

ENTERING A TRAVEL REQUEST

The screenshot shows the 'Web Human Resources' portal for the Jordan School District. The page is viewed in Internet Explorer and contains several navigation and task management sections. The 'Task Processes' section is expanded to show 'Travel Request' as an available option. Other sections include 'Task History' and 'Unread Notifications'.

Task Processes

- Miscellaneous Change Form
- Miscellaneous New Hire Form
- Notice of Resignation
- Sick Bank Request
- Travel Request**

Task History

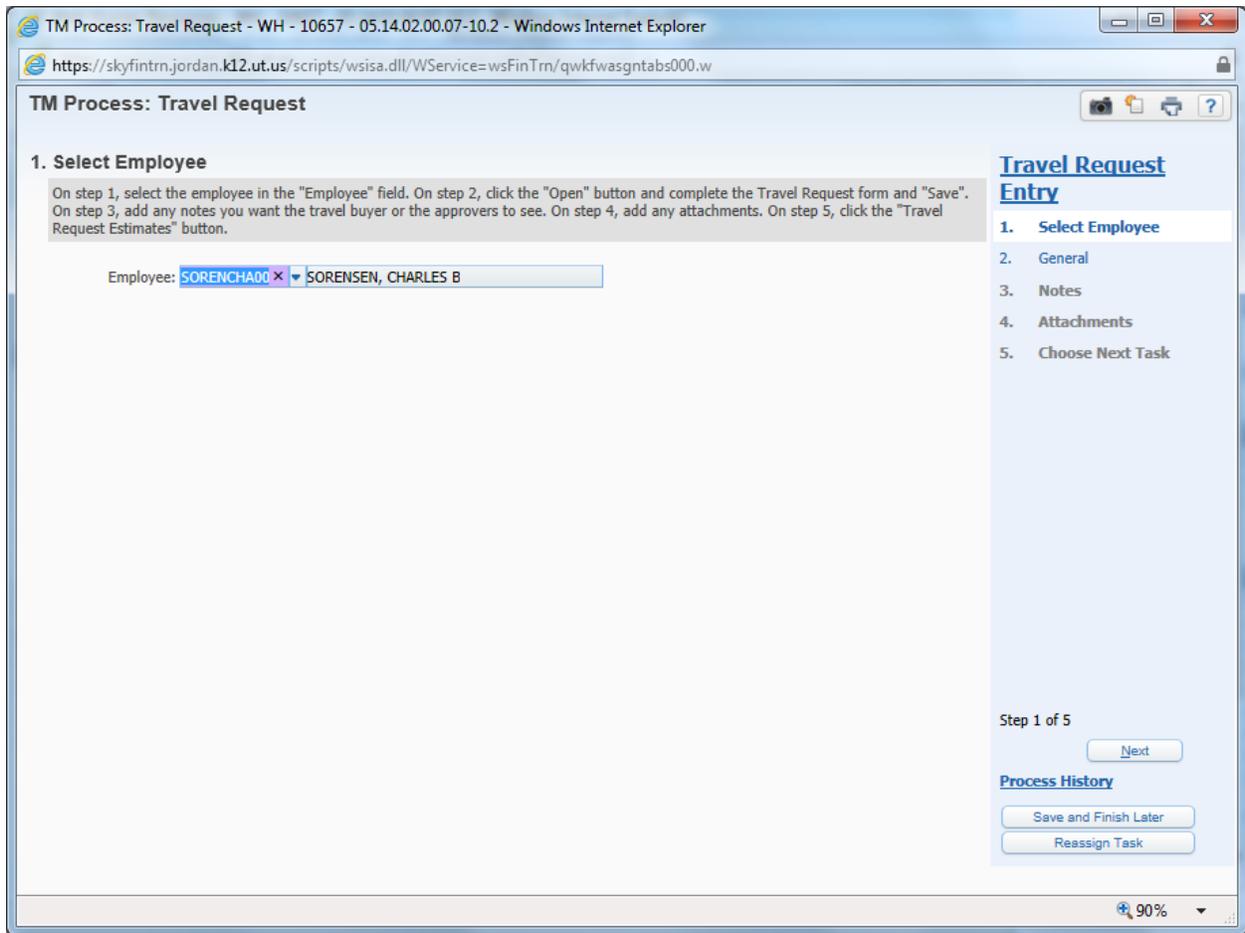
Created	Process Description	Subject
Thu Apr 24 10:07am	Travel Request	
Fri Feb 28 3:29pm	Travel Request	HUGHES
Fri Feb 28 2:57pm	Travel Request	URRY
Wed Jan 29 4:34pm	Travel Request	BROOKS
Thu Mar 13 1:56pm	Travel Request	HANVEY
Thu Mar 13 12:30pm	Travel Request	LARSON
Fri Feb 28 3:36pm	Travel Request	BRUSSOW
Tue Feb 11 12:12pm	Travel Request	STEWART
Thu Jan 23 12:06pm	Licensed Change Form	WELCH
Fri Feb 28 3:26pm	Travel Request	HUGHES

Unread Notifications (28)

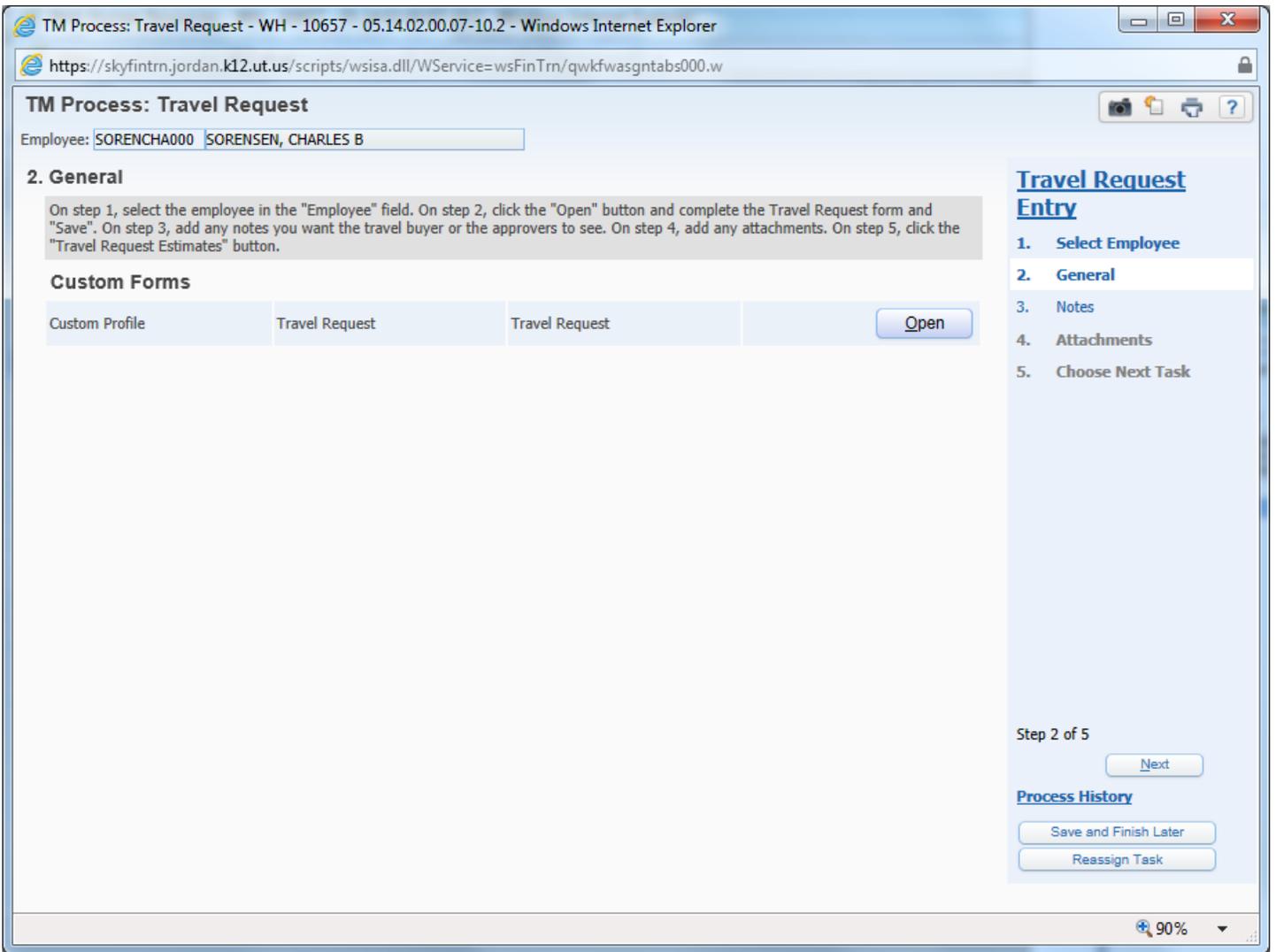
Date sent	Task Summary	Subject
Fri Mar 21 9:25am	Travel Request Complete	LARSON,
Fri Mar 21 9:22am	Travel Request Complete	BRUSSOW,
Fri Mar 21 9:20am	Travel Request	HANVEY,

From either the Human Resource page or the Employee Access page you can access Task Processes. In that section you will see an option for Travel Request. If you have been given authorization to complete a travel request you can begin the process here.

Please note: The department paying for the travel should be the department initiating the request process.



Your first step will be to select an employee. A step by step guide is provided for you at the top of each page. The instruction number corresponds to the process list on the right side of the screen.



Open the travel request custom profile to complete the travel request form.

Travel Request - WH - 10657 - 05.14.02.00.07-10.2 - Windows Internet Explorer
 https://skyfintrn.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFinTrn/qqudfedit007.w?isPopup=true

Travel Request
 Name: SORENSEN, CHARLES B. Employee Type: Admn Certified Building Code: 024

* Name on DL: Charles Brad Sorensen Employee Phone: (801) 949-5737 * Date Submitted: 04/08/2014 Tuesday
 * Location: Administrators Employee's Gender: M Employee's Birth Date: 04/26/1970 Sunday

* Conference Title: Administrator Training * Conference Location: Baltimore, Maryland
 * Sponsoring Organization: NSPRA * Others Attending: no
 * Conference Start Date: 07/13/2014 Sunday * Conference End Date: 07/16/2014 Wednesday
 * Purpose: Professional Development * Benefit to JSD: Help schools

* Budget Director: Charles Brad Sorensen * Fund: 10 * Loc: 028 * Program: 0050 * Function: 1090 * Object: 610
 * Departure Date: 07/11/2014 Friday * Departure Time: 08:00 AM Frequent Flyer: NO
 * Return Date: 07/17/2014 Thursday * Return Time: 05:00 PM

Prepaid Expenses	* Registration Amount: 715.00	* Registration Other Amount: 0.00	Registration: 715.00
	* Air Fare Amount: 458.00	* Shuttle Amount: 30.00	Travel: 488.00
	* Lodging # of Nights: 4	* Lodging Nightly Rate: 189.00 X	Lodging: 876.96
	* Lodging Nightly Tax/Fee: 30.24		Prepaid Expense Total: 2,079.96

Postpaid Expenses	* Travel Day # of Days: 2	Travel Day Rate: 31.00	Per Diem: 203.00
	* Non-travel Day # of Days: 3	Non-travel Day Rate: 47.00	Mileage: 0.00
	* Auto Mileage: 0	Auto Mileage Rate: 0.5600	
	* Ground Transportation: 50.00	* Baggage Fee: 0.00	
	* Auto Rental and Parking: 0.00	* SLC Airport Parking: 70.00	
	* Auto Air Fare Equivalent: 0.00	* Other Reimbursement: 0.00	Other Expenses: 120.00
	Comments: Brad wants to fly in early for the conference and will pay for the two extra nights hotel. Conference ends Wednesday night with a banquet.		Postpaid Expense Total: 323.00
			Total Travel Cost: 2,402.96

Actual Expenses Actual Registration: 0.00 Actual Travel: 0.00 Actual Lodging: 0.00 Actual Expense Total: 0.00

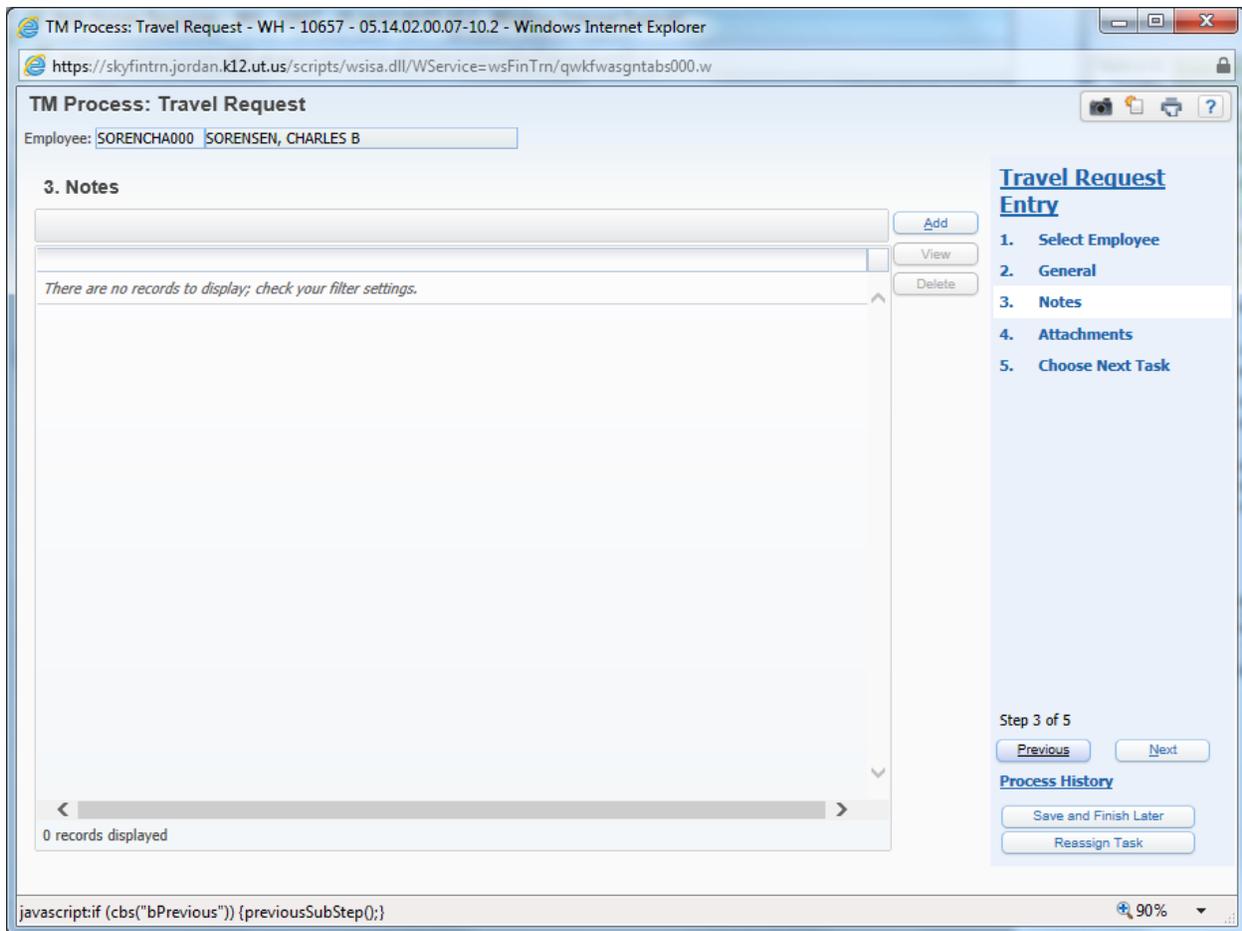
Asterisk (*) denotes a required field

The information you provide on this form is very important. Note that the name field says "Name on DL" this is the name that will be on the airline ticket so it MUST match their government issued identification. A name correction after a ticket has been issued will result in a \$200 penalty assessed by the airline.

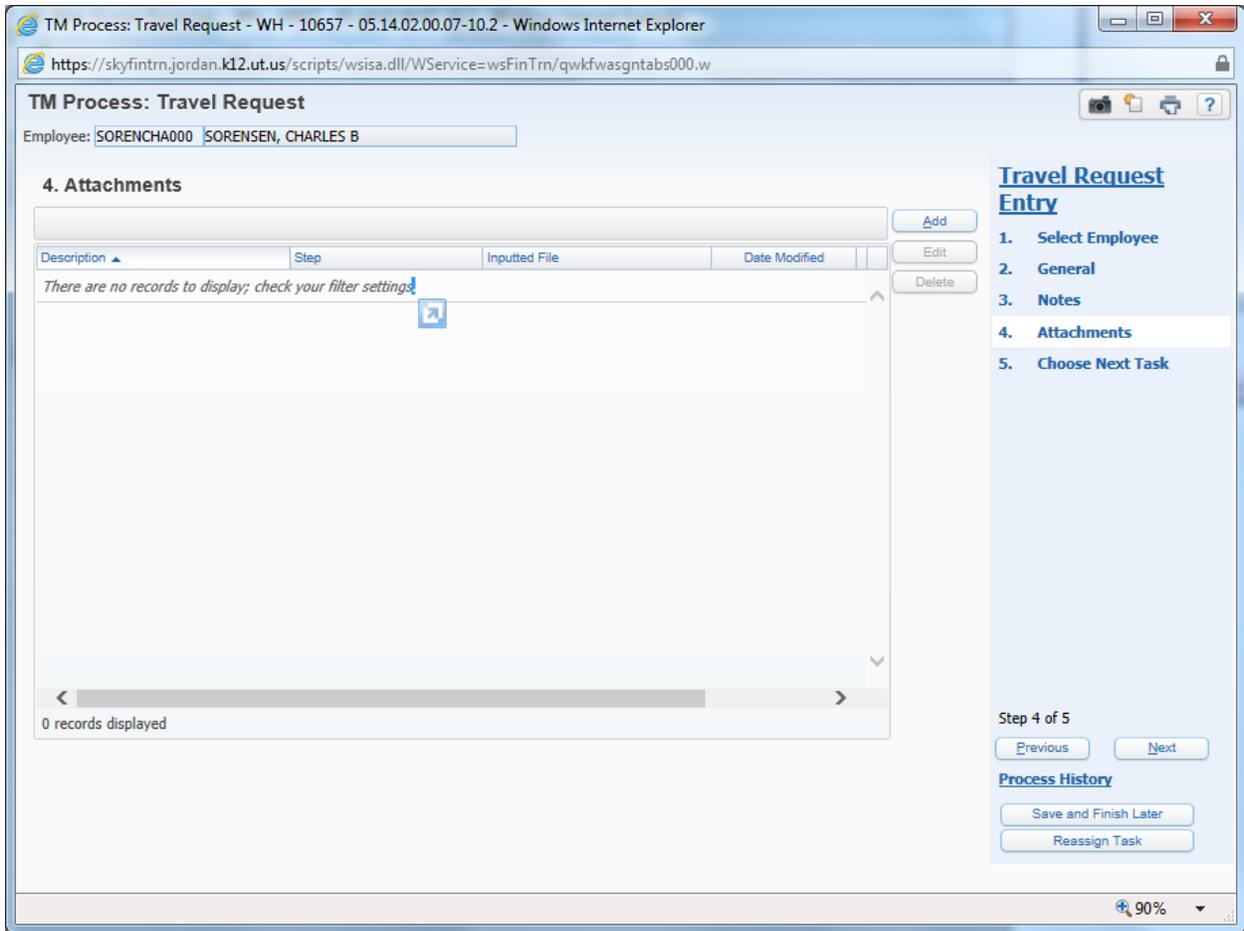
An asterisk denotes a required field. Some of the boxes in the EXPENSES columns are not applicable and in that case 0.00 will suffice.

The comments field does not require an entry. Information that would be helpful in an audit would go in this field. Such as "Land trust funds being used so only air, hotel and conference may be included", "travel dates differ from conference dates as _____ will be staying longer to attend post conference meetings". This information will be visible once the travel on the travel request report.

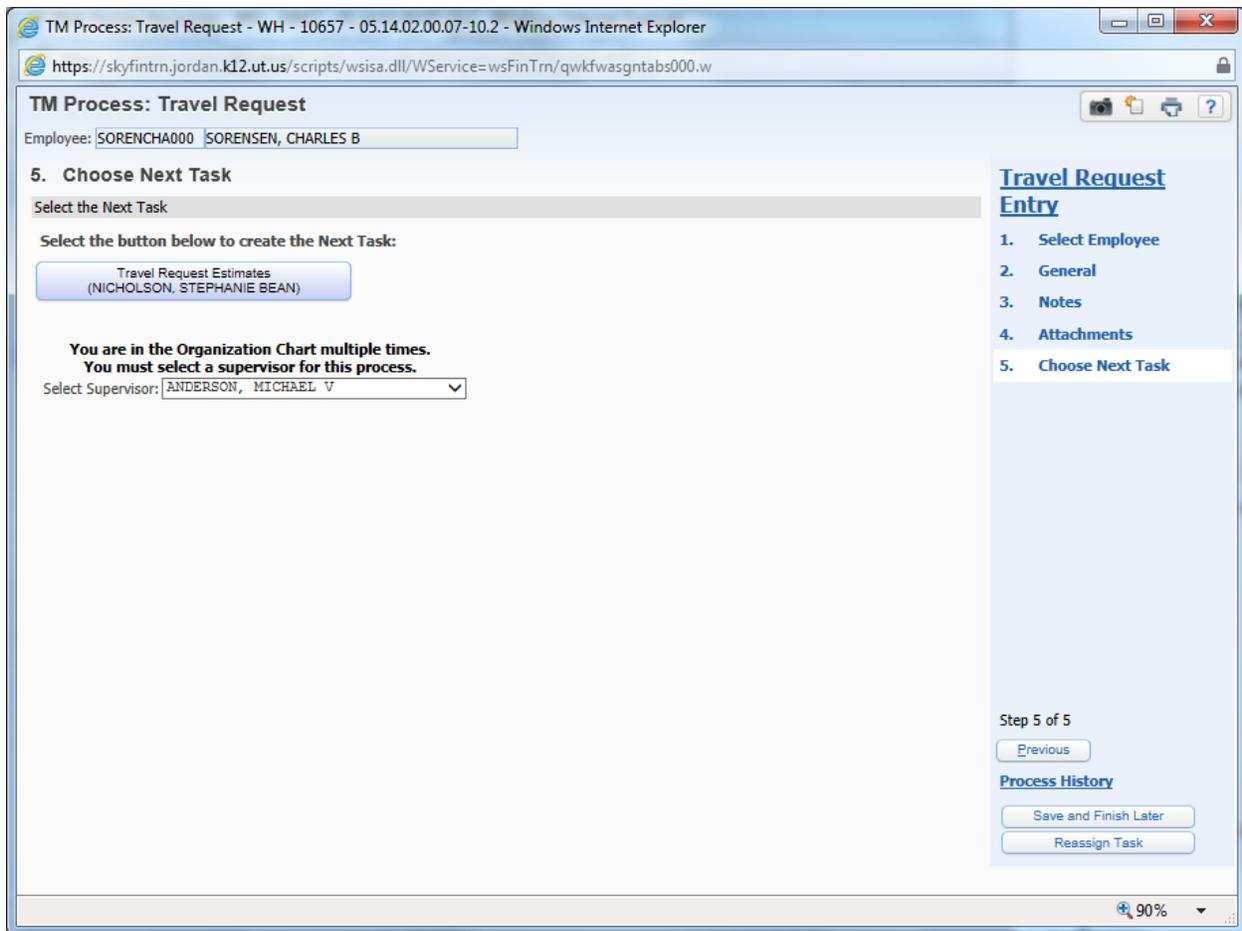
If any information is missing or incorrect the request will be rejected back to the initiator requesting that corrections be made. The process will be stopped until the requested changes are completed.



No entry is required here however, if the traveler has flight/time preferences, seating preferences or any other special requests they can be entered here. This information will not be visible once the request has been completed.



No entry is required on this step but if the traveler is attending a conference or meeting you will attach a URL or PDF with that information here.



Once you have completed steps 1-4 you will start the approval process. An org chart has been built for all of those authorized to enter travel requests. Click on the button on the **left side** of the screen to send it for travel estimates. An email will be sent to the initiator and the traveler keeping them apprised of the requests progress. Once all of the approvals are completed the request is sent back to the travel buyer for booking.