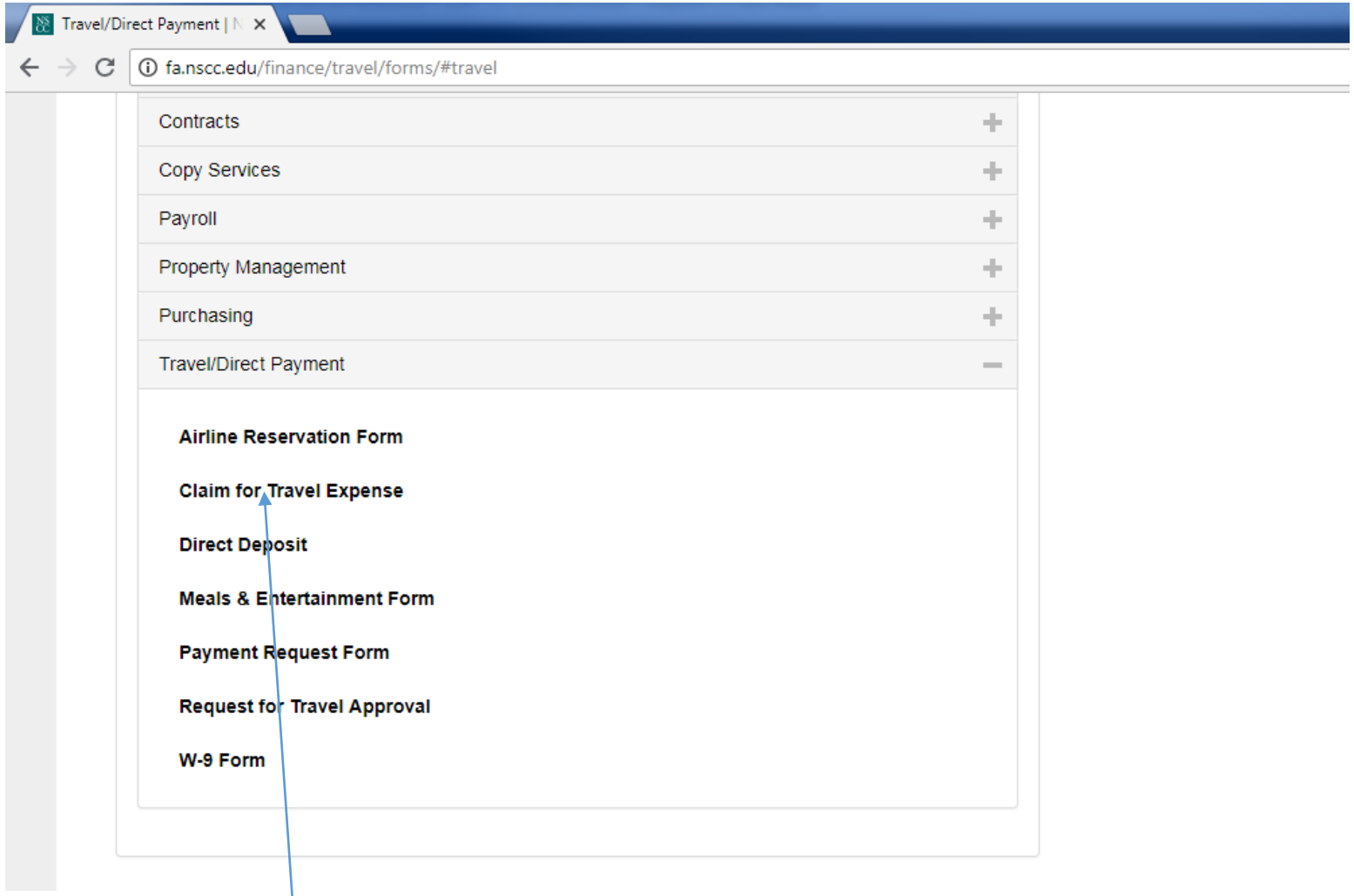
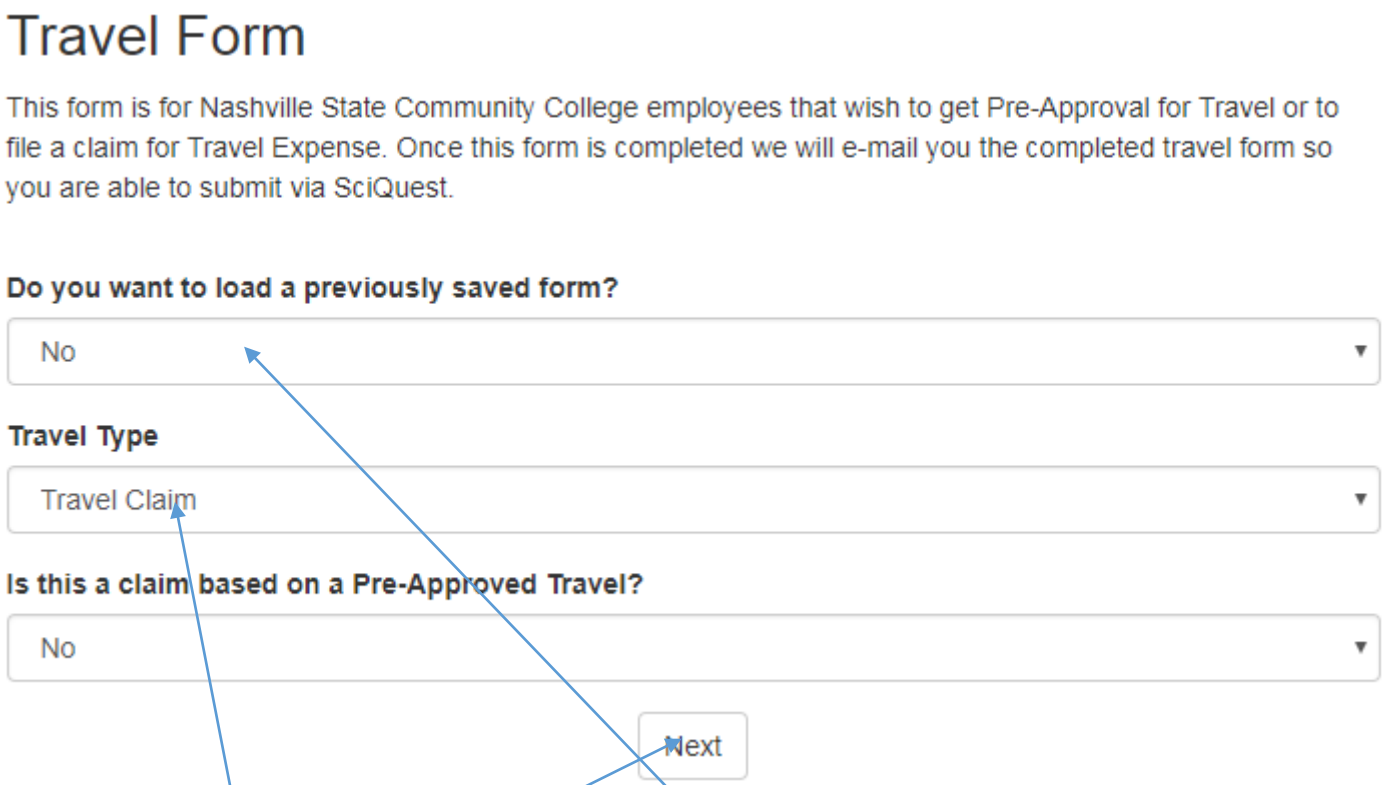
# How to Submit a Non-Approved Travel Claim

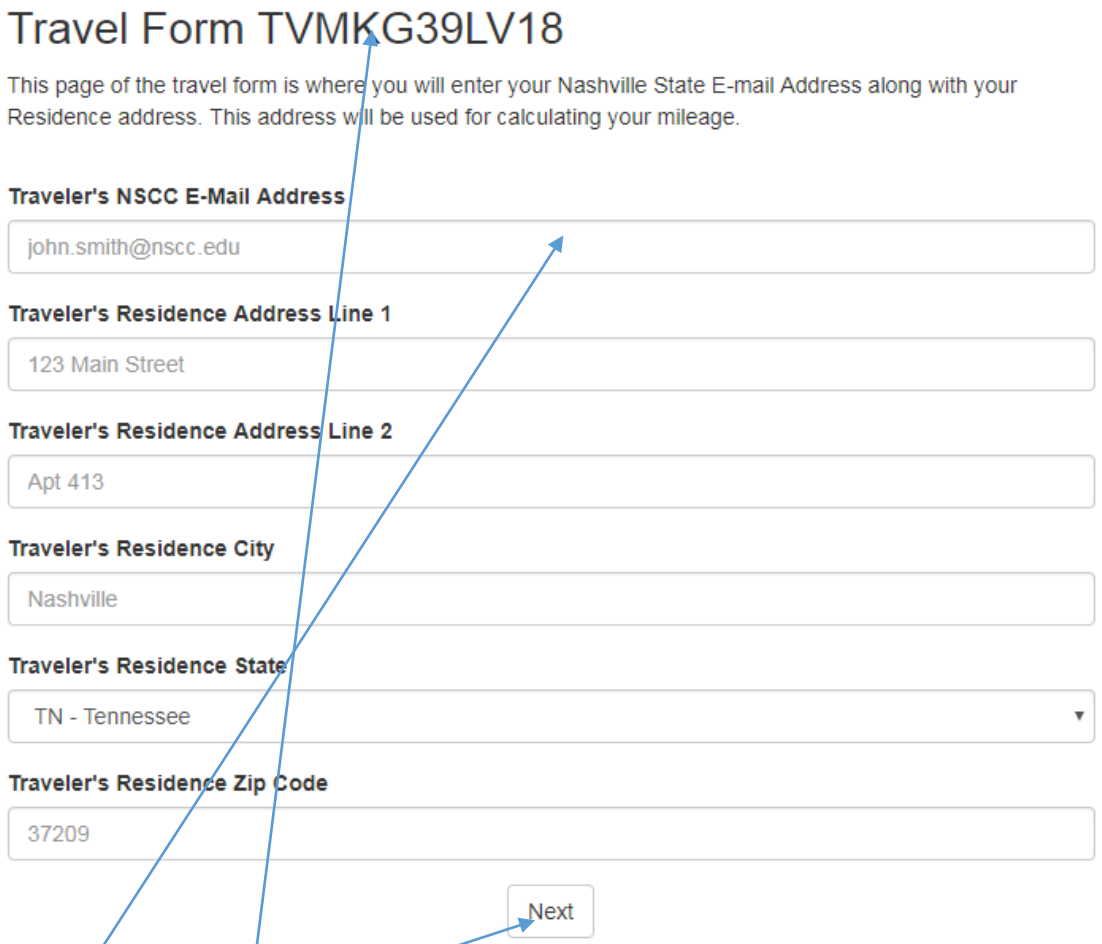
Nashville State Community College



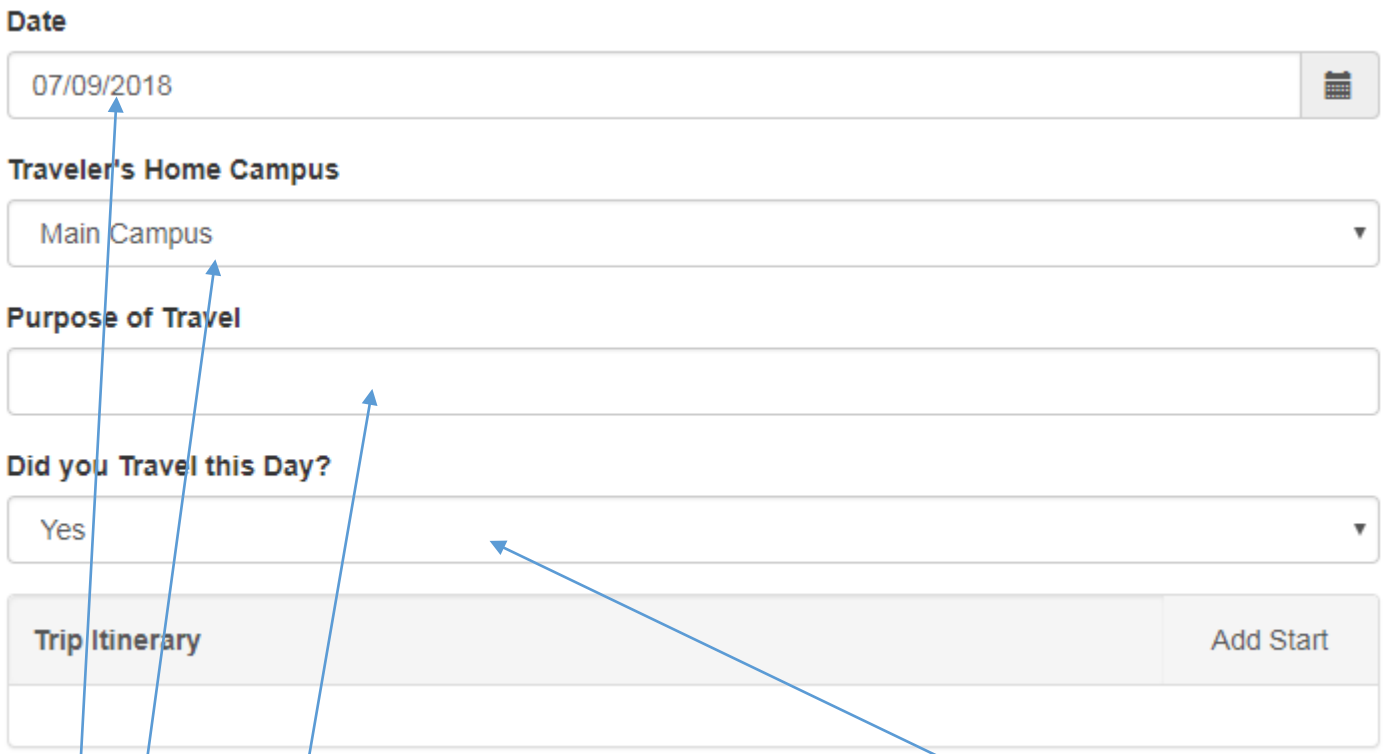

1. You can the open the Claim for Travel form in the Forms & Documents section of the Travel/Direct Payment on the Finance website.




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

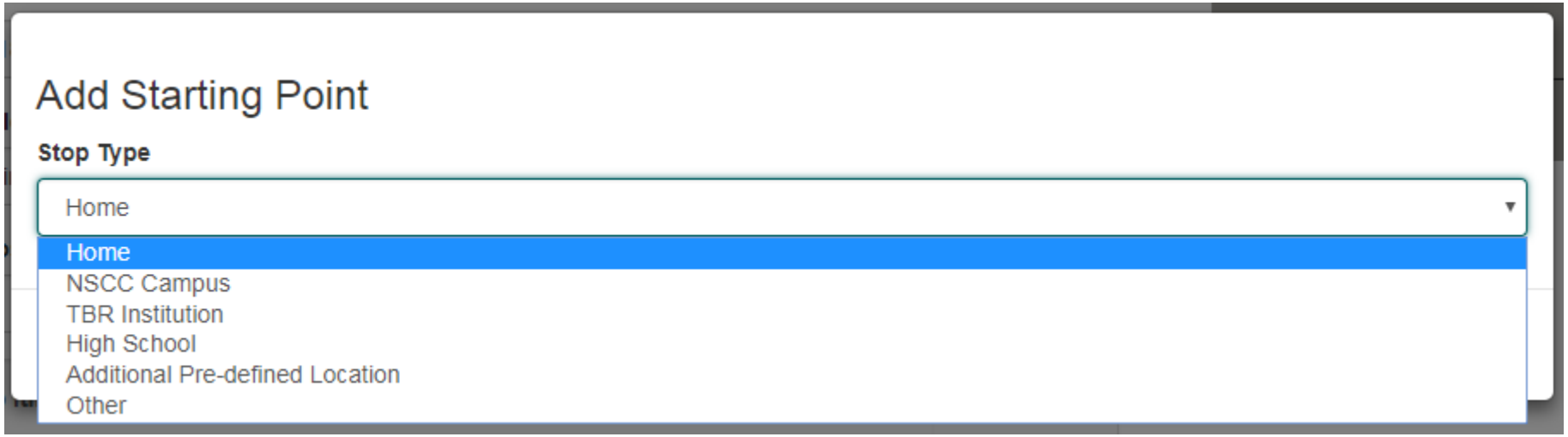



5. On this page you will see the Travel Number
6. Provide your NSCC E-mail Address
7. Also, provide your residence address, which is used from your commute mileage calculation.
8. Click Next to continue. Note whenever you move to the next page your Non-Approved Travel Claim will automatically be saved



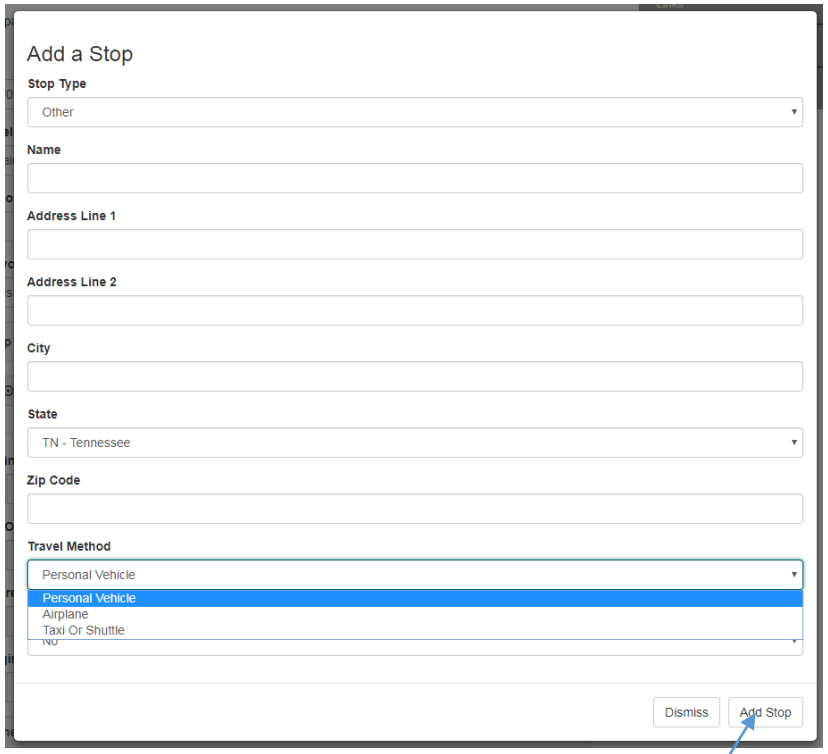

9. On the following pages you will enter your estimated travel activities for each day of your travel.
10. Choose the Date of Travel
11. Select your Home Campus
12. Provide a Purpose of your travel for the given day
13. If you have travel on the given day you will need to provide your travel Itinerary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

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

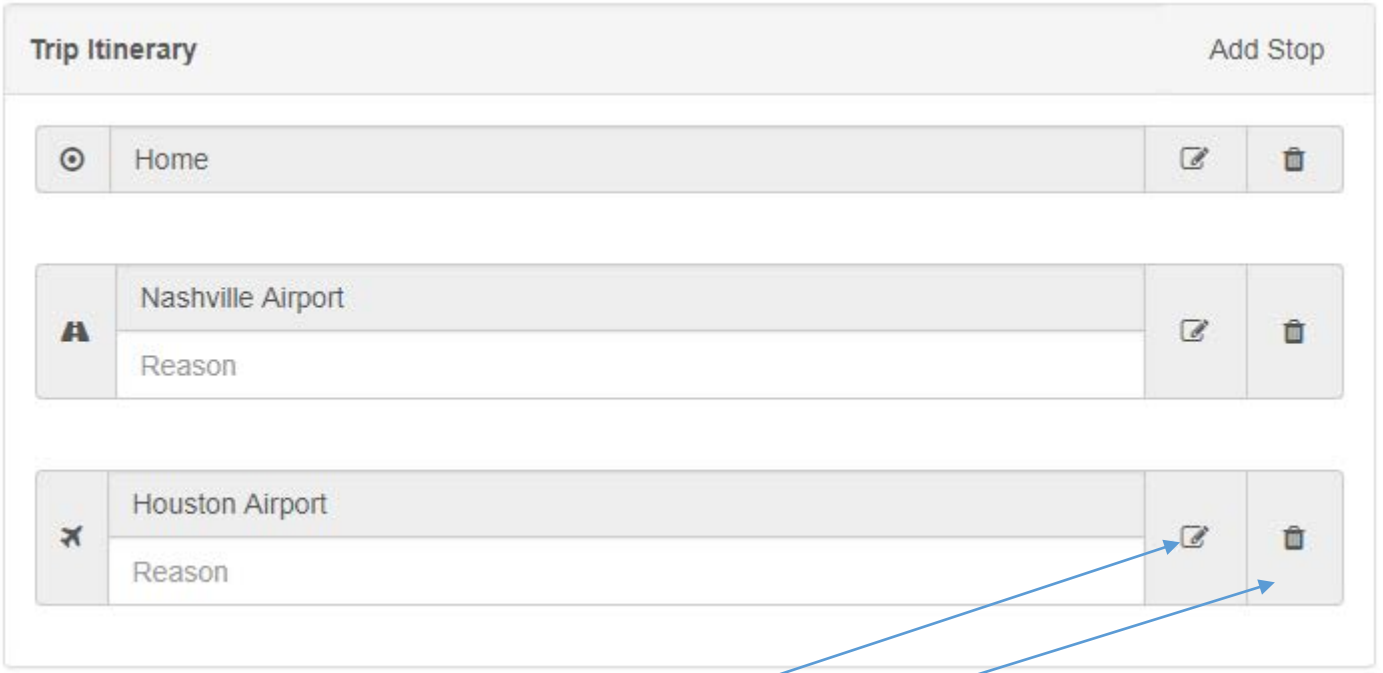



17. On the following screen you will choose your starting point of you travel
18. From the dropdown you can choose from several stop types:
    - Home – This is your residence address you provide on the pervious page
    - NSCC Campus – This is a list all NSCC Campus
    - TBR Institutions – This is 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

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

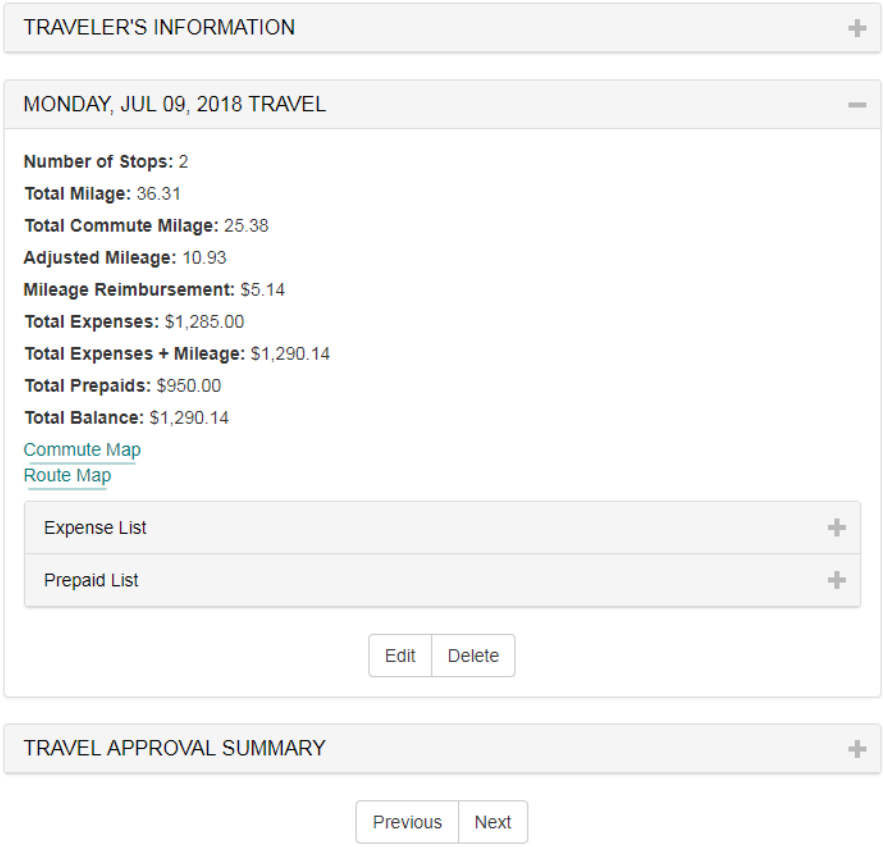



22. For the Next stop in our example we are headed to the Nashville Airport to catch an Airplane to Houston
23. Since this address is not in the previous stop list we will choose Other as an Stop Type and manually key in the address of the Nashville Airport
24. We also have to choose the travel method
    - 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

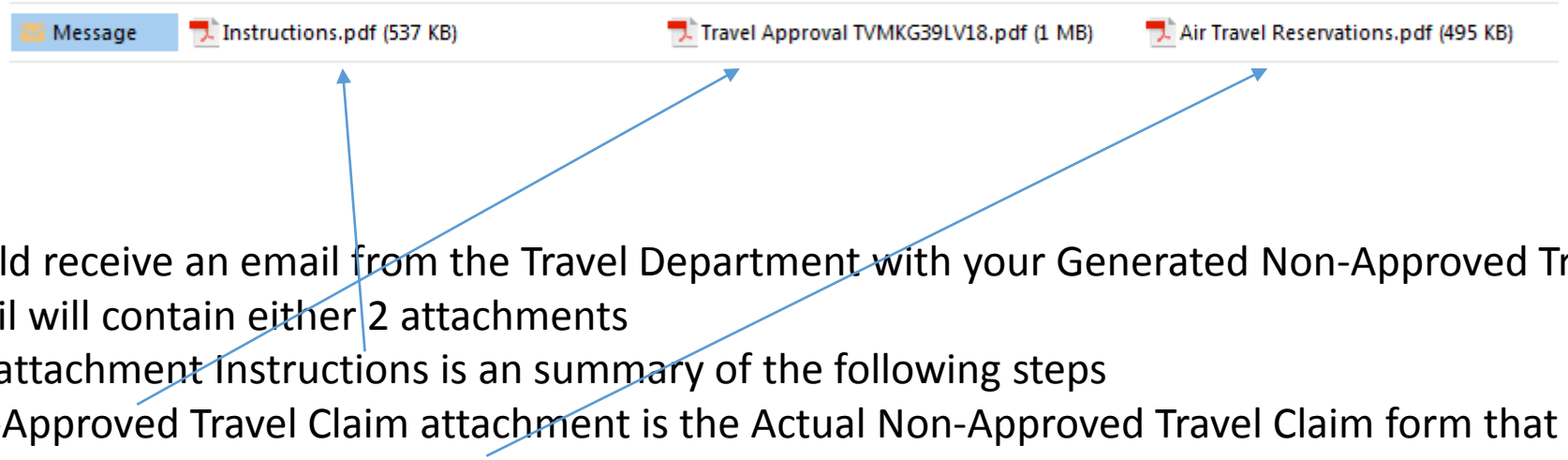



26. You need to repeat the previous step until all stops have been added. Note: you are only required to fill in stops where your personal vehicle is used, that way mileage will be calculated correctly.
27. Once stops are added you will need to provide a reason as to why you visited the stop.
28. You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

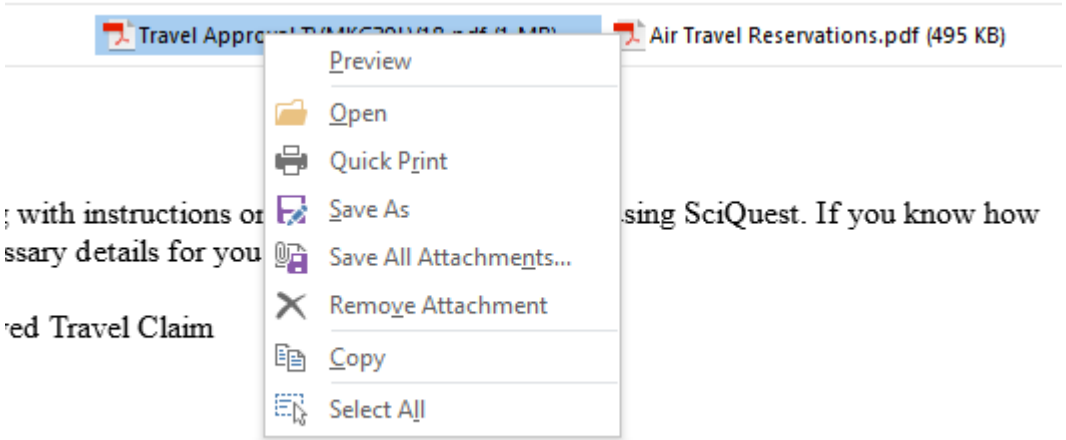
29. Once your travel itinerary is complete you can choose from the buttons at bottom to move to the next step.
    For this Example we will choose Review
    - Previous – Moves you to the Previous page or day
    - Delete Day – Will Delete the current travel day
    - Copy Day – Will Copy the current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



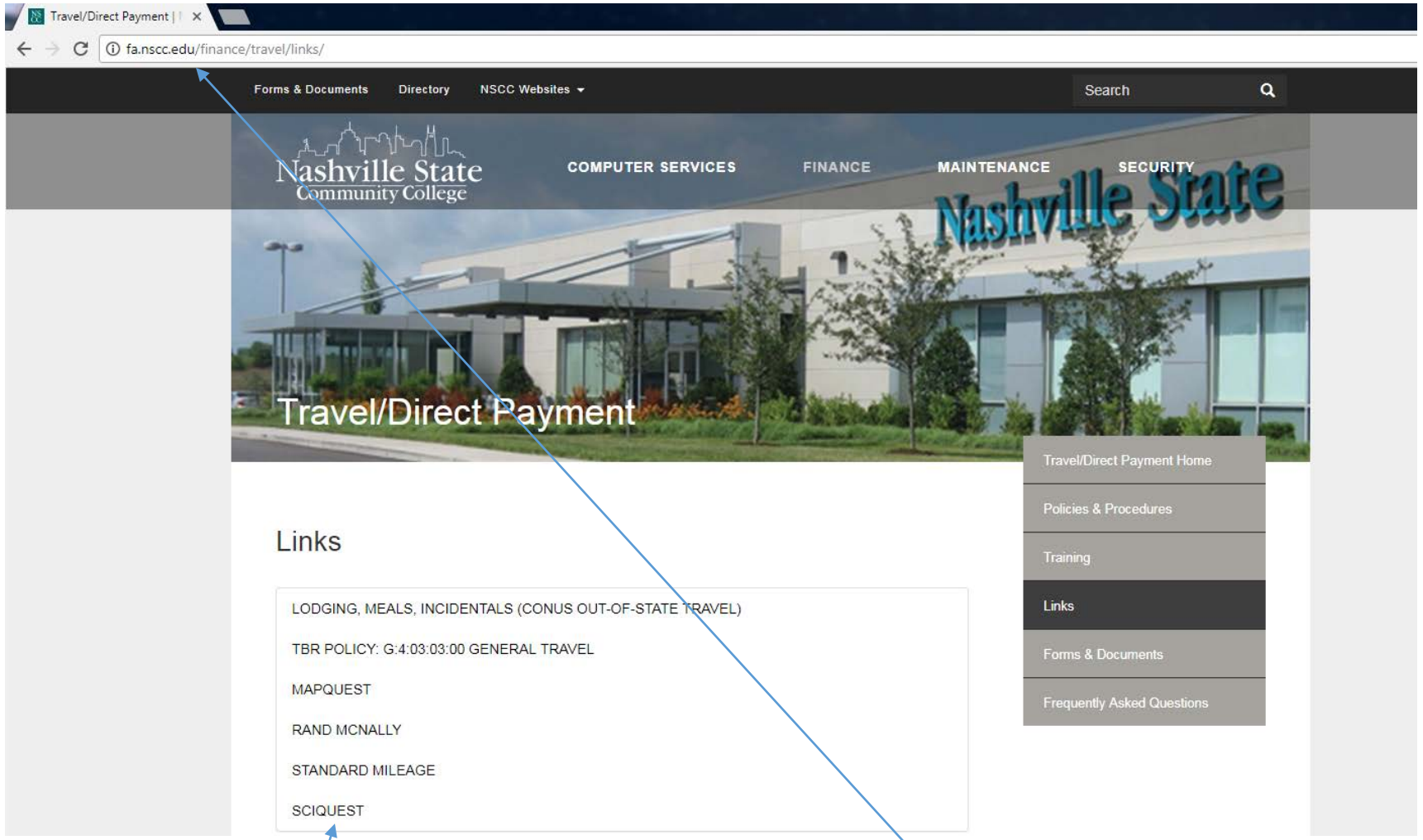

30. The Review page has three or more sections. The first section is your information that you provide. The last section is your Non-Approved Travel Claim Summary for the entire trip. The middle section are your travel day summary, one for each day.
31. In the travel day section you will see a breakdown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



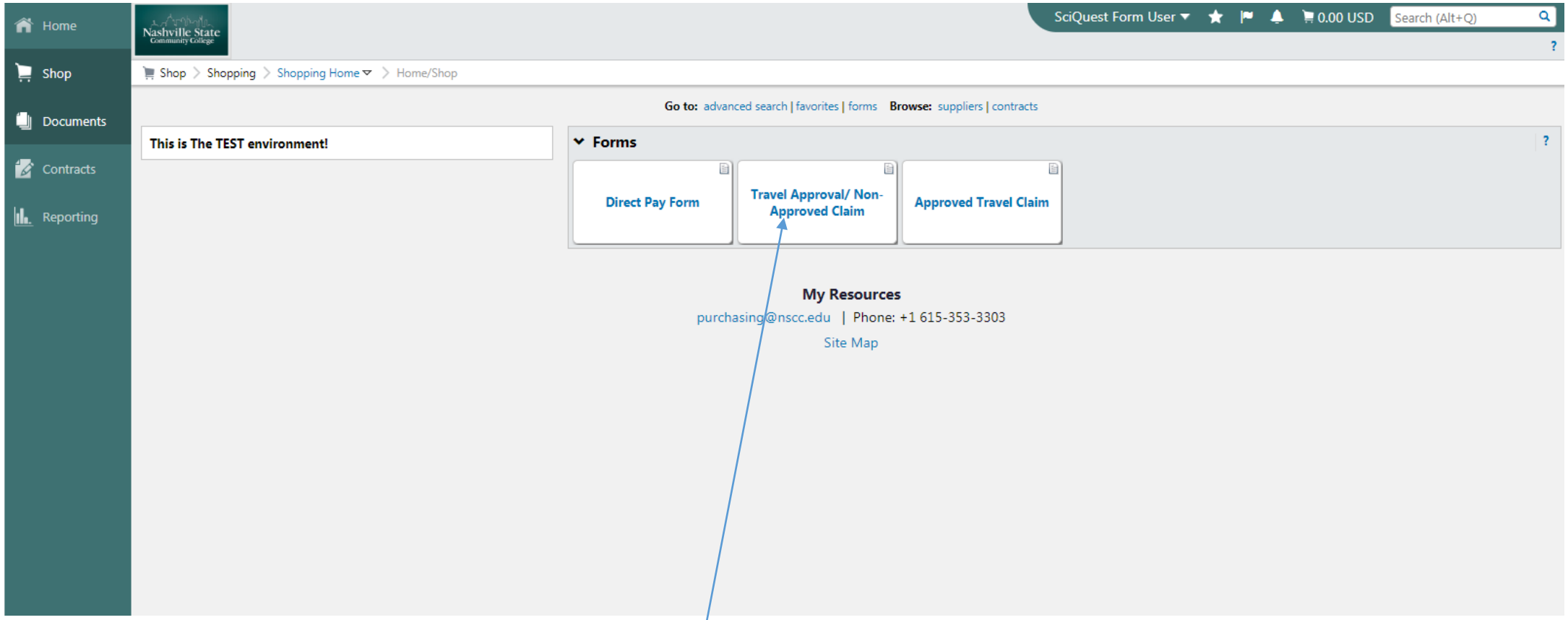

34. You should receive an email from the Travel Department with your Generated Non-Approved Travel Claim
35. This email will contain either 2 attachments
36. The first attachment Instructions is an summary of the following steps
37. The Non-Approved Travel Claim attachment is the Actual Non-Approved Travel Claim form that you will need to attach in SciQuest



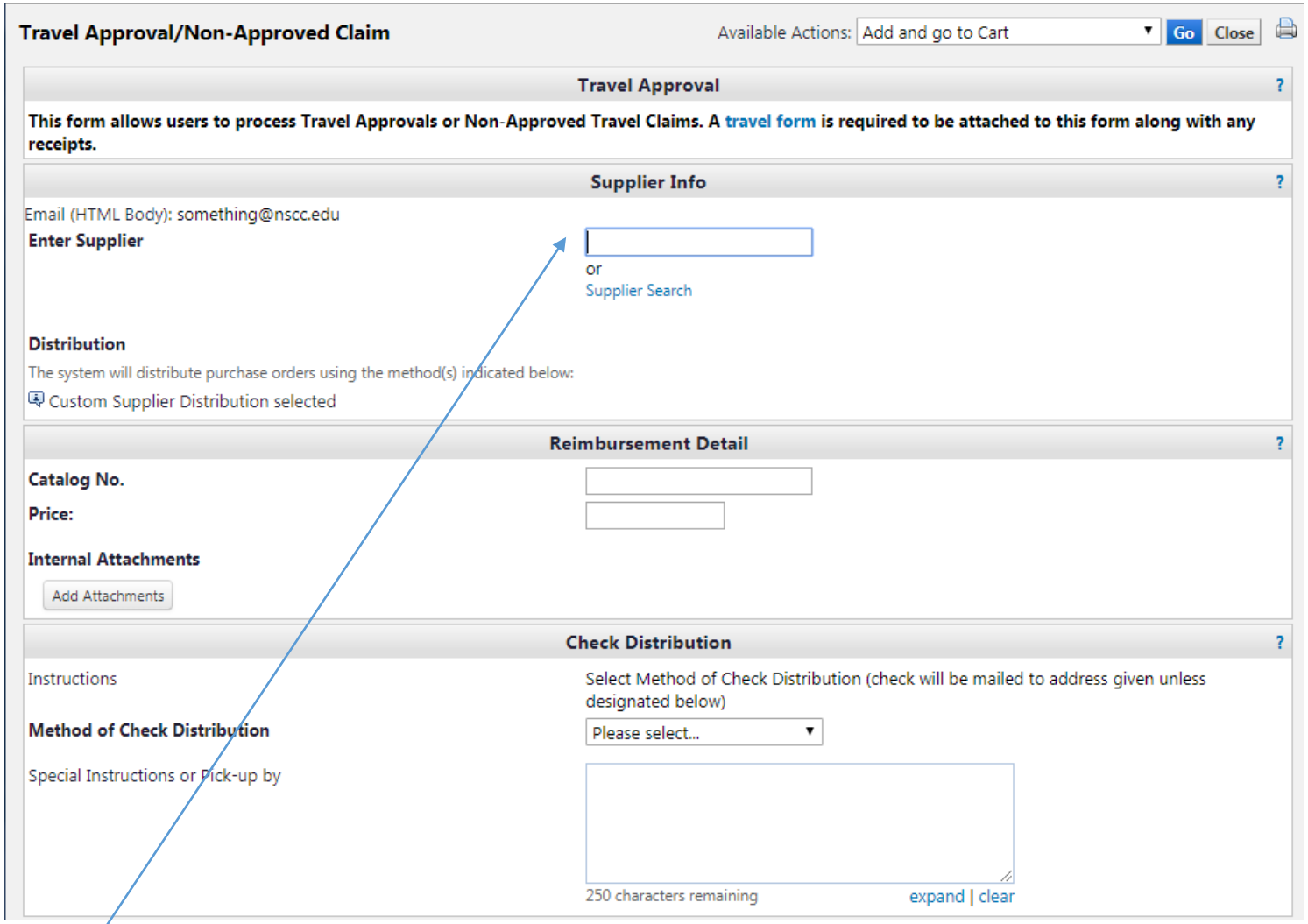

38. In order to submit your Non-Approved Travel Claim in SciQuest you will need to download the Non-Approved Travel Claim attachment
39. To do this right click on the Non-Approved Travel Claim attachment and choose Save As. Follow the steps to save the attachment. Make sure you note the location of where the Non-Approved Travel Claim is saved!



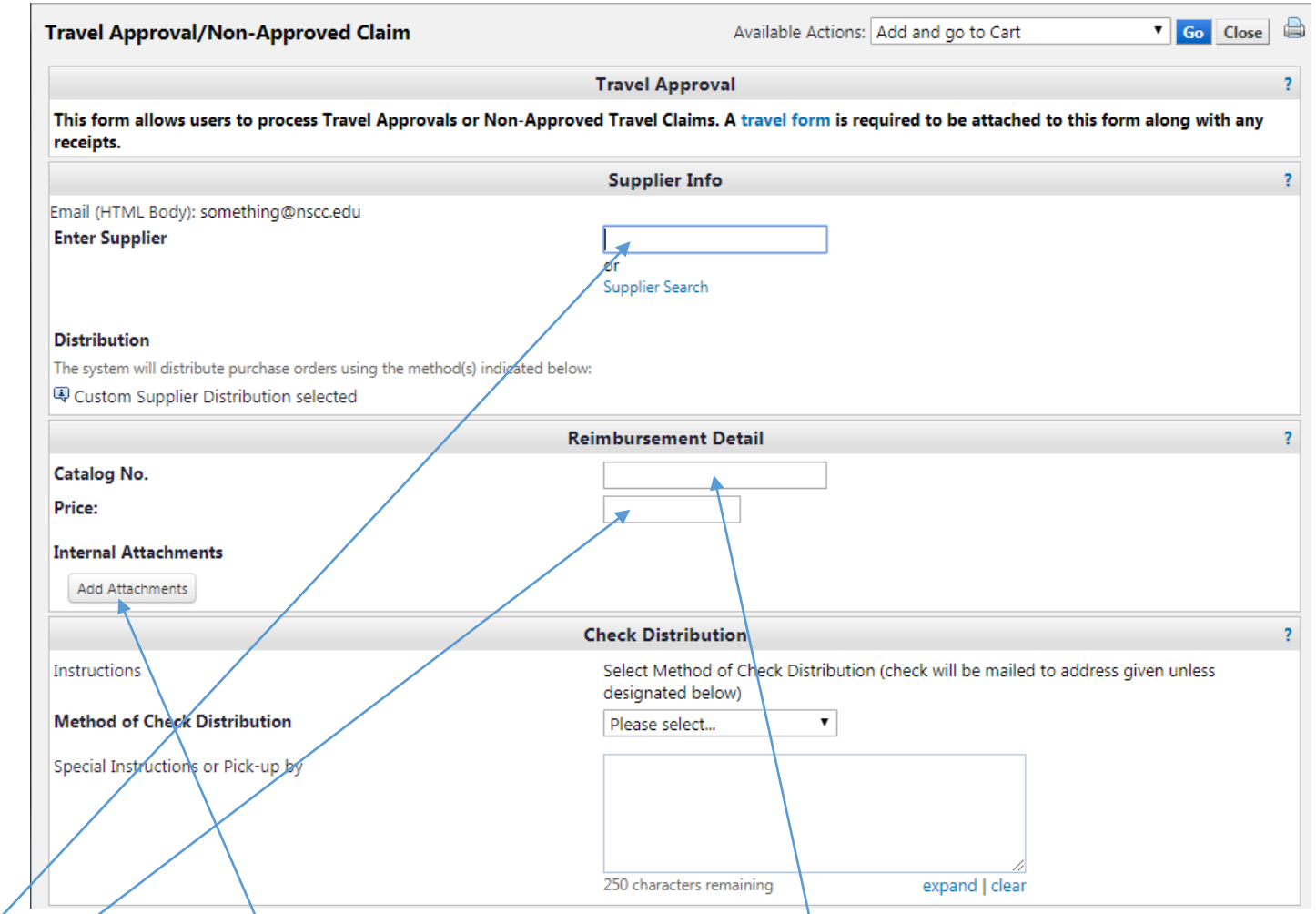

40. Log into SciQuest.
41. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.



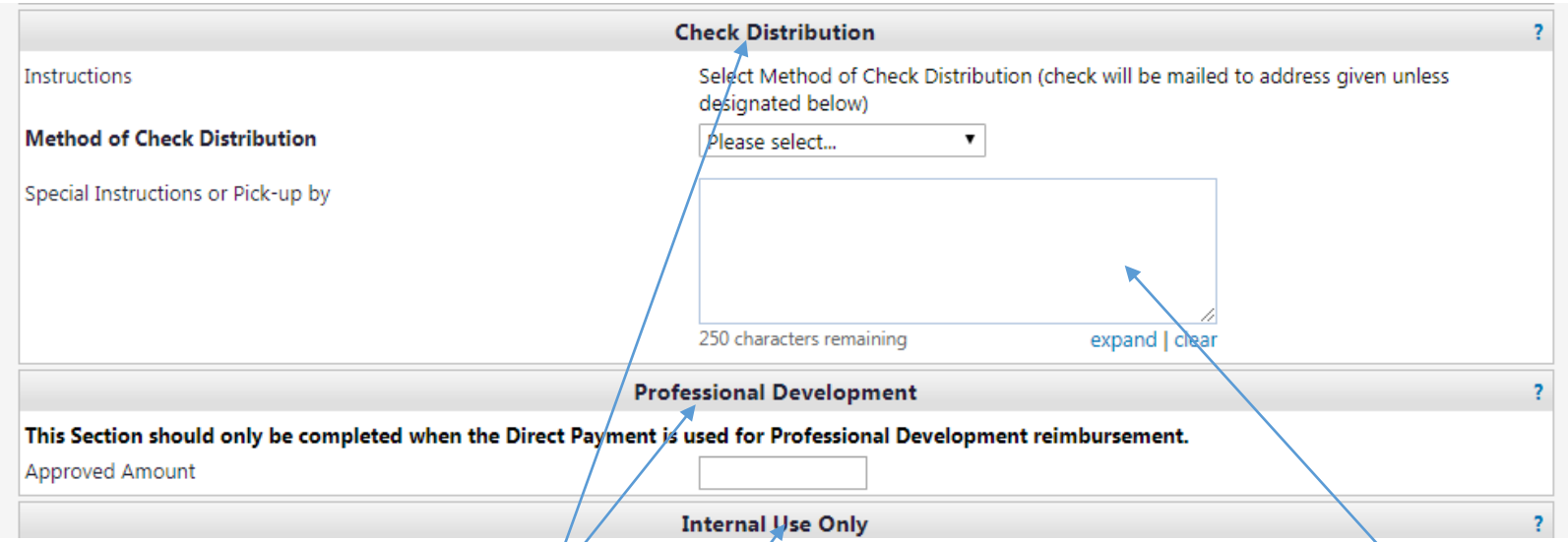

42. Once you are logged in, the Travel Approval / Non-Approved Claim Form is located under the Forms Section.
    Note: Depending on you SciQuest access you may see more then what is shown
43. To submit a Non-Approved Claim, click on the Travel Approval / Non-Approved Claim Form



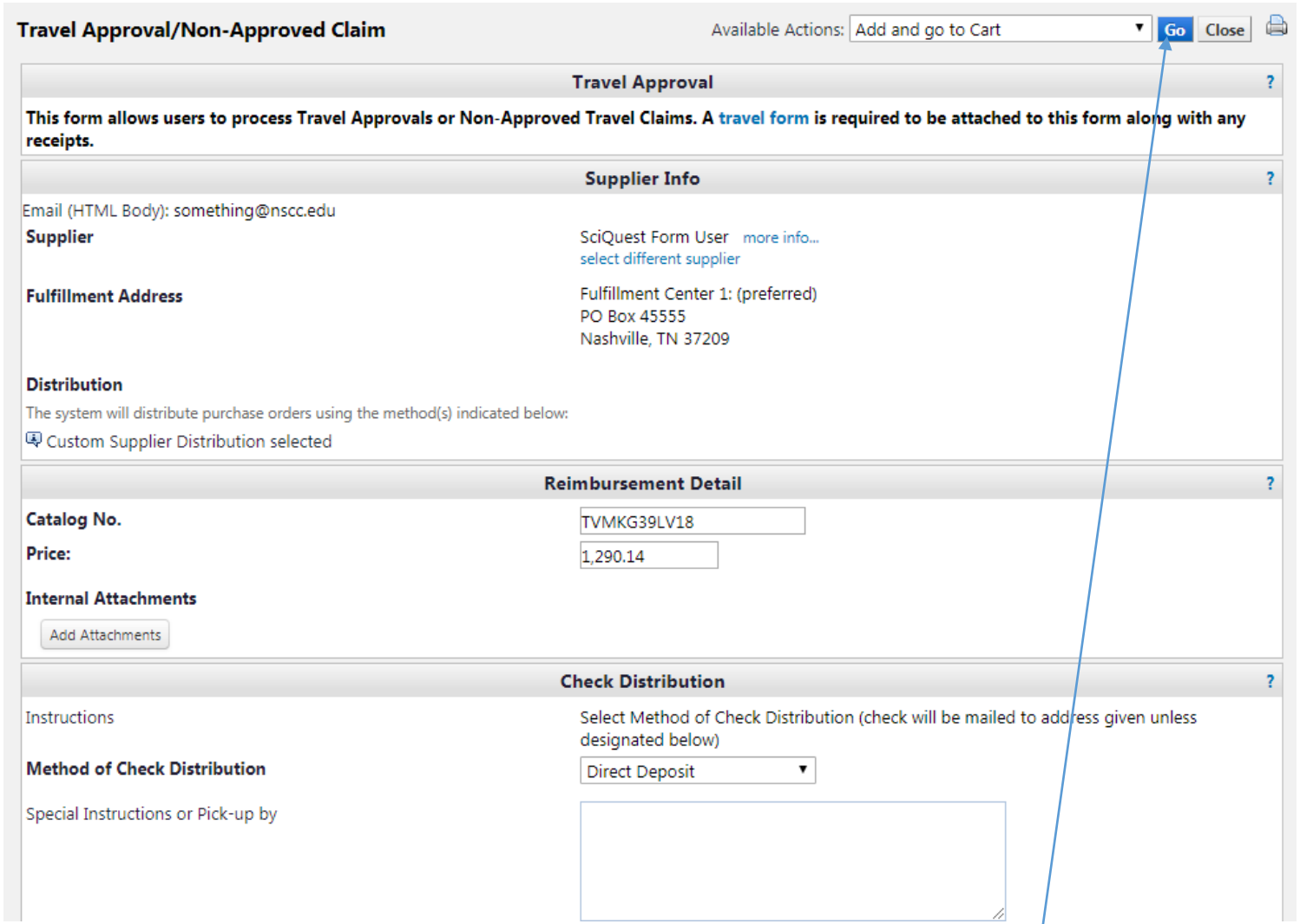

44. Enter you're A Number, since you are the one claiming your Non-Approved Travel Claim



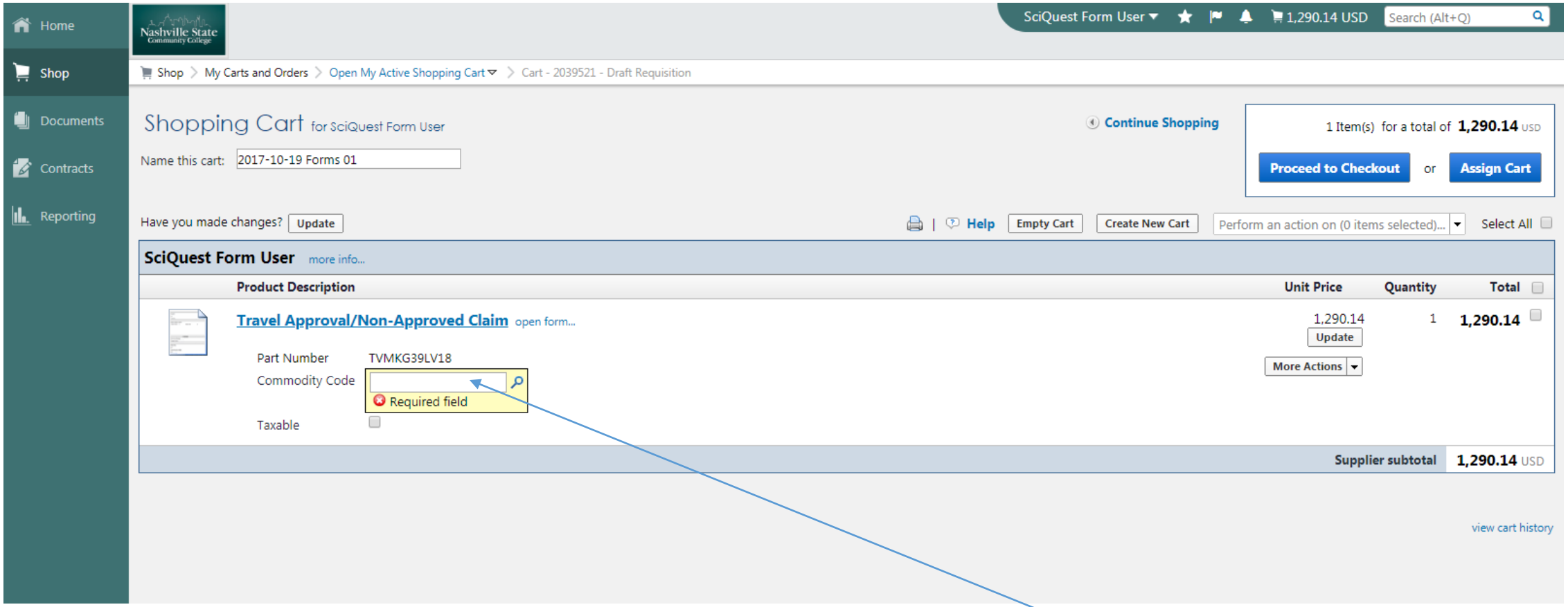

45. Once the Supplier is selected you need to fill out the details of your Non-Approved Travel
46. Add the Travel Number from your Non-Approved Travel to the Catalog No. Field
47. Add the Price from your Non-Approved Travel form
48. You will need to attach your Non-Approved Travel form that you previously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



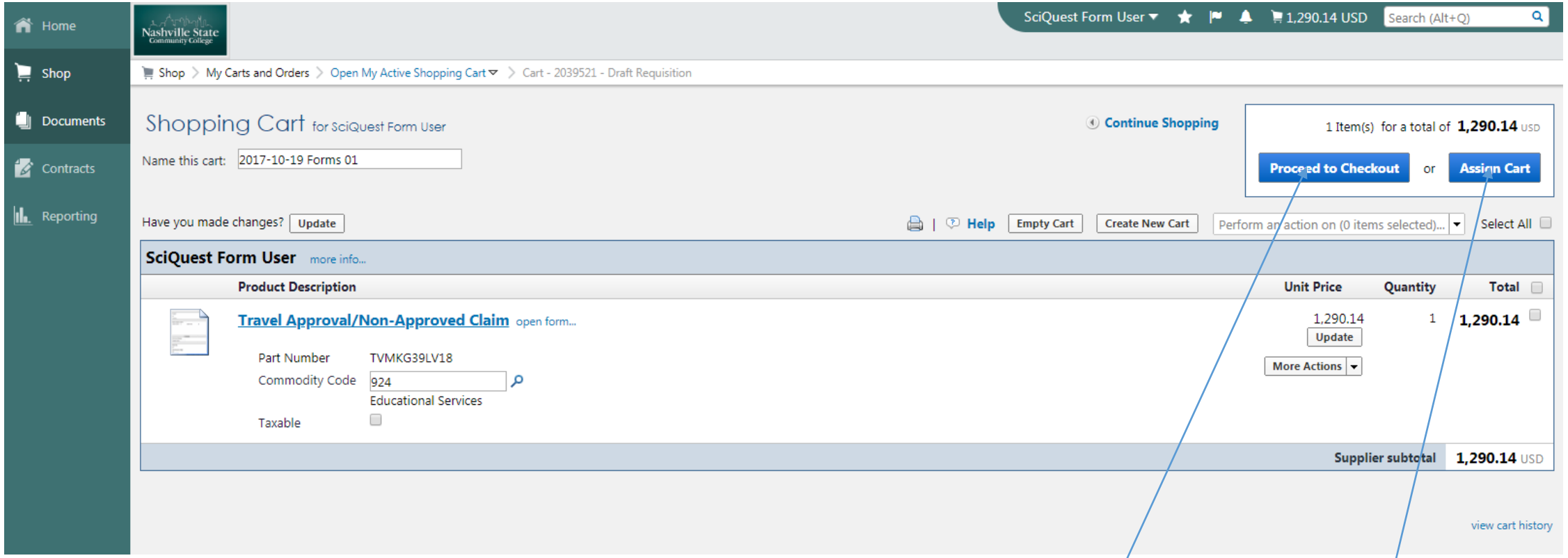

49. The final step is to choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section
    Note: The Professional Development Section will only be needed for Professional Development Reimbursement and Internal Use Only section is to be completed by the Travel/Direct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



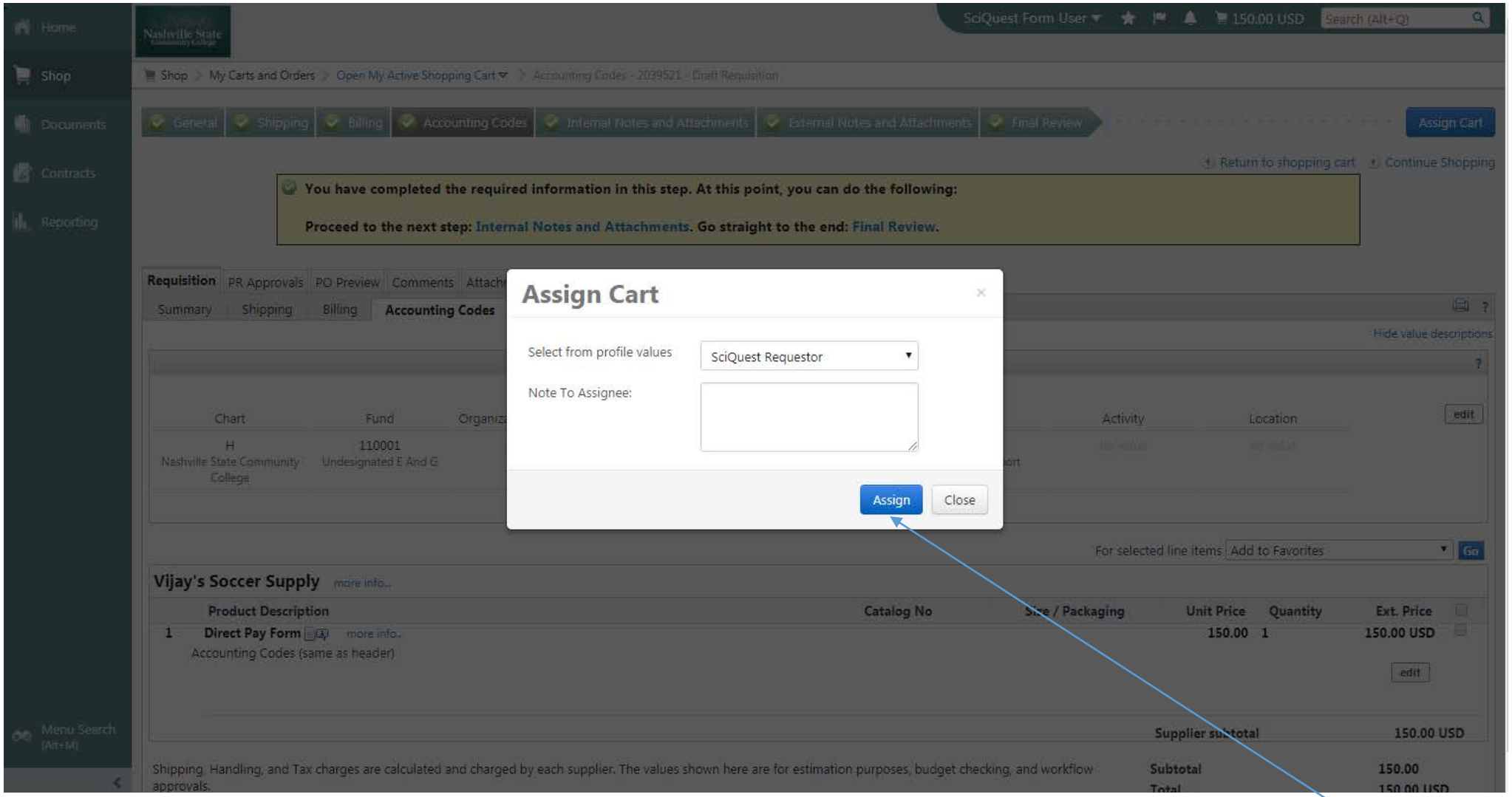

50. Once the Travel Approval / Non-Approved Claim form is filled out, select the Go button at the top of the page



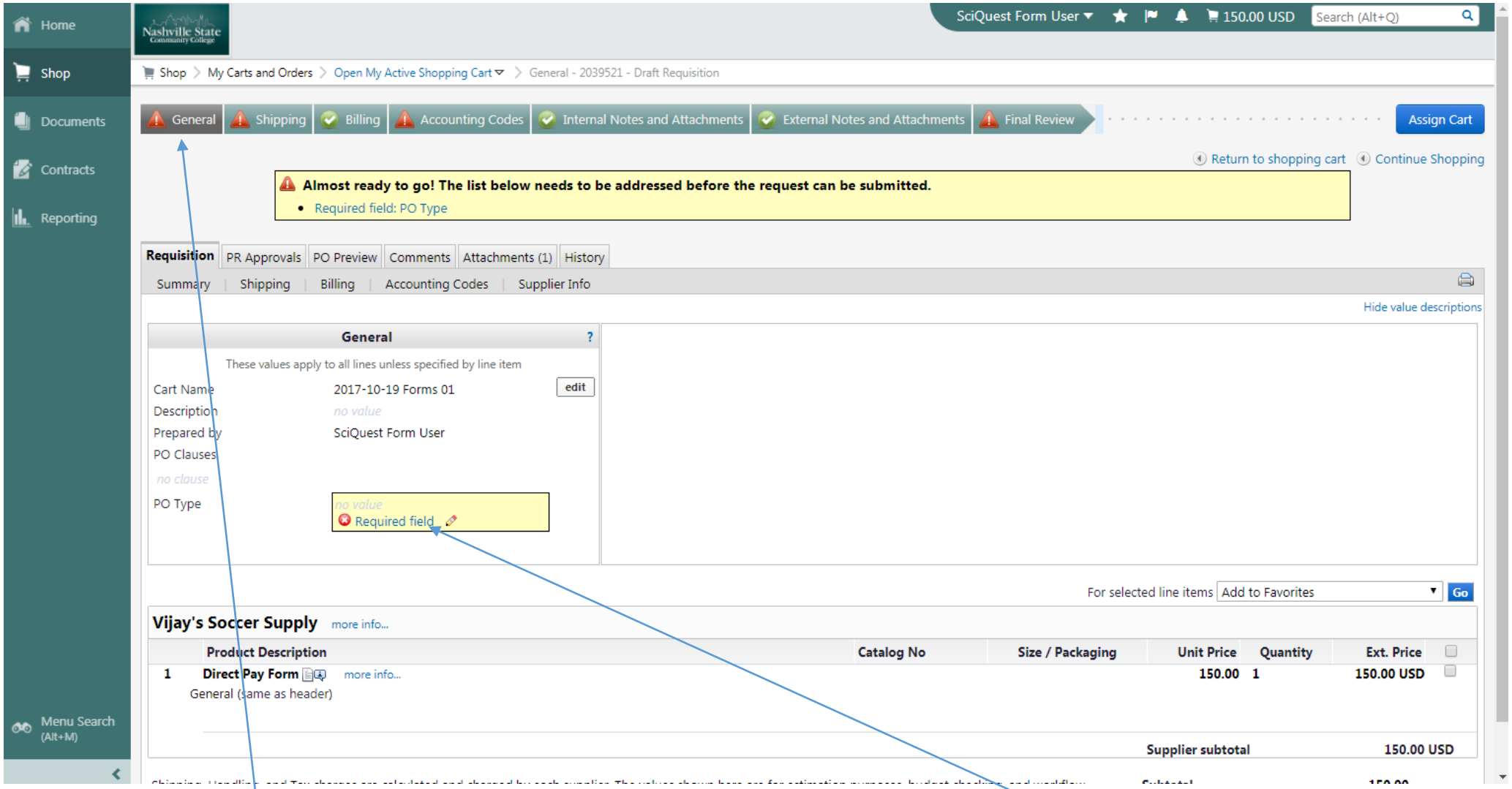

51. Once the Non-Approved Travel form is added to your cart you will need to provide a Commodity Code
52. For Travel Approval you will always use Commodity Code 924 Educational Services!



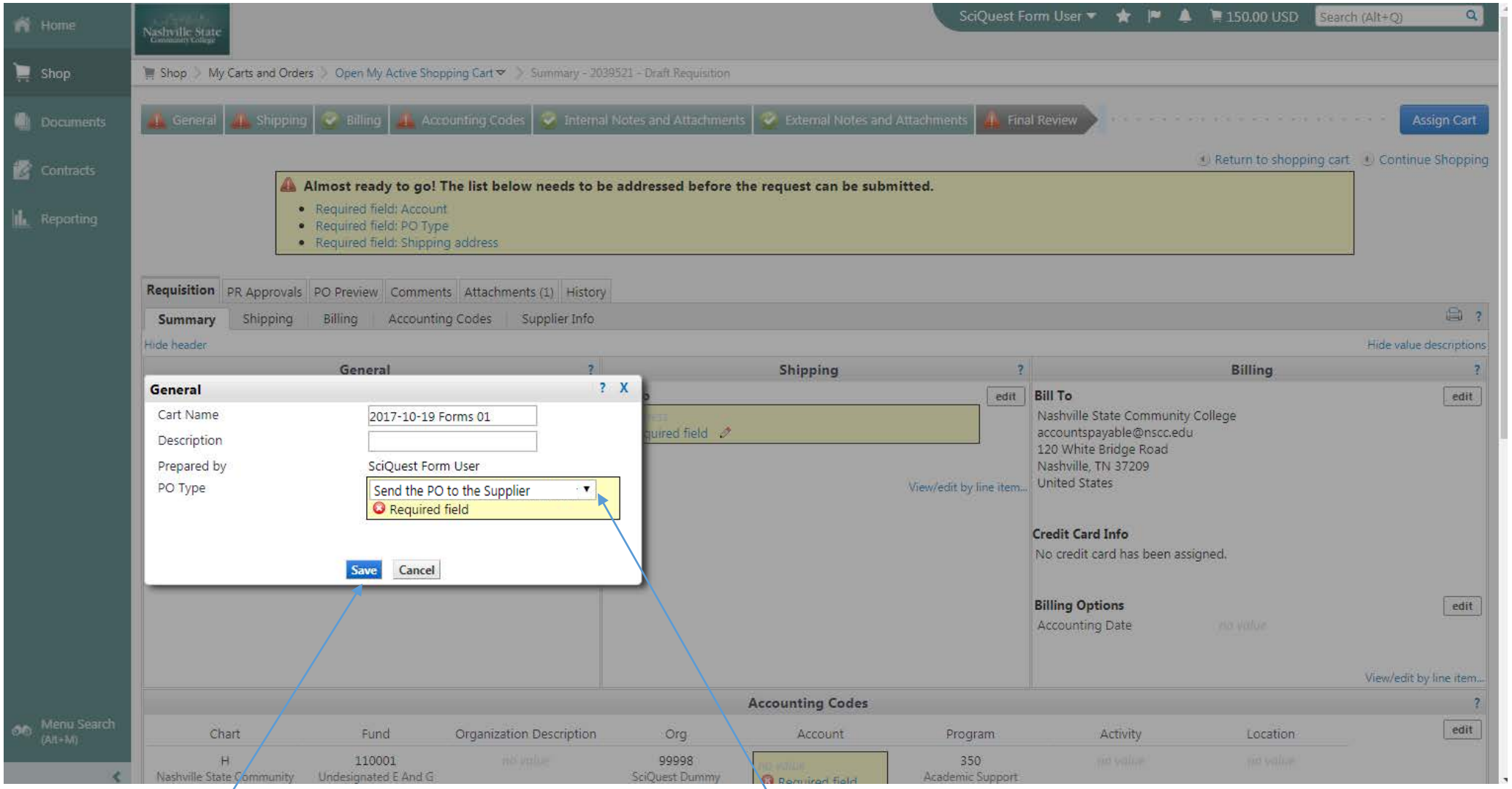

53. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
    If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.



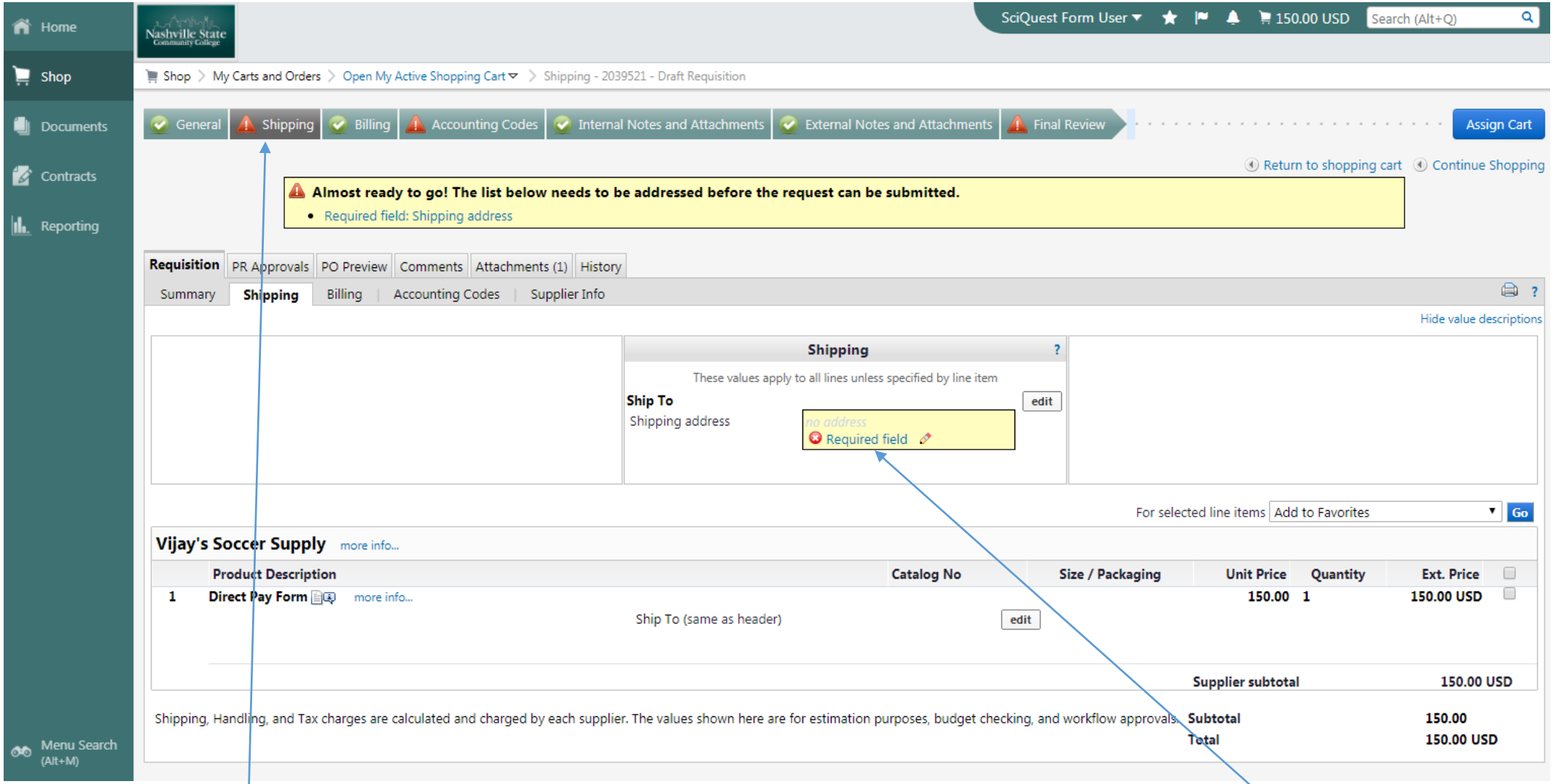

54. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.



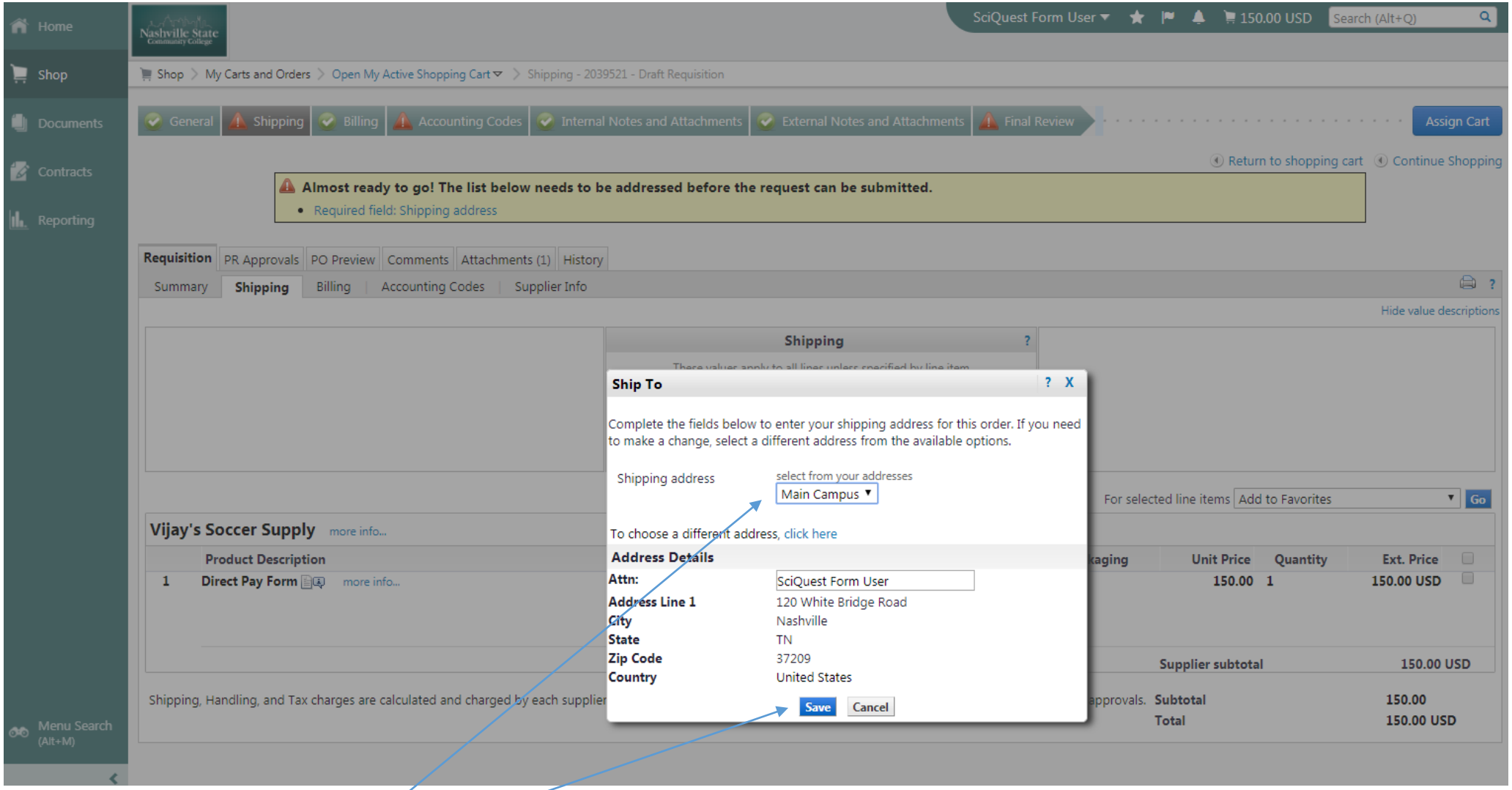

55. If you choose Proceed to Checkout then you will come to following screen.
56. Under the General Tab you will need to update the PO Type by selecting the Required field link



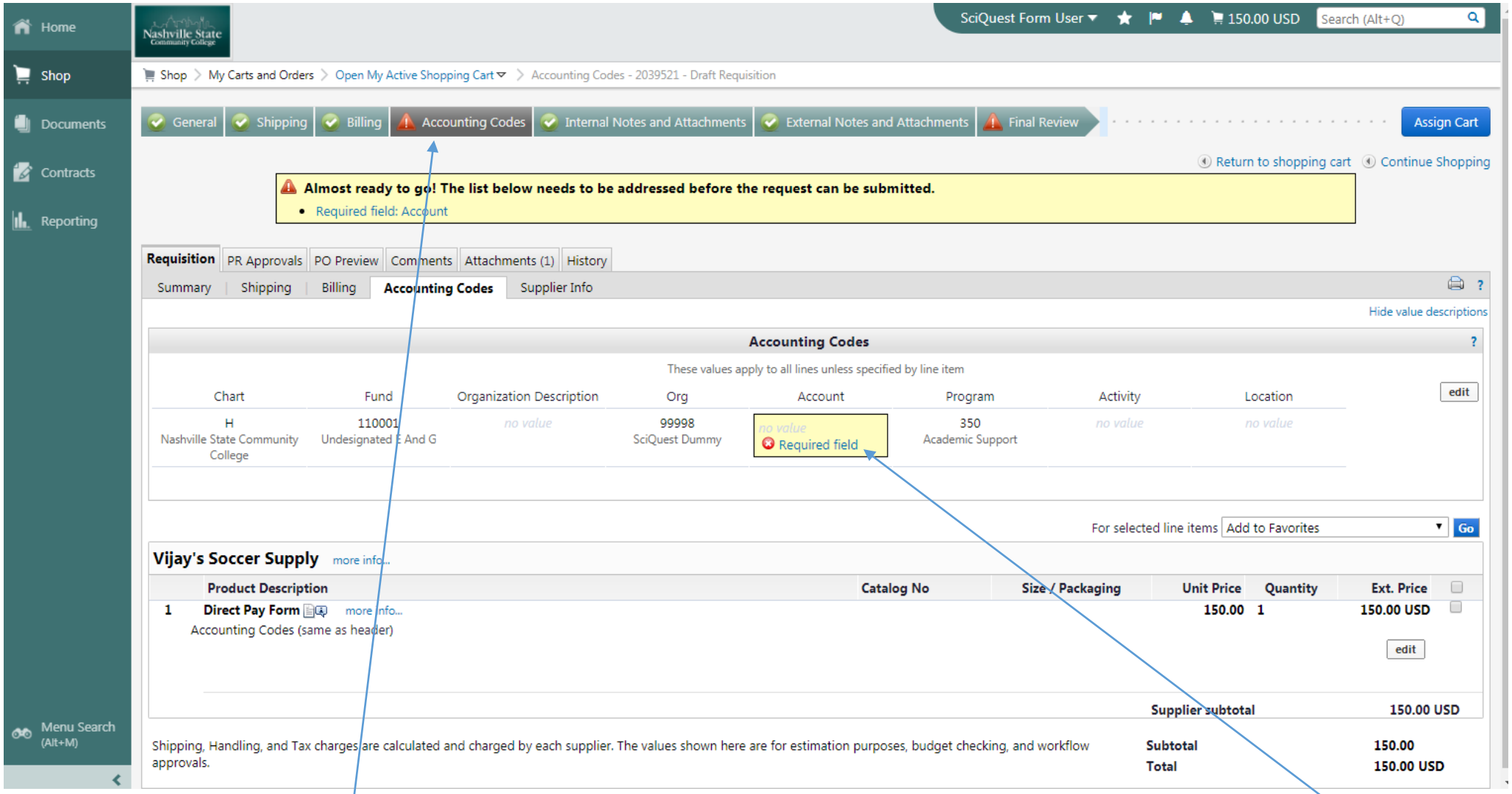

57. From the drop down box you will choose “Send the PO to the Supplier”
58. Select Save when done



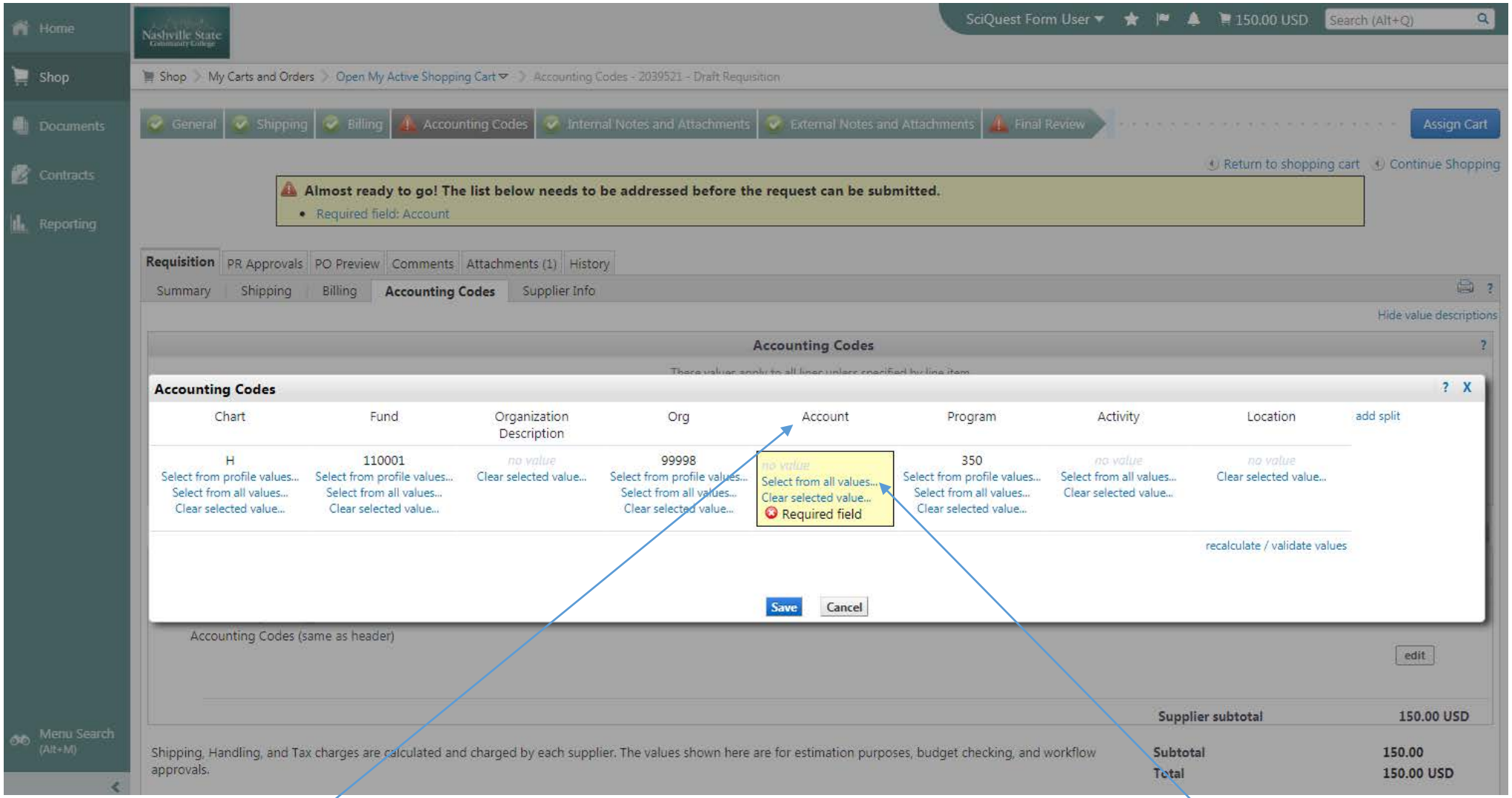

59. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link



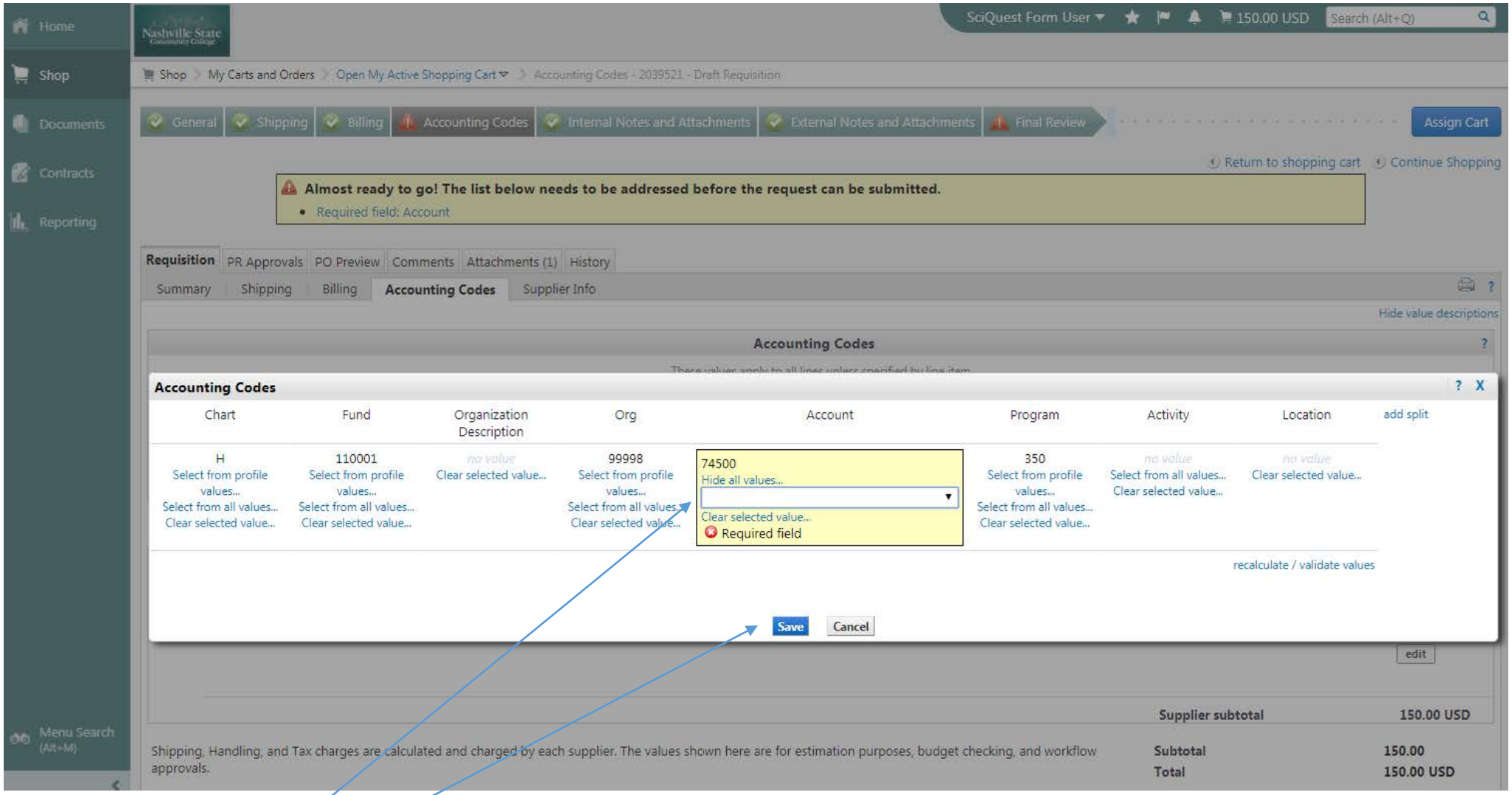

60. From the drop down box you will choose “Main Campus.” If your home campus is different than the Main Campus you will select that campus instead
61. Select Save when done



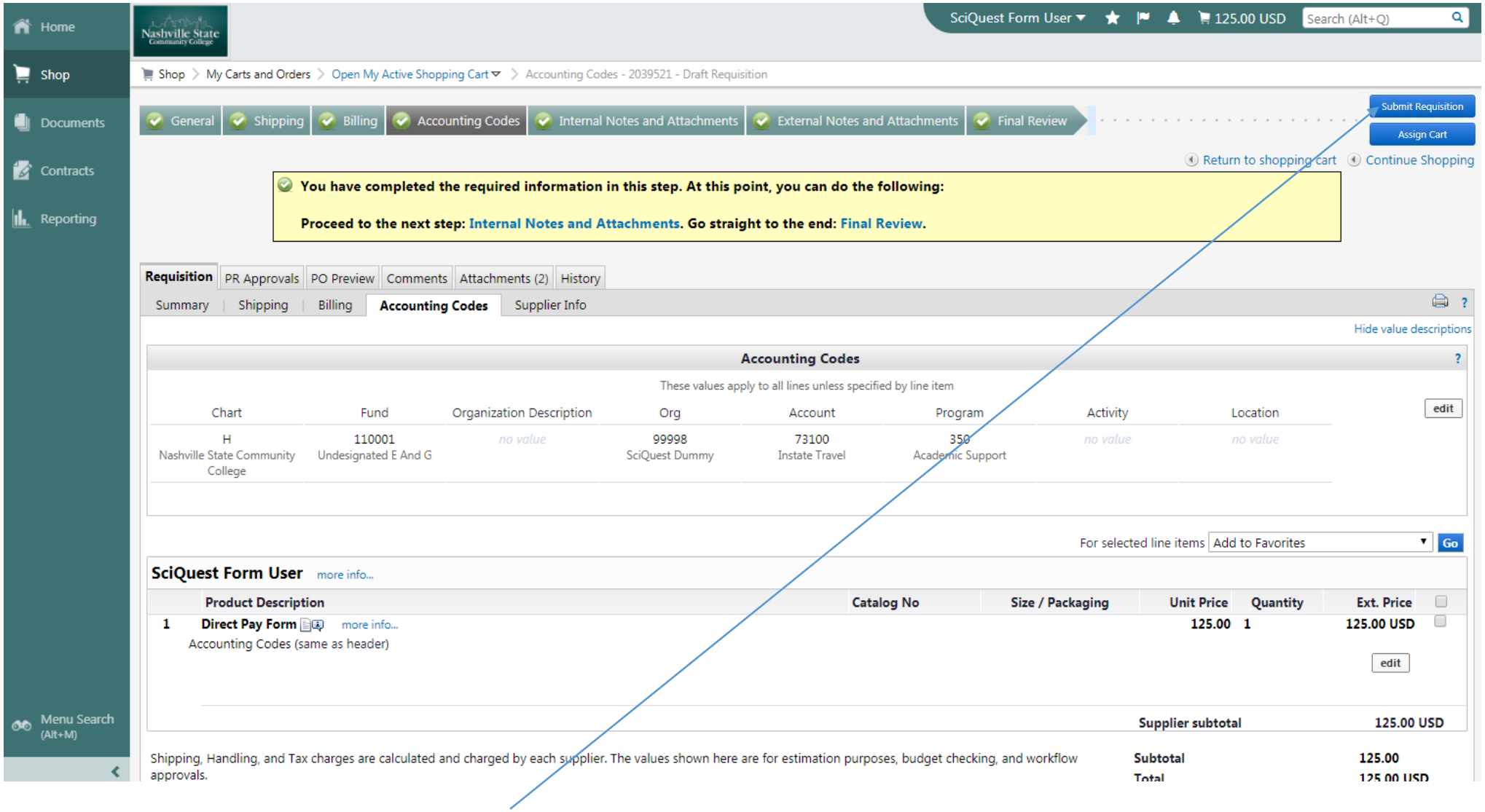

62. Under the Accounting Codes Tab you will need to update the Account by selecting the Required field link



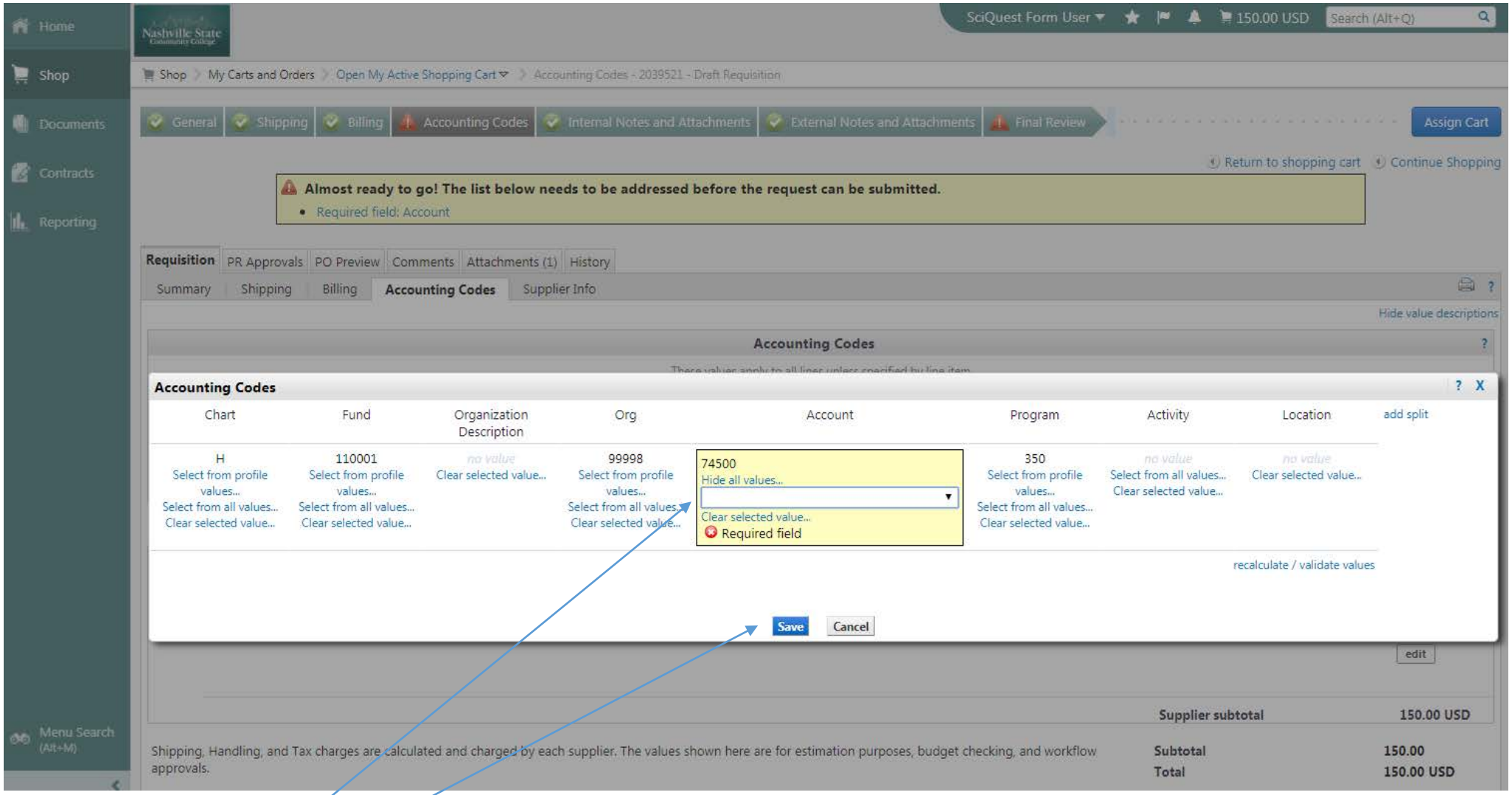

63. Under the Account you will need to update the Account by selecting the Select from all values link




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




66. When completed select the Submit Requisition button.




67. For In-state travel you will need to use 73100
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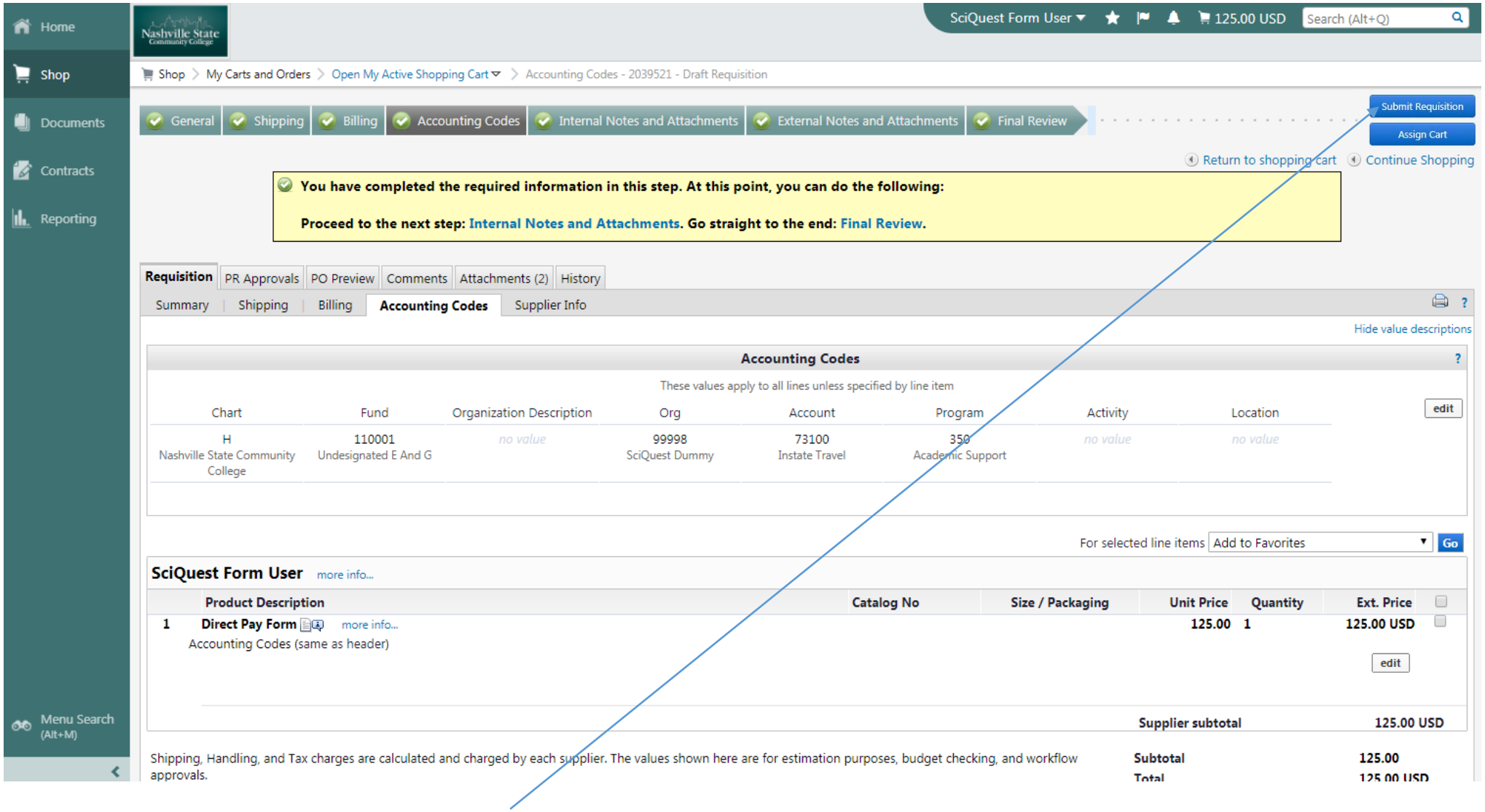


69. When completed select the Submit Requisition button.