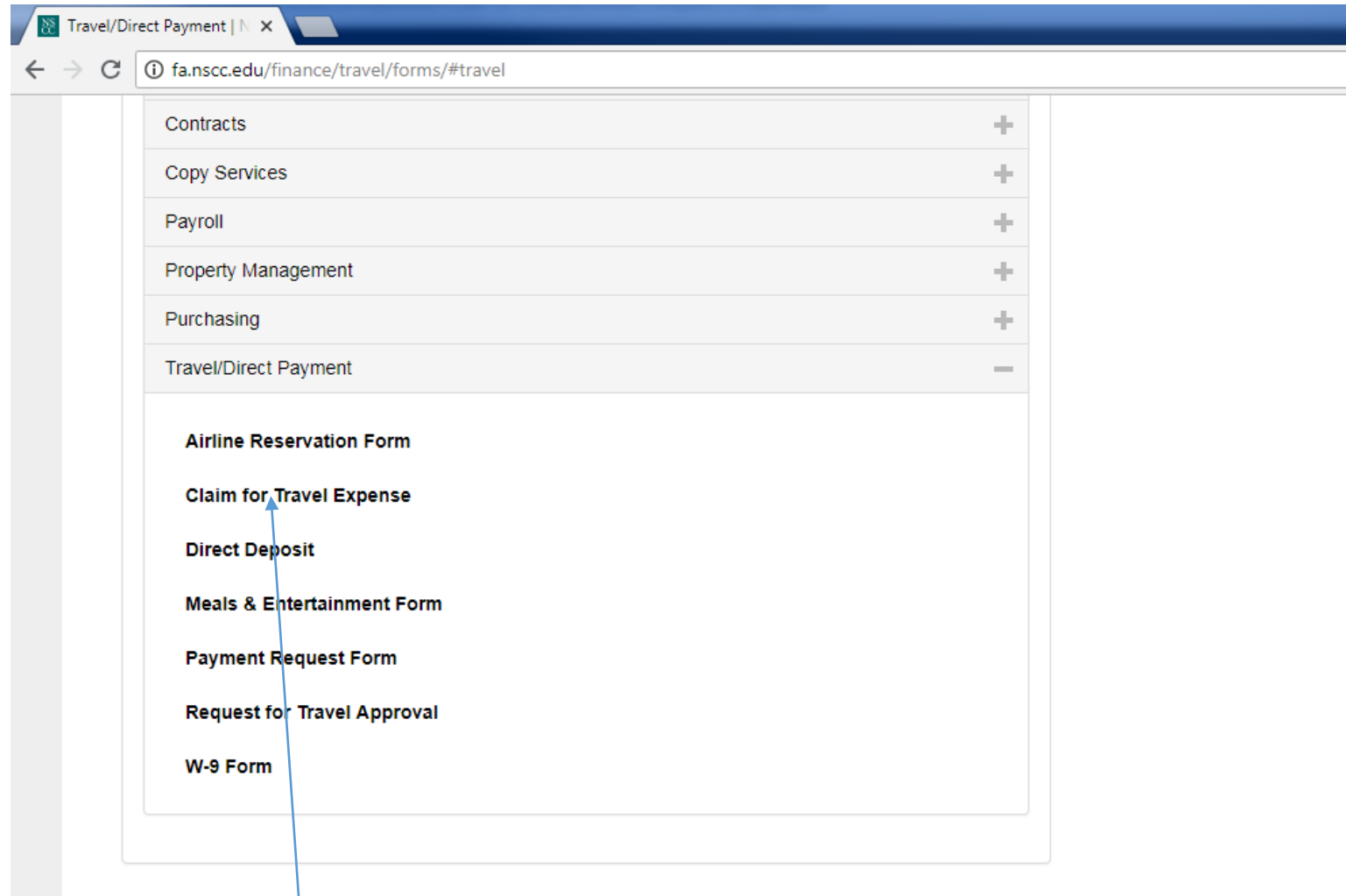# How to Submit a Non-Approved Travel Claim

1. You can the open the Claim for Travel form in the Forms & Documents section of the Travel/Direct Payment on the Finance website.

# Travel Form

This form is for Nashville State Community College employees that wish to get Pre-Approval for Travel or to file a claim for Travel Expense. Once this form is completed we will e-mail you the completed travel form so you are able to submit via SciQuest.

**Do you want to load a previously saved form?**

No ▾

**Travel Type**

Travel Claim ▾

**Is this a claim based on a Pre-Approved Travel?**

No ▾

Next

2. If you are continuing a Non-Approved Travel Claim then choose Yes and provide the Travel Number
3. Change the Travel Type to Travel Claim
4. Click Next to continue

## Travel Form TVMKG39LV18

This page of the travel form is where you will enter your Nashville State E-mail Address along with your Residence address. This address will be used for calculating your mileage.

**Traveler's NSCC E-Mail Address**

john.smith@nscc.edu

**Traveler's Residence Address Line 1**

123 Main Street

**Traveler's Residence Address Line 2**

Apt 413

**Traveler's Residence City**

Nashville

**Traveler's Residence State**

TN - Tennessee ▾

**Traveler's Residence Zip Code**

37209

Next

5. On this page you will see the Travel Number
6. Provide your NSCC E-mail Address
7. Also, provide your residence address, which is used from your commute mileage calculation.
8. Click Next to continue. Note whenever you move to the next page your Non-Approved Travel Claim will automatically be saved

**Date**

07/09/2018 📅

**Traveler's Home Campus**

Main Campus ▾

**Purpose of Travel**

**Did you Travel this Day?**

Yes ▾

| Trip Itinerary | Add Start |
| --- | --- |
|  |  |

9. On the following pages you will enter your estimated travel activities for each day of your travel.
10. Choose the Date of Travel
11. Select your Home Campus
12. Provide a Purpose of your travel for the given day
13. If you have travel on the given day you will need to provide your travel Itinerary or choose No

**Date**

07/09/2018

**Traveler's Home Campus**

Main Campus ▾

**Purpose of Travel**

**Did you Travel this Day?**

Yes ▾

| Trip Itinerary | Add Start |
| --- | --- |
| | |

14. If you did not travel on a given you can go to page
15. To start your travel itinerary you will need a starting location. In this Example we will traveling to Houston Texas for a Conference.
16. To start the process you will need to click on the Add Start button

17. On the following screen you will choose your starting point of you travel
18. From the dropdown you can choose from several stop types:
- Home – This is your residence address you provide on the pervious page
- NSCC Campus – This is a list all NSCC Campus
- TBR Institutions – This is a list of common TBR Intuitions
- High School – This is a list of local area High Schools Intuitions
- Additional Pre-defined Location– This is a list of some commonly used places
- Other – If your location is not provide you can manually enter their address
19. For this example we are choosing home as the starting point
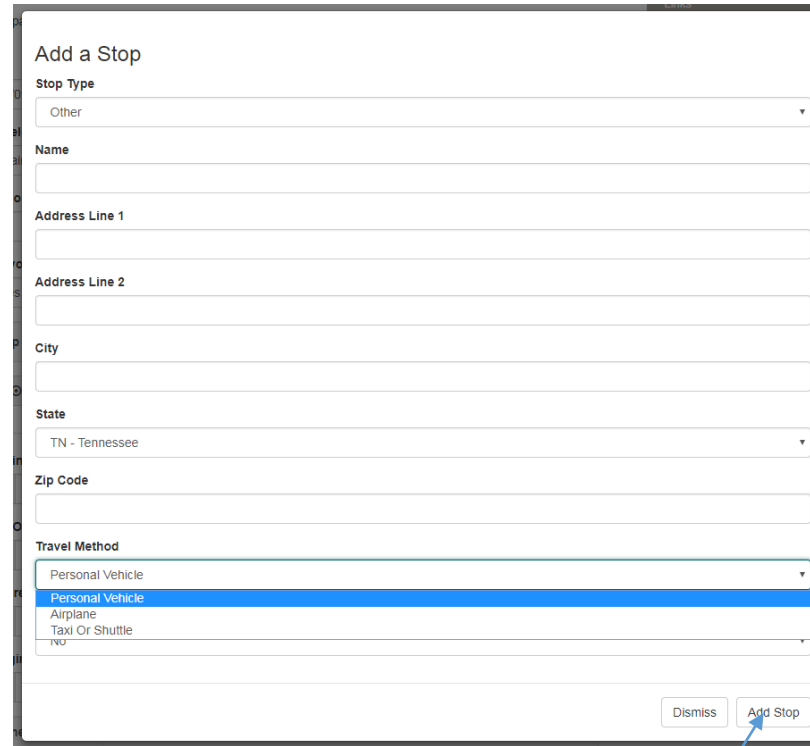
| Trip Itinerary | | Add Stop |
| --- | --- | --- |
| ⊙ | Home | ✎  🗑 |

20. Now they you have a starting point you need to provide at least one stop
21. To do this we will click the Add Stop button

22. For the Next stop in our example we are headed to the Nashville Airport to catch an Airplane to Houston

23. Since this address is not in the previous stop list we will choose Other as an Stop Type and manually key in the address of the Nashville Airport

24. We also have to choose the travel method
- Personal Vehicle – Choosing this method will calculate the mileage between the given stops
- Airplane – Choosing this method will show us that you traveled by air so no mileage is preformed
- Taxi or Shuttle -  Choosing this method will show us that you traveled by taxi or shuttle so no mileage is preformed

25. Once we keyed in the address we  choose Add Stop

26. You need to repeat the previous step until all stops have been added. Note: you are only required to fill in stops where your personal vehicle is used, that way mileage will be calculated correctly.
27. Once stops are added you will need to provide a reason as to why you visited the stop.
28. You can also Edit or Delete any of the Stops

| Previous | Delete Day | Copy Day | Add Day | Review |

29. Once your travel itinerary is complete you can choose from the buttons at bottom to move to the next step. For this Example we will choose Review
    - Previous – Moves you to the Previous page or day
    - Delete Day – Will Delete the current travel day
    - Copy Day – Will Copy the current travel day
    - Add Day – Will create a blank travel day
    - Review – Will go to the review section

TRAVELER'S INFORMATION                                          +

MONDAY, JUL 09, 2018 TRAVEL                                     −

**Number of Stops:** 2
**Total Milage:** 36.31
**Total Commute Milage:** 25.38
**Adjusted Mileage:** 10.93
**Mileage Reimbursement:** $5.14
**Total Expenses:** $1,285.00
**Total Expenses + Mileage:** $1,290.14
**Total Prepaids:** $950.00
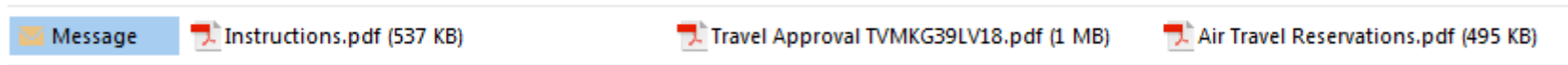**Total Balance:** $1,290.14
Commute Map
Route Map

Expense List                                                   +

Prepaid List                                                   +

Edit    Delete

TRAVEL APPROVAL SUMMARY                                         +

Previous    Next

30. The Review page has three or more sections. The first section is your information that you provide. The last section is your Non-Approved Travel Claim Summary for the entire trip. The middle section are your travel day summary, one for each day.

31. In the travel day section you will see a breakdown of all your day Total Mileage

32. Also, provided for you are the maps for commute (if used) and your route for that day

33. Once you verified that all information is correct you can click Next

| ✉ Message | 📄 Instructions.pdf (537 KB) | 📄 Travel Approval TVMKG39LV18.pdf (1 MB) | 📄 Air Travel Reservations.pdf (495 KB) |

34. You should receive an email from the Travel Department with your Generated Non-Approved Travel Claim
35. This email will contain either 2 attachments
36. The first attachment Instructions is an summary of the following steps
37. The Non-Approved Travel Claim attachment is the Actual Non-Approved Travel Claim form that you will need to attach in SciQuest
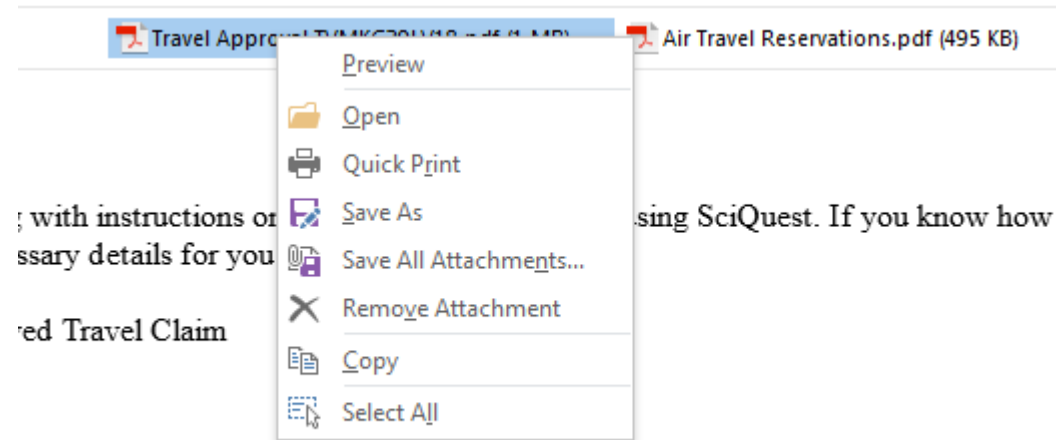
38. In order to submit your Non-Approved Travel Claim in SciQuest you will need to download the Non-Approved Travel Claim attachment
39. To do this right click on the Non-Approved Travel Claim attachment and choose Save As. Follow the steps to save the attachment. Make sure you note the location of where the Non-Approved Travel Claim is saved!
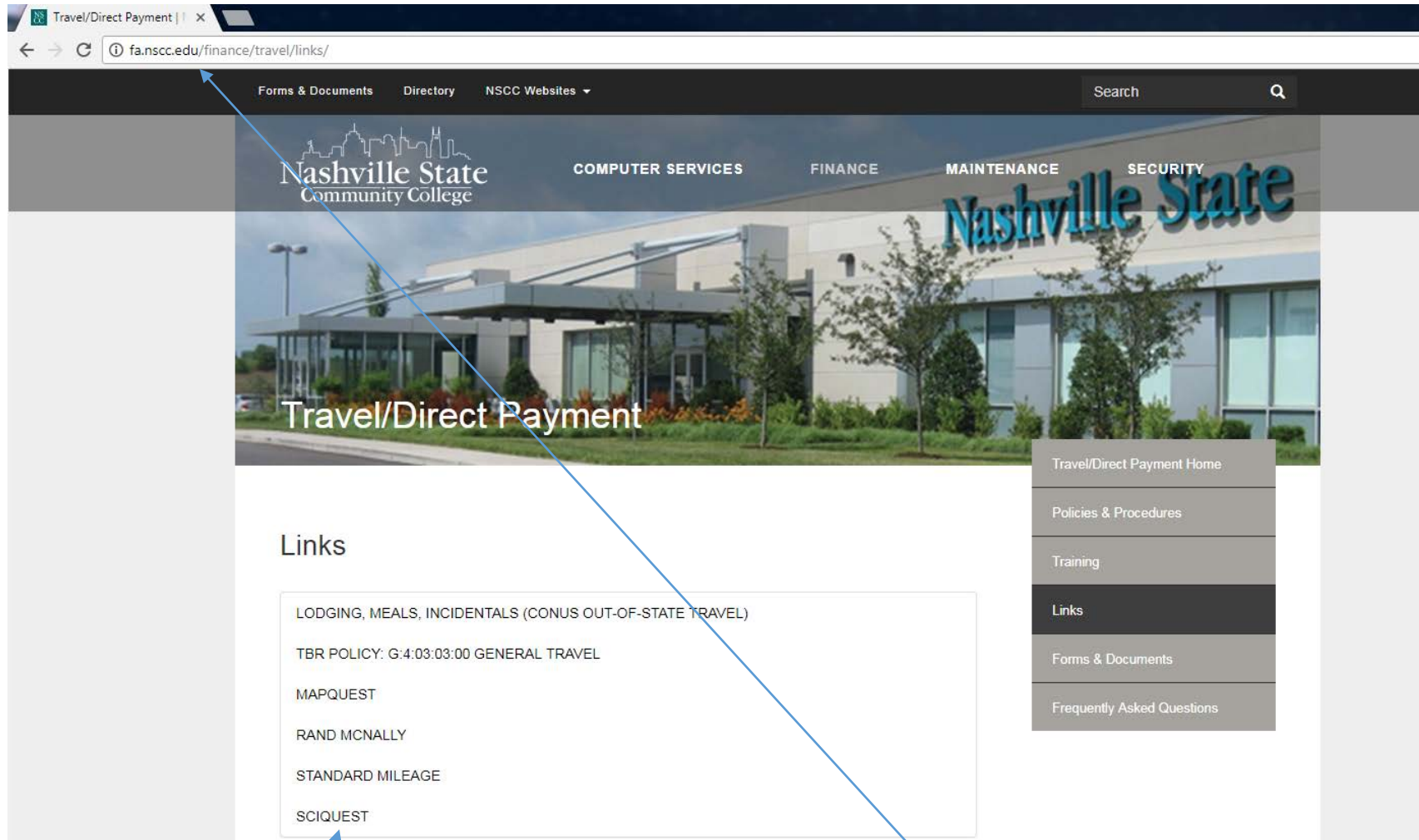
40. Log into SciQuest.
41. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.
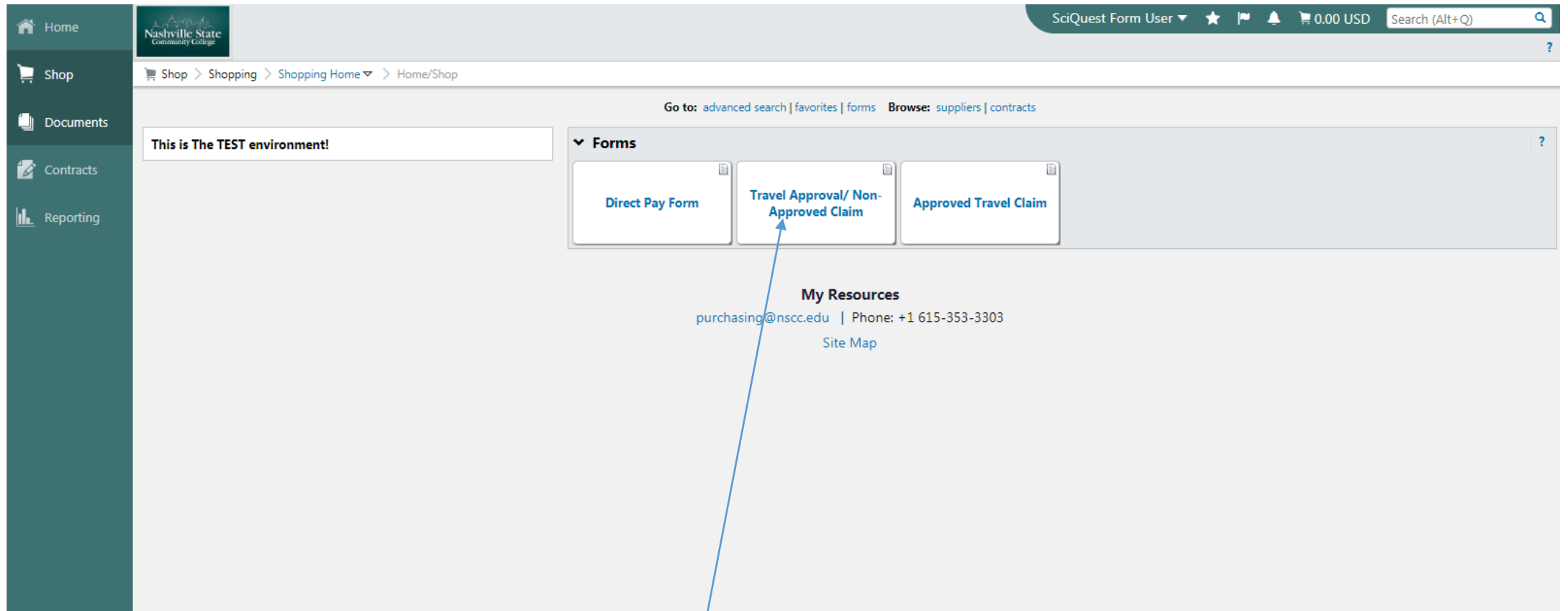
42. Once you are logged in, the Travel Approval / Non-Approved Claim Form is located under the Forms Section.
    Note: Depending on you SciQuest access you may see more then what is shown
43. To submit a Non-Approved Claim, click on the Travel Approval / Non-Approved Claim Form

## Travel Approval/Non-Approved Claim

Available Actions: Add and go to Cart ▼  [Go] [Close] 🖨

### Travel Approval                                                                    ?

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A **travel form** is required to be attached to this form along with any receipts.

### Supplier Info                                                                      ?

Email (HTML Body): something@nscc.edu

**Enter Supplier**

[                    ]

or
Supplier Search

**Distribution**

The system will distribute purchase orders using the method(s) indicated below:

📧 Custom Supplier Distribution selected

### Reimbursement Detail                                                               ?

**Catalog No.**                    [                    ]

**Price:**                         [              ]

**Internal Attachments**

[ Add Attachments ]

### Check Distribution                                                                 ?

Instructions                       Select Method of Check Distribution (check will be mailed to address given unless designated below)

**Method of Check Distribution**   Please select...        ▼

Special Instructions or Pick-up by [                              ]

                                   250 characters remaining          expand | clear

44. Enter you're A Number, since you are the one claiming your Non-Approved Travel Claim

**Travel Approval/Non-Approved Claim**    Available Actions: Add and go to Cart ▾  Go  Close

**Travel Approval**    ?

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A travel form is required to be attached to this form along with any receipts.

**Supplier Info**    ?

Email (HTML Body): something@nscc.edu
**Enter Supplier**

or
Supplier Search

**Distribution**
The system will distribute purchase orders using the method(s) indicated below:
Custom Supplier Distribution selected

**Reimbursement Detail**    ?

**Catalog No.**

**Price:**

**Internal Attachments**
Add Attachments

**Check Distribution**    ?

Instructions

**Method of Check Distribution**

Special Instructions or Pick-up by

Select Method of Check Distribution (check will be mailed to address given unless designated below)

Please select... ▾

250 characters remaining                expand | clear

45. Once the Supplier is selected you need to fill out the details of your Non-Approved Travel
46. Add the Travel Number from your Non-Approved Travel to the Catalog No. Field
47. Add the Price from your Non-Approved Travel form
48. You will need to attach your Non-Approved Travel form that you previously saved. To do this Click on the 'Add Attachments' button. Then Select the travel form file using the next screen

**Check Distribution** ?

Instructions — Select Method of Check Distribution (check will be mailed to address given unless designated below)

**Method of Check Distribution** — Please select...

Special Instructions or Pick-up by

250 characters remaining                    expand | clear

**Professional Development** ?

**This Section should only be completed when the Direct Payment is used for Professional Development reimbursement.**
Approved Amount

**Internal Use Only** ?

49. The final step is to choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section
Note: The Professional Development Section will only be needed for Professional Development Reimbursement and Internal Use Only section is to be completed by the Travel/Direct Payment Office

**Travel Approval/Non-Approved Claim**

Available Actions: [Add and go to Cart ▼] [Go] [Close] 🖶

| Travel Approval | ? |
|---|---|

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A travel form is required to be attached to this form along with any receipts.

| Supplier Info | ? |
|---|---|

Email (HTML Body): something@nscc.edu

**Supplier**                                   SciQuest Form User   more info...
                                               select different supplier

**Fulfillment Address**                        Fulfillment Center 1: (preferred)
                                               PO Box 45555
                                               Nashville, TN 37209

**Distribution**
The system will distribute purchase orders using the method(s) indicated below:
🖳 Custom Supplier Distribution selected

| Reimbursement Detail | ? |
|---|---|

**Catalog No.**                               [TVMKG39LV18]

**Price:**                                    [1,290.14]

**Internal Attachments**
[Add Attachments]

| Check Distribution | ? |
|---|---|

Instructions                                  Select Method of Check Distribution (check will be mailed to address given unless
                                              designated below)

**Method of Check Distribution**             [Direct Deposit ▼]

Special Instructions or Pick-up by           [                    ]

50. Once the Travel Approval / Non-Approved Claim form is filled out, select the Go button at the top of the page

51. Once the Non-Approved Travel form is added to your cart you will need to provide a Commodity Code
52. For Travel Approval you will always use Commodity Code 924 Educational Services!

Shop > My Carts and Orders > Open My Active Shopping Cart ▽ > Cart - 2039521 - Draft Requisition

## Shopping Cart for SciQuest Form User

◀ Continue Shopping

1 Item(s) for a total of **1,290.14** USD

Name this cart: 2017-10-19 Forms 01

**Proceed to Checkout**  or  **Assign Cart**

Have you made changes?  Update

🖨 | ? Help   Empty Cart   Create New Cart   Perform an action on (0 items selected)... ▾   Select All ☐

**SciQuest Form User**  more info...

| Product Description | Unit Price | Quantity | Total ☐ |
|---|---|---|---|
| **Travel Approval/Non-Approved Claim** open form... | 1,290.14  Update | 1 | 1,290.14 ☐ |
| Part Number    TVMKG39LV18 | | | More Actions ▾ |
| Commodity Code  924 🔍 | | | |
| Educational Services | | | |
| Taxable  ☐ | | | |
| | | Supplier subtotal | **1,290.14** USD |

view cart history

53. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
    If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.

54. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.

55. If you choose Proceed to Checkout then you will come to following screen.
56. Under the General Tab you will need to update the PO Type by selecting the Required field link

57. From the drop down box you will choose "Send the PO to the Supplier"
58. Select Save when done

59. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link

60. From the drop down box you will choose "Main Campus." If your home campus is different than the Main Campus you will select that campus instead

61. Select Save when done

Search (Alt+Q) 🔍

Home

Shop

Documents

Contracts

Reporting

🛒 Shop ＞ My Carts and Orders ＞ Open My Active Shopping Cart ▽ ＞ Accounting Codes - 2039521 - Draft Requisition

| ✔ General | ✔ Shipping | ✔ Billing | ⚠ Accounting Codes | ✔ Internal Notes and Attachments | ✔ External Notes and Attachments | ⚠ Final Review |

**Assign Cart**

⦿ Return to shopping cart  ⦿ Continue Shopping

⚠ **Almost ready to go! The list below needs to be addressed before the request can be submitted.**
  • Required field: Account

Requisition | PR Approvals | PO Preview | Comments | Attachments (1) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

🖨 ?

Hide value descriptions

**Accounting Codes**  ?

These values apply to all lines unless specified by line item

| Chart | Fund | Organization Description | Org | Account | Program | Activity | Location | |
|-------|------|--------------------------|-----|---------|---------|----------|----------|---|
| H Nashville State Community College | 110001 Undesignated E And G | *no value* | 99998 SciQuest Dummy | *no value* ❌ Required field | 350 Academic Support | *no value* | *no value* | edit |

For selected line items  Add to Favorites ▼  **Go**

**Vijay's Soccer Supply**  more info...

| | Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | ☐ |
|---|---------------------|------------|------------------|------------|----------|------------|---|
| 1 | Direct Pay Form 📄🖼  more info... Accounting Codes (same as header) | | | 150.00 | 1 | 150.00 USD | ☐ |

edit

| | Supplier subtotal | 150.00 USD |
|---|---|---|

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

| Subtotal | 150.00 |
|----------|--------|
| Total | 150.00 USD |

Menu Search (Alt+M)

◄

62. Under the Accounting Codes Tab you will need to update the Account by selecting the Required field link

63. Under the Account you will need to update the Account by selecting the Select from all values link

64. For In-state travel you will need to use 73100
65. Select Save when done

Home

Shop

Documents

Contracts

Reporting

🛒 Shop > My Carts and Orders > Open My Active Shopping Cart ▼ > Accounting Codes - 2039521 - Draft Requisition

**Submit Requisition**

**Assign Cart**

| ✓ General | ✓ Shipping | ✓ Billing | ✓ Accounting Codes | ✓ Internal Notes and Attachments | ✓ External Notes and Attachments | ✓ Final Review | . . . . . . . . . . . . . . . . . . |

◀ Return to shopping cart    ◀ Continue Shopping

✓ **You have completed the required information in this step. At this point, you can do the following:**

**Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.**

**Requisition** | PR Approvals | PO Preview | Comments | Attachments (2) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

🖨 ?

Hide value descriptions

**Accounting Codes** ?

These values apply to all lines unless specified by line item

| Chart | Fund | Organization Description | Org | Account | Program | Activity | Location | |
|-------|------|--------------------------|-----|---------|---------|----------|----------|---|
| H Nashville State Community College | 110001 Undesignated E And G | *no value* | 99998 SciQuest Dummy | 73100 Instate Travel | 350 Academic Support | *no value* | *no value* | edit |

For selected line items  Add to Favorites ▼  **Go**

**SciQuest Form User**   more info...

| | Product Description | | | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | ☐ |
|---|---------------------|---|---|------------|------------------|------------|----------|------------|---|
| 1 | Direct Pay Form 📄🗐   more info... Accounting Codes (same as header) | | | | | 125.00 | 1 | 125.00 USD | ☐ |

edit

| | Supplier subtotal | 125.00 USD |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

| Subtotal | 125.00 |
| Total | 125.00 USD |

Menu Search (Alt+M)

66. When completed select the Submit Requisition button.

67. For In-state travel you will need to use 73100
68. Select Save when done

🏠 Home

🛒 Shop

📄 Documents

✏️ Contracts

📊 Reporting

🔍 Menu Search (Alt+M)

🛒 Shop > My Carts and Orders > Open My Active Shopping Cart ▼ > Accounting Codes - 2039521 - Draft Requisition

✅ General | ✅ Shipping | ✅ Billing | ✅ Accounting Codes | ✅ Internal Notes and Attachments | ✅ External Notes and Attachments | ✅ Final Review

**Submit Requisition**

**Assign Cart**

◀ Return to shopping cart    ◀ Continue Shopping

✅ **You have completed the required information in this step. At this point, you can do the following:**

Proceed to the next step: **Internal Notes and Attachments**. Go straight to the end: **Final Review**.

**Requisition** | PR Approvals | PO Preview | Comments | Attachments (2) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

🖨 ?

Hide value descriptions

**Accounting Codes**                                                                                          ?

These values apply to all lines unless specified by line item

| Chart | Fund | Organization Description | Org | Account | Program | Activity | Location | |
|-------|------|--------------------------|-----|---------|---------|----------|----------|---|
| H Nashville State Community College | 110001 Undesignated E And G | no value | 99998 SciQuest Dummy | 73100 Instate Travel | 350 Academic Support | no value | no value | edit |

For selected line items  Add to Favorites ▼  **Go**

**SciQuest Form User**   more info...

| | Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | ☐ |
|---|---------------------|-----------|------------------|-----------|----------|-----------|---|
| 1 | **Direct Pay Form** 📄🔍 more info... Accounting Codes (same as header) | | | 125.00 | 1 | 125.00 USD | ☐ |

edit

Supplier subtotal    125.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal    125.00
Total    125.00 USD

69. When completed select the Submit Requisition button.