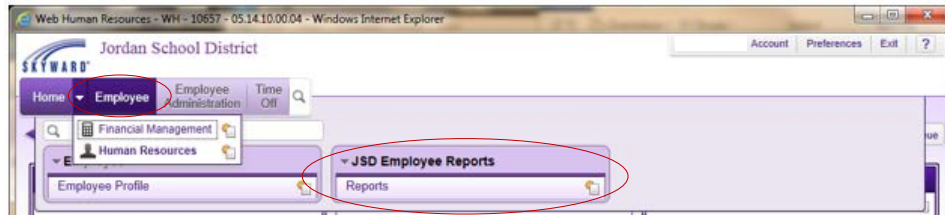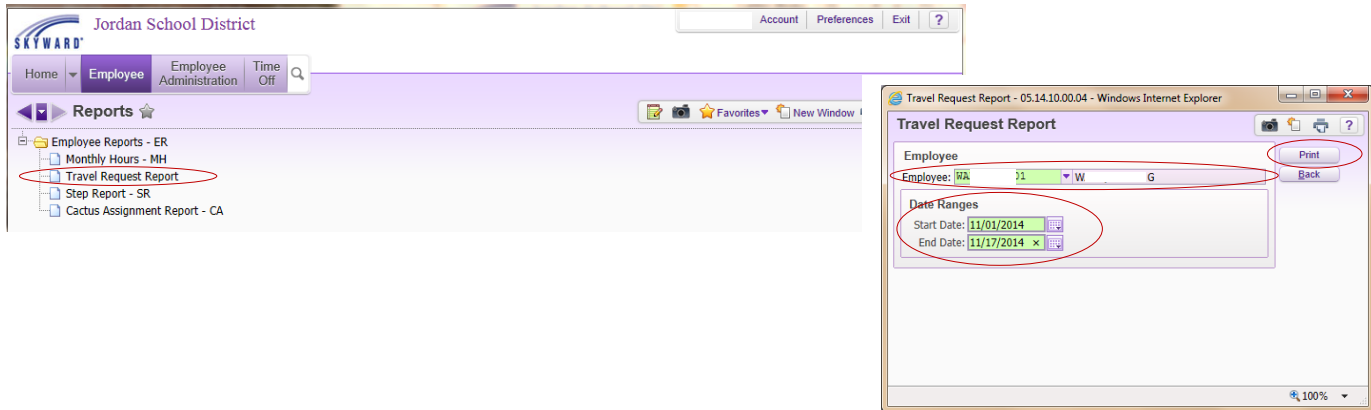# Travel Request Report

Login in to Skyward Finance on the Web. In **Human Resrouces** 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 report 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.**