## **ENTERING A TRAVEL REQUEST**

🥝 Web Human Resources - WH - 10657 - 05.14.02.00	.07-10.2 - Windows Internet Explorer	
https://skyfintrn.jordan.k12.ut.us/scripts/wsisa.dll/	WService=wsFinTrn/shrhom01.w	
Jordan School District		Nadine Troxel Account Preferences Exit ?
Home Employee Employee Administration Off		
📲 🕨 🛓 Human Resources	•	🚰 🔞 🖕 Favorites 🕶 怕 New Window 🖶 My Print Queue
Jump to Other Dashboards	Task History 🥥	Jump to Other Systems
*Calendar	Created Process Description Subject	🗑 Financial Management
Employee	+ Thu Apr 24 10:07am Travel Request	L Human Resources
Task Manager	+ Fri Feb 28 3:29pm Travel Request HUGHES	🖌 Product Setup
Reset Dashboards Select Widgets	Fri Feb 28 2:57pm Travel Request URRY	
	Thu Mar 13 1:56pm Travel Request HANVEY	Unread Notifications (28)
Task Processes 2	Thu Mar 13 12:30pm Travel Request LARSON	Date sent Task Subject
1 Miscellaneous Change Form	Fri Feb 28 3:36pm Travel Request BRUSSOV	Travel Request
Miscellaneous New Hire Form	Tue Feb 11 12:12pm Travel Request STEWART	Complete
Notice of Resignation	Thu Jan 23 12:06pm Licensed Change Form WELCH     Fri Feb 28 3:26pm Travel Pequest HUGHES	Fri Mar 21 9:22am Complete BRUSSOW,
Sick Bank Request	< > >	
Travel Request	]	Fri Mar 21 9:20am Hold Heaven HANVFY.
! Task Manager (12) 🛛 🥑		
Date Task Summary Subject		
Hon Mar 24 3:01pm Requisition Approval 0000163850		
Hon Mar 24 3:02pm Requisition Approval 000016385		
Tue Mar 25 3:01pm Requisition Approval 0000163618		
Tue Mar 25 3:01pm Requisition Approval 000016393		
Tue Mar 25 3:01pm Requisition Approval 0000163524		
Tue Mar 25 3:45pmRequisition Approval 0000163963		
+ Tue Mar 25 5:05pmRequisition Approval 0000163957		
Tue Mar 25 5:05pmRequisition Approval 000016392		*
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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.

TM Process: 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/qwkfwasgntabs000.w	<b>a</b>
TM Process: Travel Request	📷 ち 🤠 ?
<ol> <li>Select Employee</li> <li>On step 1, select the employee in the "Employee" field. On step 2, click the "Open" button and complete the Travel Request form and "Save". On step 3, add any notes you want the travel buyer or the approvers to see. On step 4, add any attachments. On step 5, click the "Travel Descuent Extension" button</li> </ol>	Travel Request Entry
Employee: SORENCHADU X SORENSEN, CHARLES B	<ol> <li>General</li> <li>Notes</li> <li>Attachments</li> <li>Choose Next Task</li> </ol>
	Next Process History Save and Finish Later Reaction Tark
	×cer injectesn

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.

TM Process: Travel Request - V	WH - 10657 - 05.14.02.00.07-10.	2 - Windows Internet Explorer			
Attps://skyfintrn.jordan.k12.u	nt.us/scripts/wsisa.dll/WService=	wsFinTrn/qwkfwasgntabs000.w			<b>a</b>
TM Process: Travel Req	luest				📷 ち 🖶 ?)
Employee: SORENCHA000 SORENS	EN, CHARLES B				
2. General On step 1, select the employee i "Save". On step 3, add any note "Travel Request Estimates" huth	in the "Employee" field. On step 2, c is you want the travel buyer or the a	dick the "Open" button and complete approvers to see. On step 4, add any	the Travel Request form and attachments. On step 5, click the		ravel Request ntry Select Employee
Custom Forms				2.	General
Custom Profile	Travel Request	Travel Request	<u>O</u> pen	3. 4. 5.	Notes Attachments Choose Next Task
				Ste	p 2 of 5 Next Decess History Save and Finish Later Reassign Task € 90% ▼

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

C Travel Request - WH - 10657 - 05.14.02.00.07-10.2 - Windows Internet Explorer		x		
https://skyfintrn.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFinTrn/qqudfedit007.w?isPopup=true				
Travel Request	1 🕤 🔿 🛛	?		
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 Justaday	<u>S</u> ave			
* Location: Administrators Employee's Gender: M Employee's Birth Date: 04/26/1970 Sunday				
* Conference Title: Administrator Training * Conference Location: Baltimore, Maryland	Back			
* 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				
Maximum characters: 100, Remaining characters: 76 Maximum characters: 100, Remaining characters: 88				
* 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 V Frequent Flyer: NO				
* Return Date: 07/17/2014 Thursday * Return Time: 05:00 PM V				
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 × 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				
* Non-travel Day # of Days: 3 Non-travel Day Rate: 47.00 Per Diem: 203.00				
* Auto Mileage: 0 Auto Mileage Rate: 0.5600 Mileage: 0.00				
* 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 Postpaid Expense Total: 323,00				
will pay for the two extra nights hotel. Conference				
Maximum characters: 150, Remaining characters: 11 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	_			
	• 90%			

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.

TM Process: 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/qwkfwasgntabs000.w		
TM Process: Travel Request		📾 ち 🖶 ?
Employee: SORENCHA000 SORENSEN, CHARLES B		
3. Notes There are no records to display; check your filter settings.	Add View Delete	Travel Request         Entry         1. Select Employee         2. General         3. Notes         4. Attachments         5. Choose Next Task         Step 3 of 5         Previous       Next         Process History
O records displayed		Save and Finish Later Reassign Task
javascript:if (cbs("bPrevious")) {previousSubStep();}		<b>@ 90% 🔻</b> 🔐

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.

[] TM Process: Travel Rec	quest - WH - 10657 - 05.14.02	.00.07-10.2 - Windows Internet E	xplorer	
Attps://skyfintrn.jorda	an. <b>k12.ut.us</b> /scripts/wsisa.dll/V	VService=wsFinTrn/qwkfwasgnta	abs000.w	<b>≙</b>
TM Process: Trave	el Request			📾 ち 🖶 ?
Employee: SORENCHA000	SORENSEN, CHARLES B			
4. Attachments				Add Travel Request
Description 🔺	Step	Inputted File	Date Modified	Edit
There are no records to a	display; check your filter settings	_		Delete 3 Notes
		2		4. Attachments
				5. Choose Next Task
C records displayed			~	Step 4 of 5 Previous Next Process History Save and Finish Later Reassign Task
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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.

C TM Process: 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/qwkfwasgntabs000.w	<b>≙</b>
TM Process: Travel Request	📷 🛍 🖶 ?)
Employee: SORENCHA000 SORENSEN, CHARLES B	
5. Choose Next Task	Travel Request
Select the Next Task	Entry
Select the button below to create the Next Task:	1. Select Employee
Travel Request Estimates (NICHOLSON, STEPHANIE BEAN)	2. General
	3. Notes
You are in the Organization Chart multiple times.	4. Attachments
You must select a supervisor for this process.	5. Choose Next Task
	Step 5 of 5 Previous Process History Save and Finish Later Reassign Task
	€ 90% ▼

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.