



Table of Contents

Mileage travel request:

If entering a single travel date or multiple consecutive travel dates for non-extended travel (mileage & incidentals), ensure the following fields are completed:

From Date	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click  to select a date. If entering a single date of travel, a To Date is not necessary.
To Date	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click  to select a date.
Campus	<p>The campus is automatically populated with your assigned pay campus.</p> <p>Admin Note: The pay campus is retrieved from the highest pay frequency where the employee is active.</p>

If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

Do not select the **Overnight Trip?** check box for non-extended travel.

Note: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the EmployeePortal calendar or the Travel Request page.

[Mileage Travel Request](#)

The Travel Summary is displayed at the top of the page with the following details:

Note: If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous

items).

- **Account** - Displays the assigned account codes to be expensed.
- **Amount** - Displays the amount to be expensed for each assigned account code.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved*, *Pending*, or *Returned*).

Extended travel request:

If entering multiple consecutive travel dates for extended travel (mileage, lodging, meals, and incidentals), complete the following fields:

From Date	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click  to select a date. If entering an extended travel request, indicate the first date of travel.
To Date	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click  to select a date. If entering an extended travel request, indicate the last date of travel.
Campus	The campus is automatically populated with your assigned pay campus. Admin Note: The pay campus is retrieved from the highest pay frequency where the employee is active.

If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

Select the **Overnight Trip?** check box. The time fields are displayed.

Note: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

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	Type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. Or, click  to select the end time.

Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the EmployeePortal calendar or the Travel Request page.

The Travel Summary is displayed at the top of the page with the following details:

Note: If you are entering a new request, this information is blank.

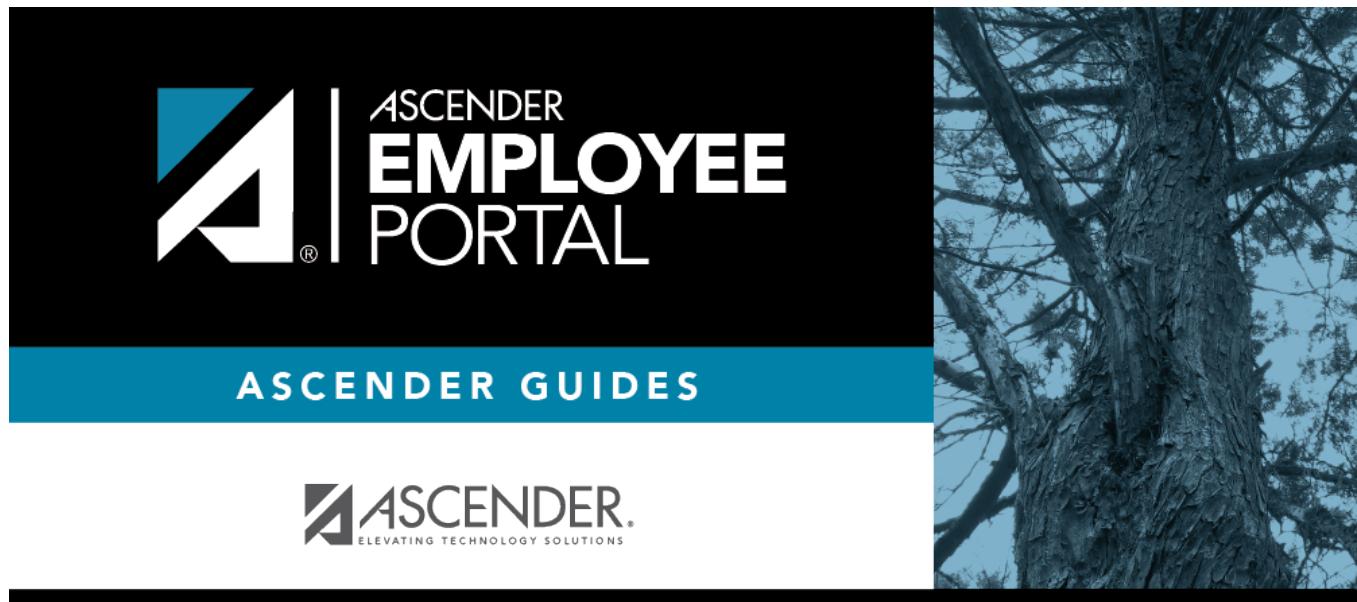
- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved, Pending, or Returned*).

Once you have completed your travel request:

- Click **Save** to save the request without submitting it for approval. The **Documents** button at the top of the page is enabled allowing you to [upload documents](#) such as receipts, maps, etc. Once the request is saved, you can return to it at a later time to make changes and/or submit it for approval.
- Click **Submit** to submit the request for approval. The request is sent through the appropriate approval path.

You will receive an email message when the request is approved/returned.

- Click **Print** to print the request details.
- Click **Cancel** to cancel the request and return to the Travel Requests page.



Back Cover