Travel Request Report

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

Web Human Resources - WH - 10657 - 05.14.10.00.04 - Windows Internet Explorer	-	10		*
Jordan School District	Account	Preferences	Exit	?
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Employee Profile 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 report will process on your Print Queue.

Jordan School District	Account Preferences Exit ?
Home Employee Administration Off Off Reports Administration Off Employee Reports - ER Monthly Hours - MH Travel Request Report Step Report - SR Cactus Assignment Report - CA	Favorites ▼ New Window 1 Favorites ▼ New Window 1 Travel Request Report - 05.14.10.00.04 - Windows Internet Explorer Travel Request Report Travel Request Report Print Employee Print Back Detr Ranges Start Date: 11/01/2014 End Date: 11/17/2014 × III
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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.

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Nudget Director: N: Departure Date: 11/04/	rd	Fund: 10							
Departure Date: 11/04/	2014 Duesday	a casa a casa	Loc:		Program: 005	0 Fu	nction: 1090	0	ject: 610
	2014 Ideaday	Departure Time: 07:00	AM	Frequen	t Flyer:				
Return Date: 11/07/	2014 Friday	Return Time: 06:00	PM		-				
epaid Expenses	Registration Amount:	50.00	Registration	Other Amount:			Regi	stration:	50.00
	Air Fare Amount:	250.00	sh	uttle Amount:				Travel:	250.00
	Lodging # of Nights:	3	Lodging	Nightly Rate:	150.00			Lodging:	510.00
	Lodging Nightly Tax/Fee:	20.00					Prepaid Expen	se Total:	810.00
stpaid Expenses	Travel Day # of Days:	2	Tra	vel Day Rate:	31.00				
	Non-travel Day # of Days:	з	Non-tra	vel Day Rate:	47.00		1	Per Diem:	203.00
	Auto Mileage:		Auto	Mileage Rate:	0.56			Mileage:	
	Ground Transportation:			Baggage Fee:					
	Auto Rental and Parking:		SLC Air	port Parking:					
	Auto Air Fare Equivalent:		Other B	teimburgement:			Other	Expenses:	
	Conments:						Postpaid Expen	se Total:	203.00
							Total Tra	vel Cost:	1,013.00
ctual Expenses	Actual Registration:	Actual Tr	tual Travel: Actual Lodging:			Actual Expense Total:			
sk History									
ite/Time Tas	k Summary	Status	Assignee		oc	Notes			
/03/14 8:28 am Tra	vel Request Entry	Completed	KI						
/03/14 8:31 am Tra	vel Request Estimates	Completed	St	NICHOLSON					
/13/14 10:33 am Tra	vel Request Approval	Completed	NJ		Y				
/14/14 4:21 pm Tra	vel Request Approval	Completed	LJ	1	Y				
/14/14 4:27 pm Tra	vel Request Approval	Completed	30		Y				
1/14/14 4:31 pm Tra	vel Request Booking	Completed	S1	NICHOLSON					
/14/14 4:31 pm Tra	vel Request Complete	Auto Completed	K1						