



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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☐ Complete the following information for the request:

The **Depart** and **Return** fields are automatically populated with the dates and times selected in the Add Travel Request pop-up window.

☐ After all travel details have been entered for the first day's entry, the **Copy from Previous Day** check box is displayed on subsequent entries. Select this check box to copy all travel details from the previous day's entry and make changes as needed. This feature overrides any existing data and replaces it with the previous day details. If selecting this check box on the last travel day and the day from which you are copying has a dinner amount, the **Dinner** field will not be populated if the return time is not later than the **Dinner Eligible Return Time** as defined in ASCENDER Finance.

Contact	Type the name of your contact person at the destination. This field can be a maximum of 40 characters and is required.
Purpose	Type the purpose of the trip. This field can be a maximum of 180 characters and is required.

☐ Under **Point of Origin**:

Origin Description	Type a description for the starting location.
Origin Address	Type the address at which you started.
City	Type the city name for origin address. This field can be a maximum of 25 characters.
State	Click ▼ to select a state for the origin address.
Zip	Type the five-digit zip code for the origin address.

☐ Under **Destination**:

Destination Description	Type a description for the ending location.
Destination Address	Type the address to which you traveled.
City	Type the city name for the destination address. This field can be a maximum of 25 characters.
State	Click ▼ to select a state for the destination address.
Zip	Type the five-digit zip code for the destination address.

☐ Under **Travel Detail**, there is an entry section for each travel day. Complete the applicable fields:

Mileage Start	Type the beginning odometer reading. If this field is used, leave the Map field blank.
Mileage Stop	Type the ending odometer reading. If this field is used, leave the Map field blank.
Mileage Map	This field can be used to enter the total reimbursable miles. If this field is used, leave the Mileage Start/Stop fields blank. Type the number of miles from the point of origin to the destination point if one-way, calculated using mapping software. For round-trip, double the mileage of the one-way total.

Round Trip	Select to indicate that the entry is round trip with the same mileage each way (two one-way trips, one from Point A to Point B and the other from Point B to Point A). Selecting Round Trip doubles the total mileage for the entry.
Commute	Select to include your commute distance in the mileage calculation. This is the mileage that you would normally travel from home to work and vice versa. If Round Trip is selected, the commute mileage is deducted twice from the total mileage. If Round Trip is not selected, the commute mileage is only deducted once from the total mileage. For example, if you enter a one-way trip leaving from home to a destination for a total of 50 miles and your commute distance is set to 20 miles, then your total mileage for the request is 30 miles (50 - 20).
Tot	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
Mileage Rate	The mileage reimbursement rate is displayed. This rate is set up in ASCENDER Finance according to the travel dates.
Total Mileage Amount	The total amount to be reimbursed for the entry (Total Mileage - Commute Distance x Mileage Reimbursement Rate) is displayed.
Accommodations	If a hotel stay was necessary, type the name of the hotel. This field can be a maximum of 35 characters. The hotel expense can be paid one of two ways: You can pay the bill and request reimbursement. In this case, type the amount in the Reimbursement Amt field. The hotel can direct bill the LEA or service center. In this case, type the reference number in the Direct Bill Ref Nbr field (up to 20 characters).
Meals	In the Breakfast, Lunch, and Dinner fields, type the amount for incurred meal expenses. These amounts cannot exceed the limits set by your EmployeePortal administrator in ASCENDER Finance. Notes: • To be reimbursed for breakfast on the first travel day, the from (departure) time must be earlier than the Breakfast Eligible Depart Time as defined in ASCENDER Finance. • To be reimbursed for dinner on the last travel day, the to (return) time must be later than the Dinner Eligible Return Time as defined in ASCENDER Finance. If you need further information about these amounts and times, contact your supervisor or EmployeePortal administrator.
Meal Override	Select if any meal expenses for the date exceeded the limits. If selected, an explanation is required in the Override Reason field.
Meal Total	The sum of expenses for breakfast, lunch, and dinner is displayed.
Additional Expenses	In the Parking, Taxi, or Misc fields, type the amount of any parking, taxi, or miscellaneous expenses for the day. The Misc field is used for expenses that do not fall under any of the other categories. If an amount is entered in the Misc field, an explanation is required in the Misc Reason field.

Additional Expense Total	The sum of all additional expenses for the day is displayed.
Daily Total	The sum of all expenses for the day is displayed.

Assign account codes:

☐ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.



The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.

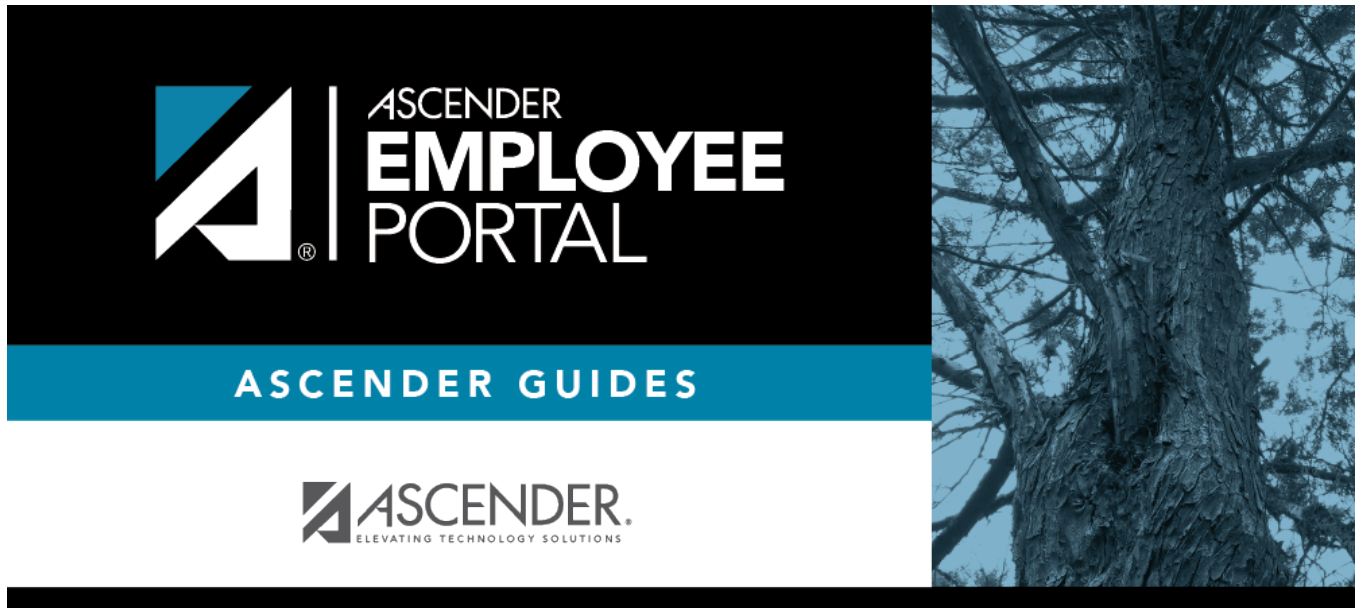
- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click  to open the Account Codes pop-up window and search for an account code.
 - Type the applicable account code components, click  to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
 - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
 - Click **Clear** to clear your selections.
 - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

☐ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.

The total percentage and amount distribution for all accounts listed is displayed.

☐ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.



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