ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

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❏ Complete the following information for the request:

Date	The travel date is automatically populated with the date you selected in the Add Travel Request window but can be changed. Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click 📅 to select a date from the calendar.
From Time	Type the time at which you departed the origin location (start time) in the HH MM AM/PM format. Or, click ⊙ to select the start time.
To Time	If the entry is round trip, type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. If the entry is a one-way trip, type the time you arrived at your destination. Or, click ⊙ to select the end time.
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.
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.
Tot	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
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).
Mileage Rate	The mileage reimbursement rate is displayed. This rate is set up in the ASCENDER Finance application 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.
Misc Amt	Type the amount of any additional expenses for items such as tolls, parking fees, etc. In the **Misc Reason** field, indicate the reason for the miscellaneous amount.

💡 **TIP**: If the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled, the Location Locking feature has been enabled by your EmployeePortal administrator and you must click the Locations link to select from a predefined list of travel locations and distances.
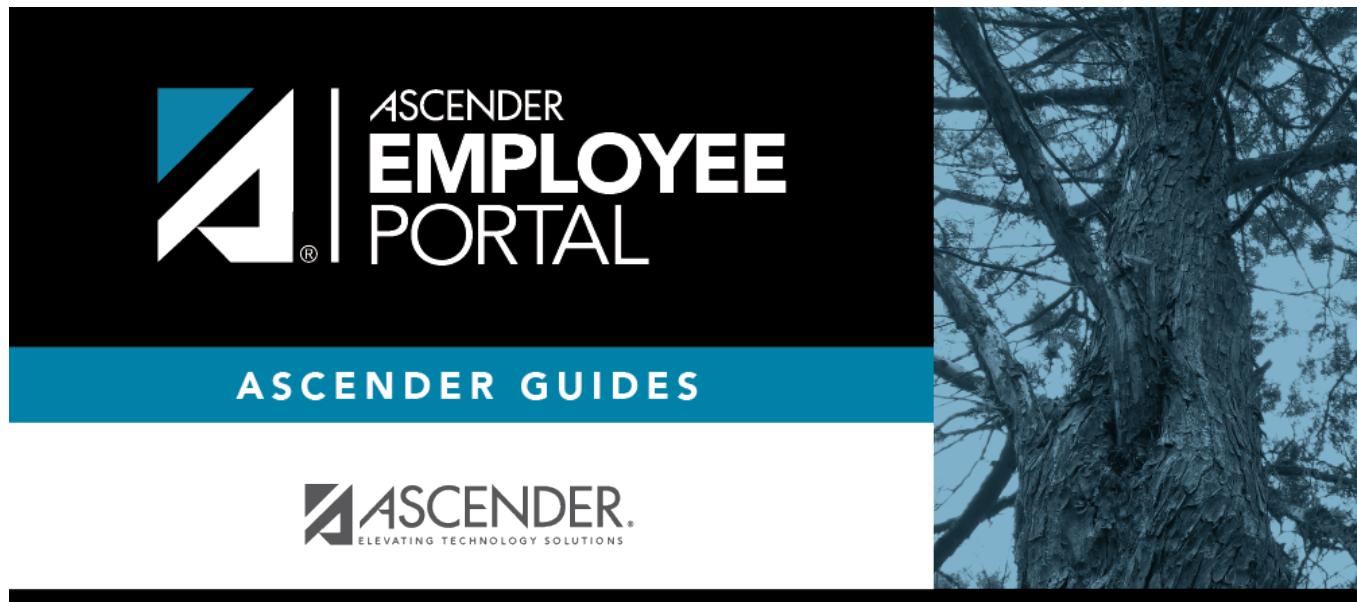
❑ Under **Point of Origin**:

Origin Description	Type a description for the starting location.
Origin Address	Type the address at which you started.
City	Type the city name for the 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.

❑ If Location Locking is enabled, click the **Locations** link to open and select from a predefined list of travel locations.

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