this button. 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 next to 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.



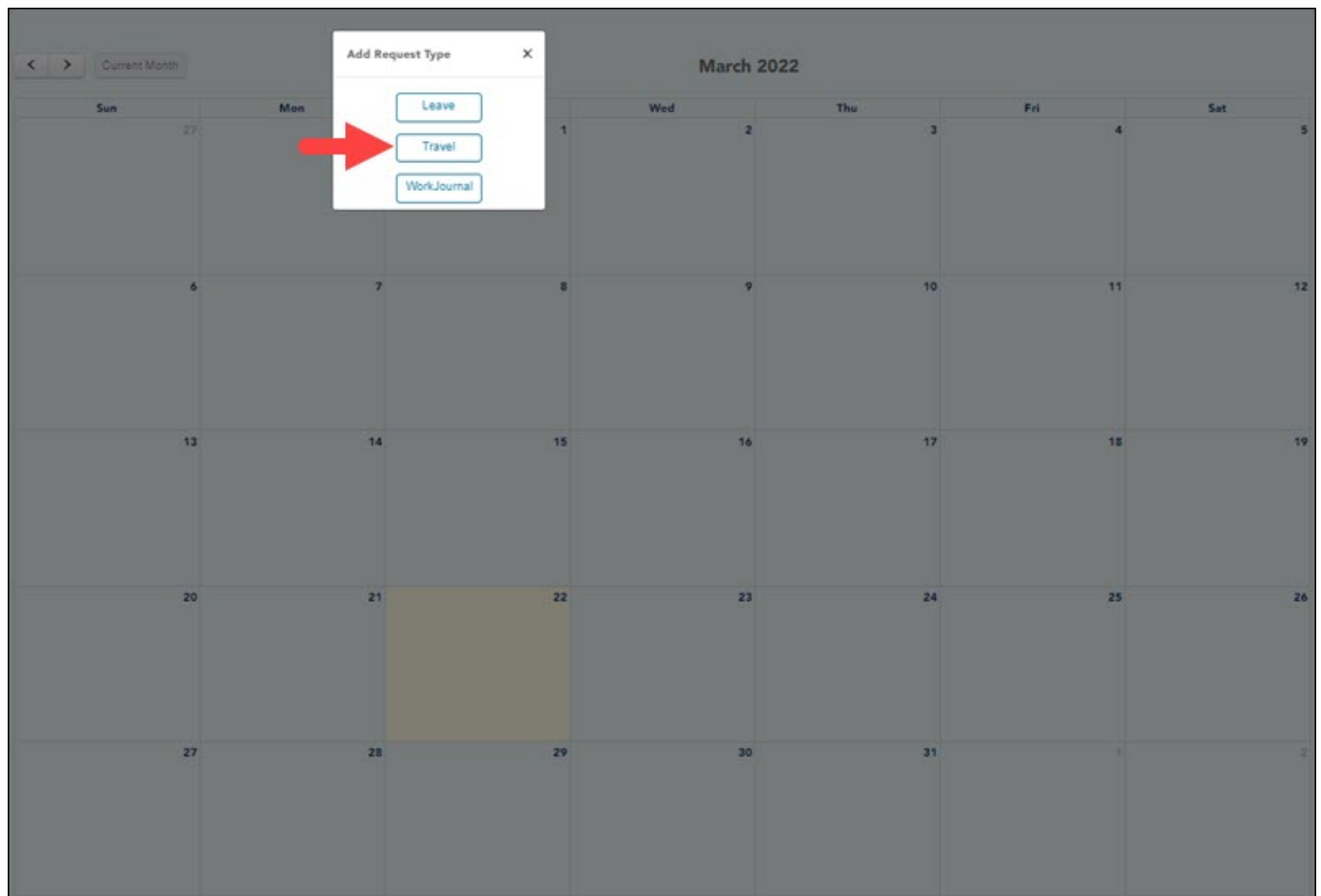
The screenshot shows the 'Add Travel Request' pop-up window. It has a close button (X) in the top right corner. The form contains 'From Date' and 'To Date' fields with date pickers, and a 'Campus' dropdown menu set to '001'. At the bottom right, there are 'Add' and 'Cancel' buttons.

- 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.



❑ 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**.

- 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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