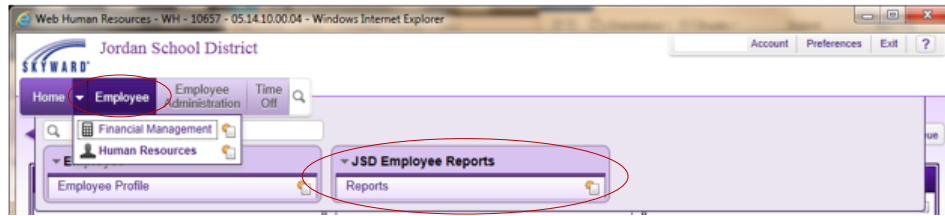
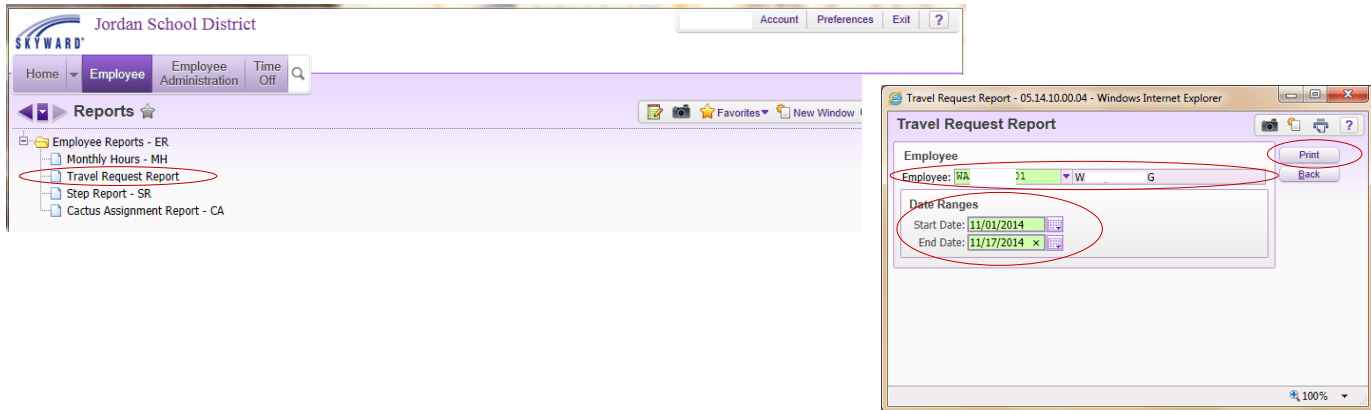


Travel Request Report

Login in to Skyward Finance on the Web. In **Human Resources** click the **Employee** tab. Under **JSD Employee Reports** click **Reports**.



Click **Travel Request Report**. In the **Employee** box, enter the **name key** of the employee you want on your report. Enter the **Date Range** of the **Departure** and **End** dates of travel in the **Start** and **End Date** fields you want included on your report. **Print**. The reporting will process on your Print Queue.



Here is an example of the **Travel Request Report**. The details for the request are displayed. Under **Task History** you can view the history dates, status and assignees of the request. The **request is complete when the initiator receives an email saying so**. When an **NPO or Check Request** is submitted for other expenses accrued during travel, this report should be attached to the **NPO or Check Request**.

Name		Employee Type: Administrator	Building Code: 8-1		
Name on DL: N	Employee Phone: (801) 9: 23	Date Submitted: 11/03/14	Monday		
Location: Ed Support	Employee's Gender: F	Employee's Birth Date: 02/15/55	Tuesday		
Conference Title:	Conference Location: Denver				
Sponsoring Organization: National	Others Attending: none				
Conference Start Date: 11/04/2014	Conference End Date: 11/07/2014	Friday			
Purpose: Be a better	Benefit to JSD: Be a better				
Budget Director: N	Fund: 10	Loc:	Program: 0050		
Departure Date: 11/04/2014	Departure Time: 07:00 AM	Frequent Flyer:	Function: 1090		
Return Date: 11/07/2014	Return Time: 06:00 PM		Object: 610		
Prepaid Expenses	Registration Amount: 50.00	Registration Other Amount:	Registration: 50.00		
	Air Fare Amount: 250.00	Shuttle Amount:	Travel: 250.00		
	Lodging # of Nights: 3	Lodging Nightly Rate: 150.00	Lodging: 510.00		
	Lodging Nightly Tax/Fee: 20.00		Prepaid Expense Total: 810.00		
Postpaid Expenses	Travel Day # of Days: 2	Travel Day Rate: 31.00			
	Non-travel Day # of Days: 3	Non-travel Day Rate: 47.00	Per Diem: 203.00		
	Auto Mileage:	Auto Mileage Rate: 0.56	Mileage:		
	Ground Transportation:	Baggage Fee:			
	Auto Rental and Parking:	SLC Airport Parking:			
	Auto Air Fare Equivalent:	Other Reimbursement:	Other Expenses:		
	Comments:		Postpaid Expense Total: 203.00		
			Total Travel Cost: 1,013.00		
Actual Expenses	Actual Registration:	Actual Travel:	Actual Lodging:		
			Actual Expense Total:		
Task History					
Date/Time	Task Summary	Status	Assignee	DC	Notes
11/03/14 8:28 am	Travel Request Entry	Completed	KI		
11/03/14 8:31 am	Travel Request Estimates	Completed	SI	NICHOLSON	
11/03/14 10:33 am	Travel Request Approval	Completed	NU		
11/04/14 4:23 pm	Travel Request Approval	Completed	UJ		Y
11/04/14 4:27 pm	Travel Request Approval	Completed	JK		Y
11/04/14 4:33 pm	Travel Request Booking	Completed	SI	NICHOLSON	
11/04/14 4:33 pm	Travel Request Complete	Auto Completed	KI		

***** End of report *****