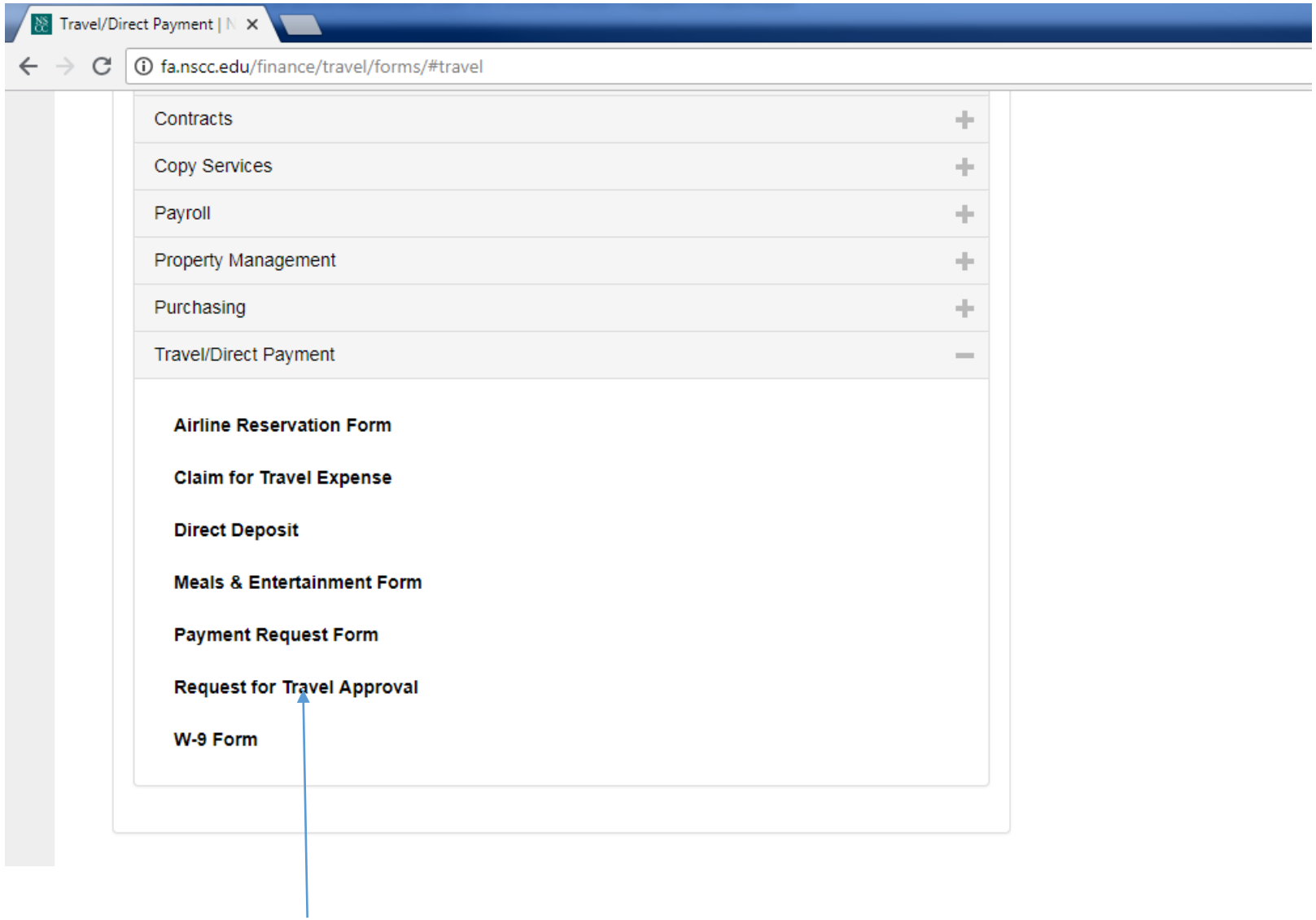
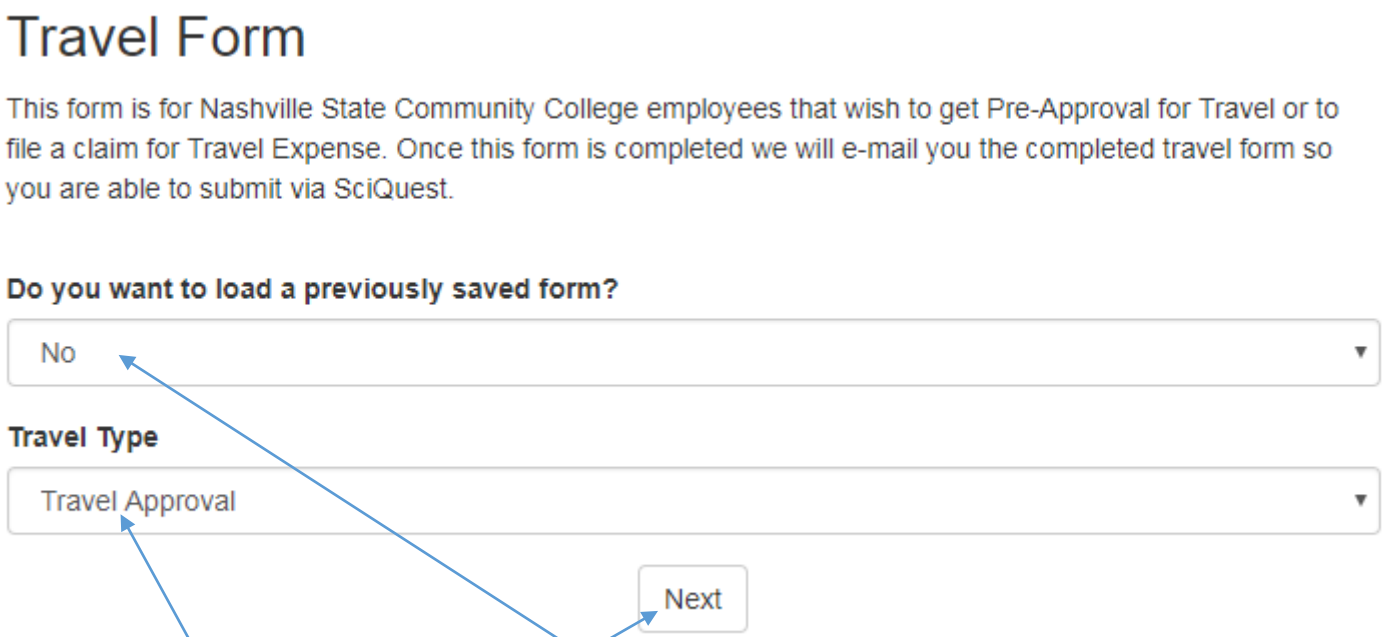
How to Submit a Travel Approval

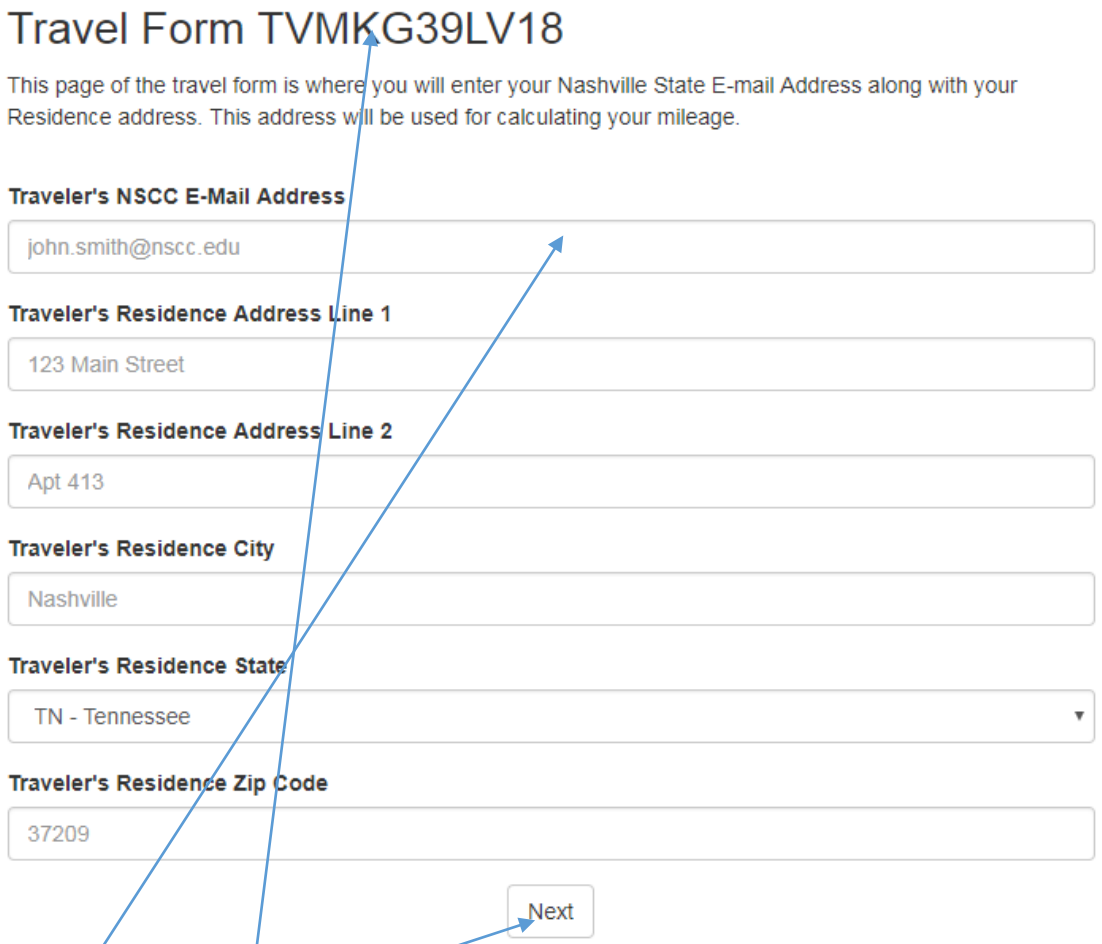
Nashville State Community College



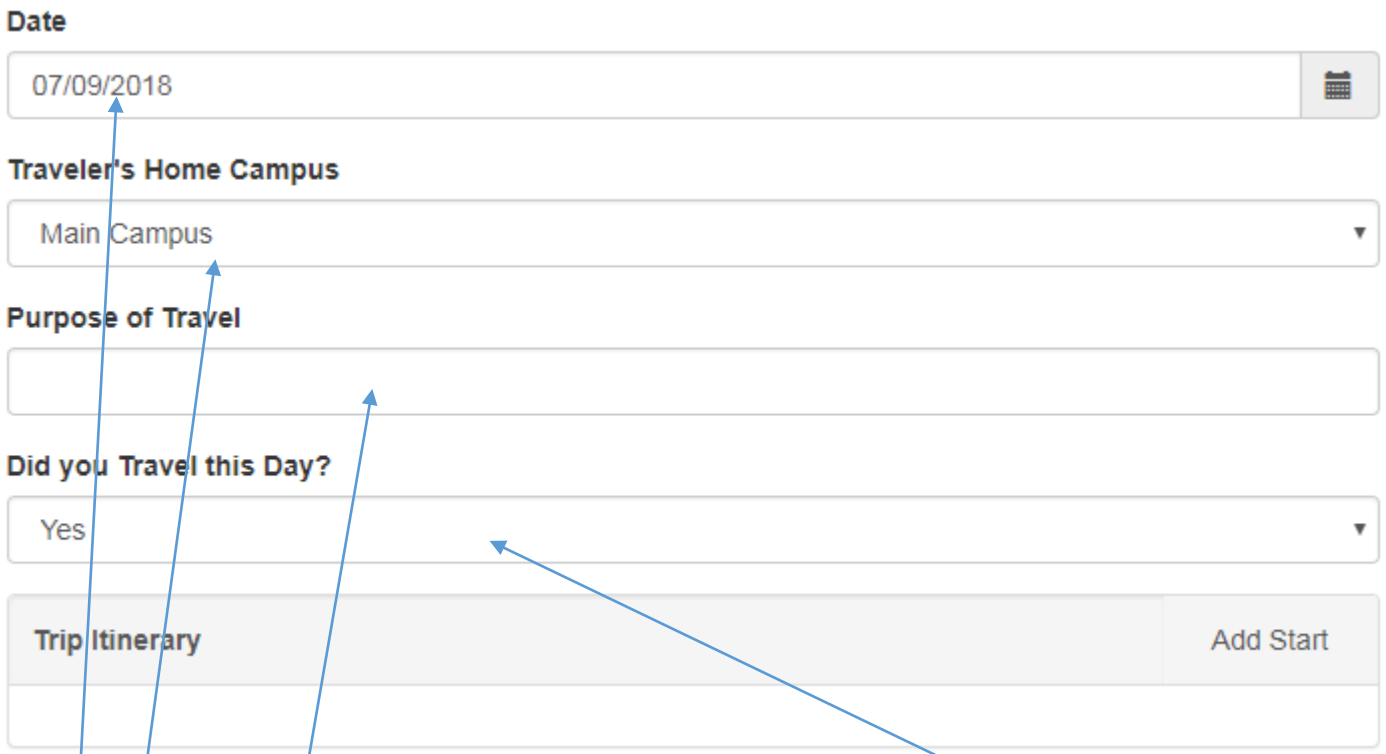
1. You can the open the Travel Approval form in the Forms & Documents section of the Travel/Direct Payment on the Finance website.



2. If you are continuing a Travel Approval Request then choose Yes and provide the Travel Number
3. Change the Travel Type to Travel Approval
4. Click Next to continue

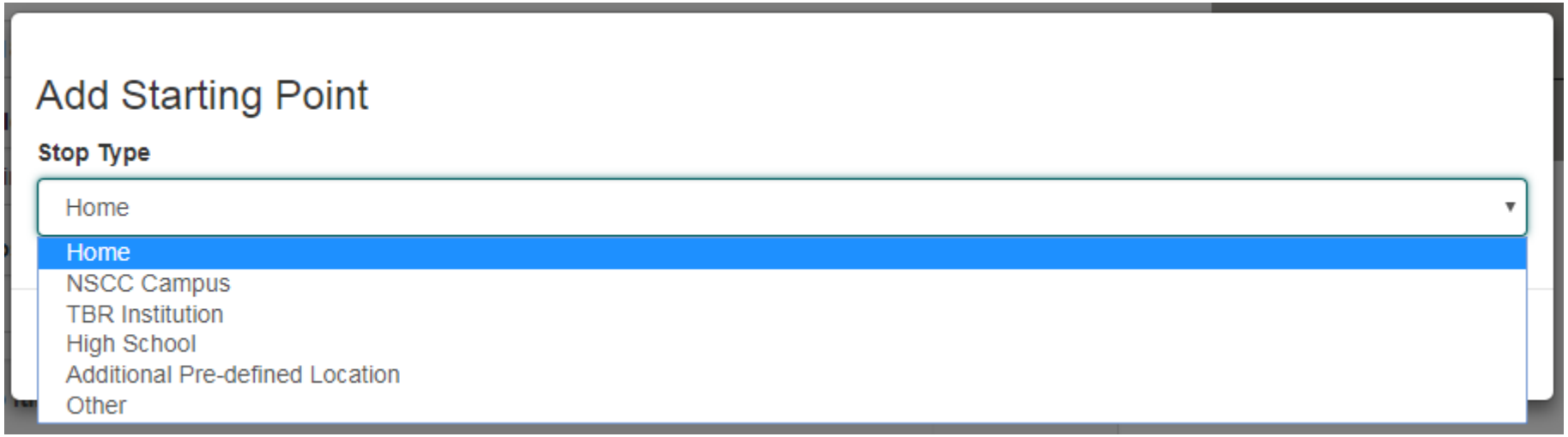


5. On this page you will see the Travel Number
6. Provide your NSCC E-mail Address
7. Also, provide your residence address, which is used from your commute mileage calculation.
8. Click Next to continue. Note whenever you move to the next page your travel Approval will automatically be saved



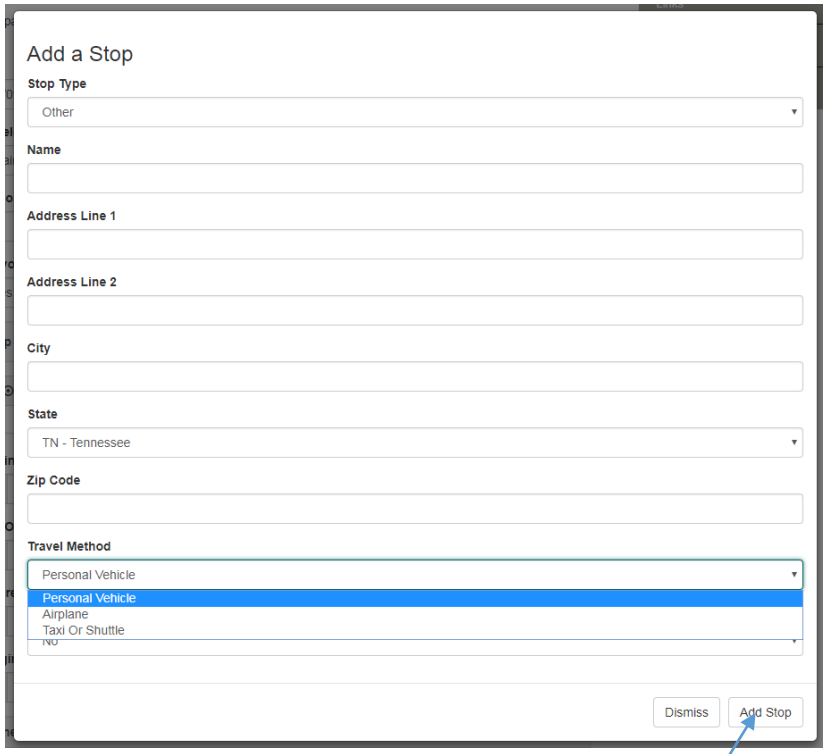
9. On the following pages you will enter your estimated travel activities for each day of your travel.
10. Choose the Date of Travel
11. Select your Home Campus
12. Provide a Purpose of your travel for the given day
13. If you have travel on the given day you will need to provide your travel Itinerary 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

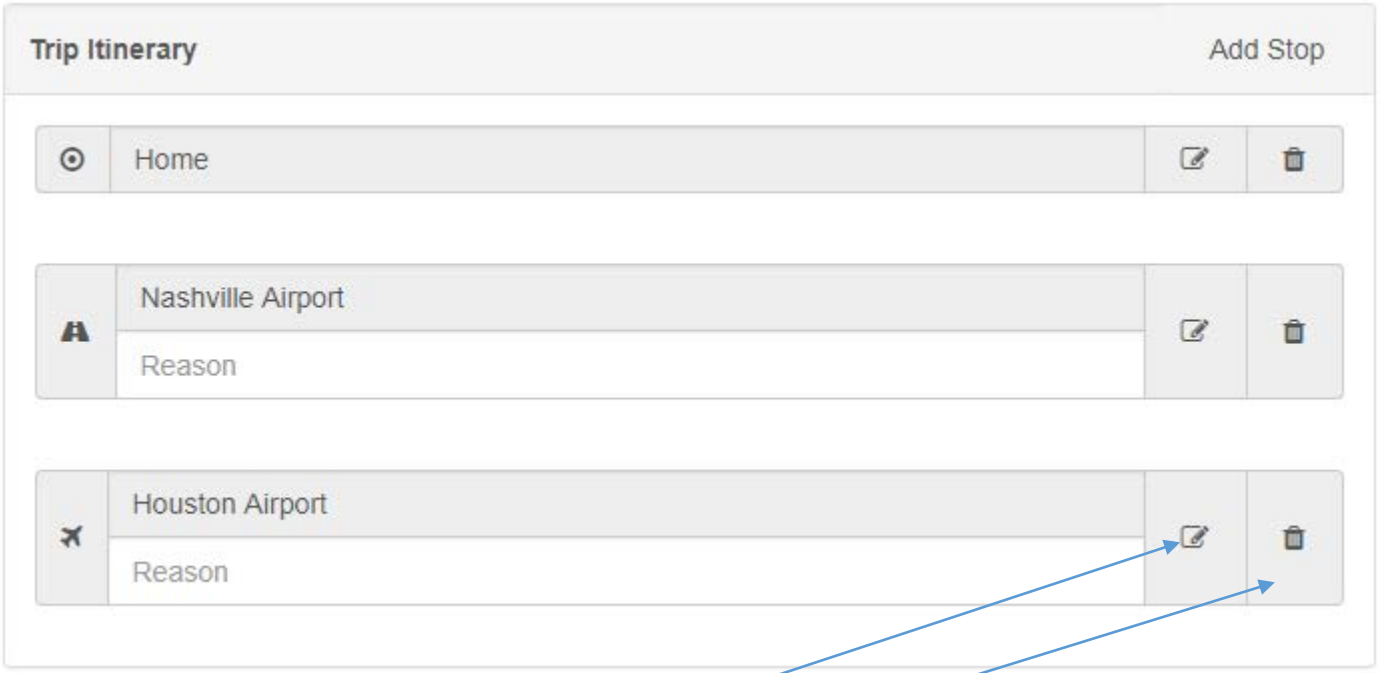


17. On the following screen you will choose your starting point of you travel
18. From the dropdown you can choose from several stop types:
    - Home – This is your residence address you provide on the pervious page
    - NSCC Campus – This is a list all NSCC Campus
    - TBR Institutions – This is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

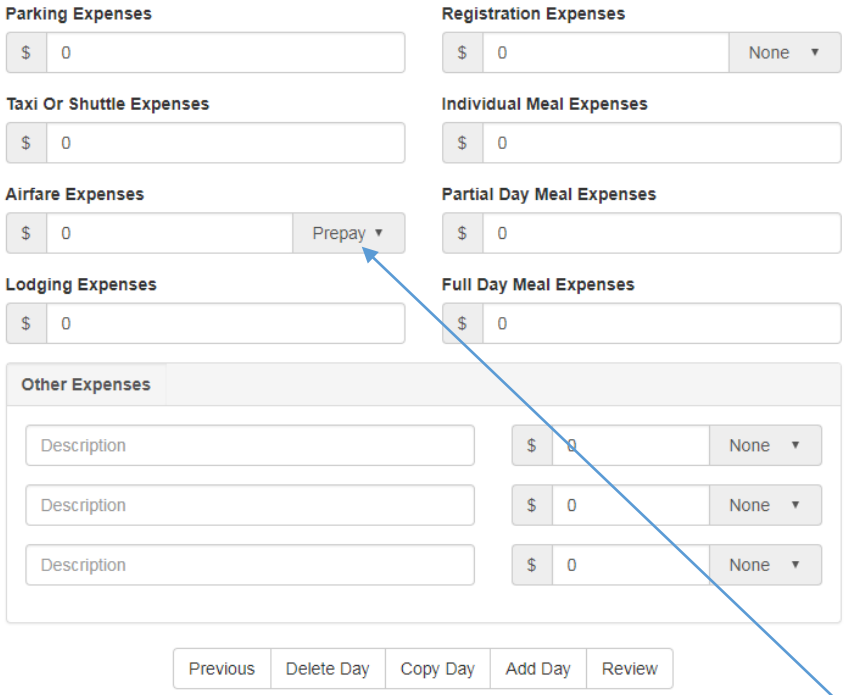
20. Now they you have a starting point you need to provide at least one stop
21. To do this we will click the Add Stop button



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

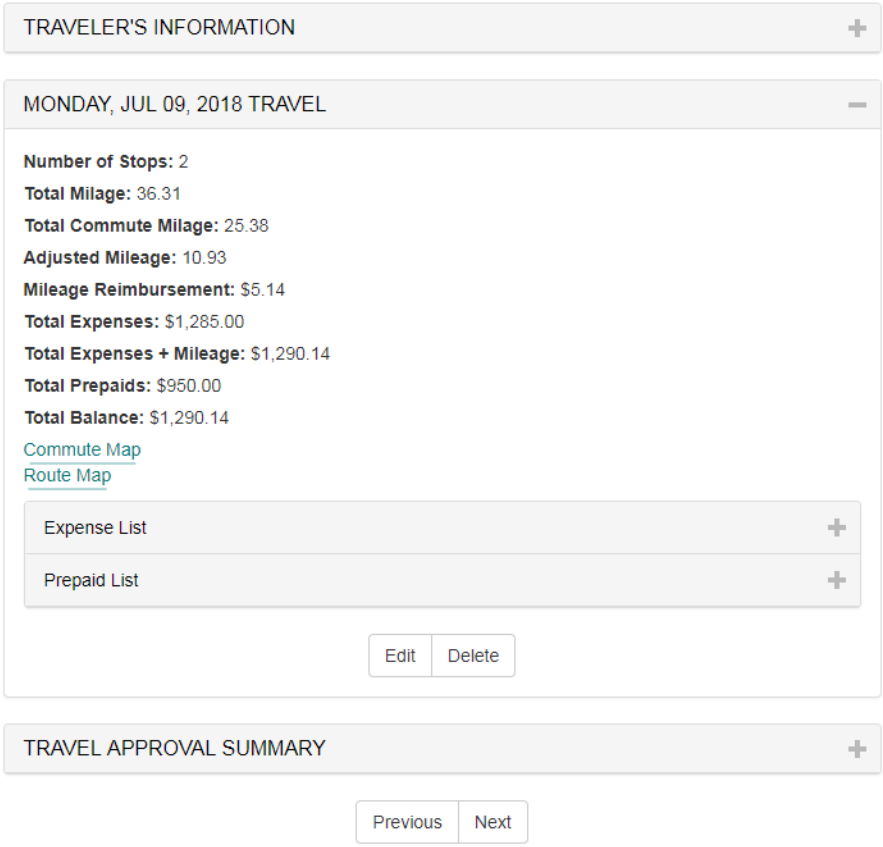


26. You need to repeat the previous step until all stops have been added. Note: you are only required to fill in stops where your personal vehicle is used, that way mileage will be calculated correctly.
27. Once stops are added you will need to provide a reason as to why you visited the stop.
28. You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

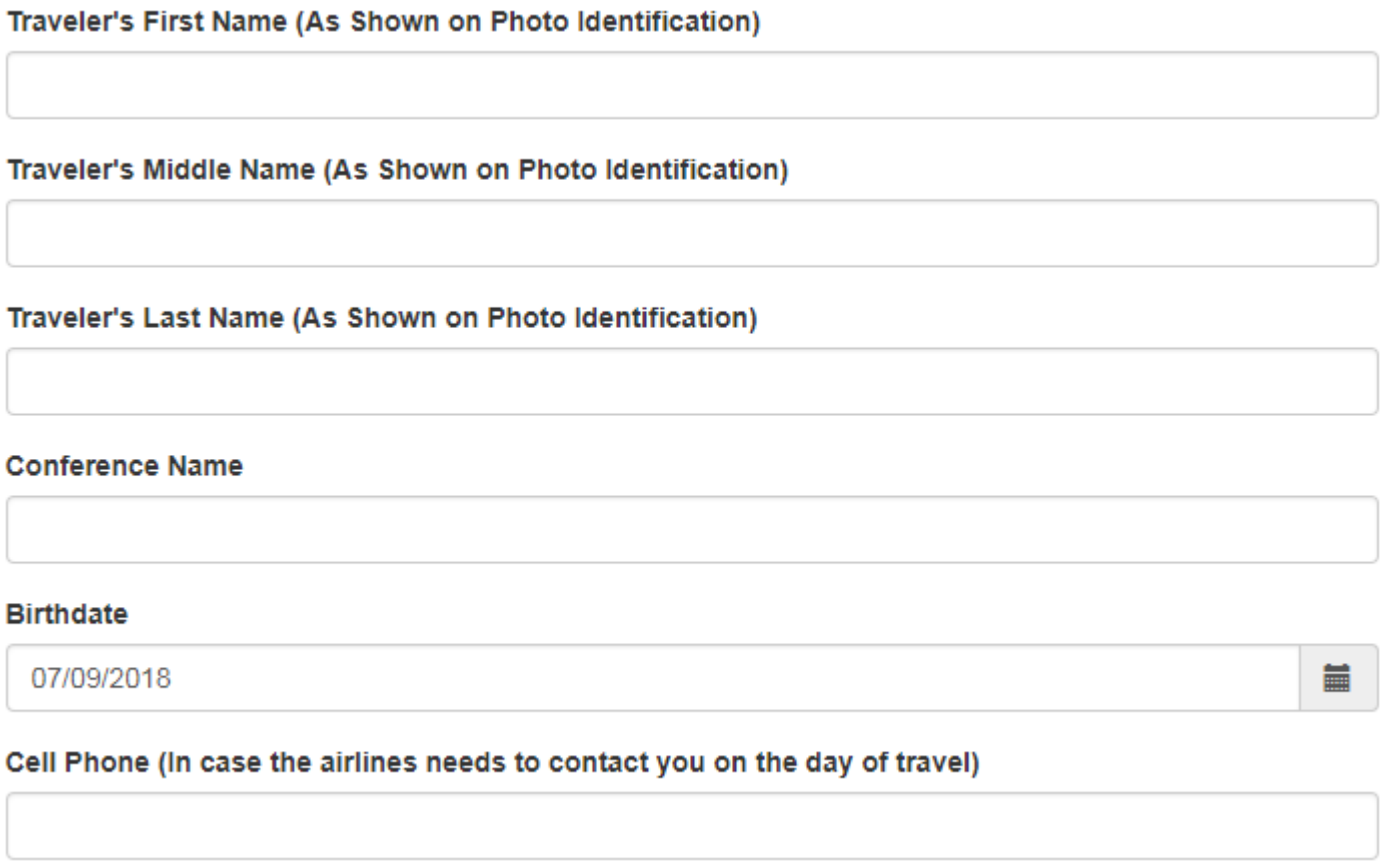


29. Once your travel itinerary is complete you will need to provide an <u>estimated</u> list of travel expenses
30. If you need the travel department to pay for these please indicate by choosing Prepay in the dropdown
31. Once you are done with this given travel day you can choose from the buttons at 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

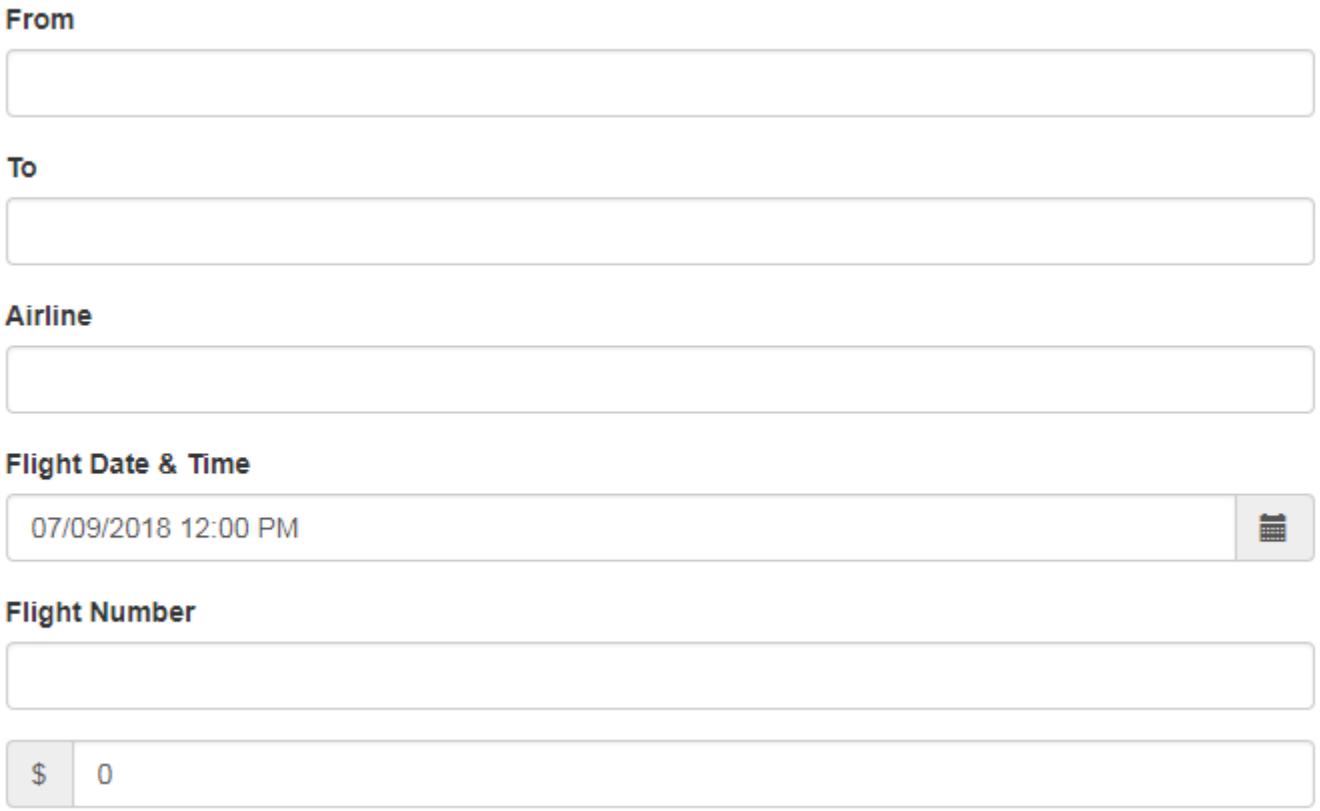
Note: If the Travel Department is booking your airfare then make sure your estimated airfare expense is greater than the current airfare prices to cover taxes, fees and any changes to ticket prices before the airfare is booked



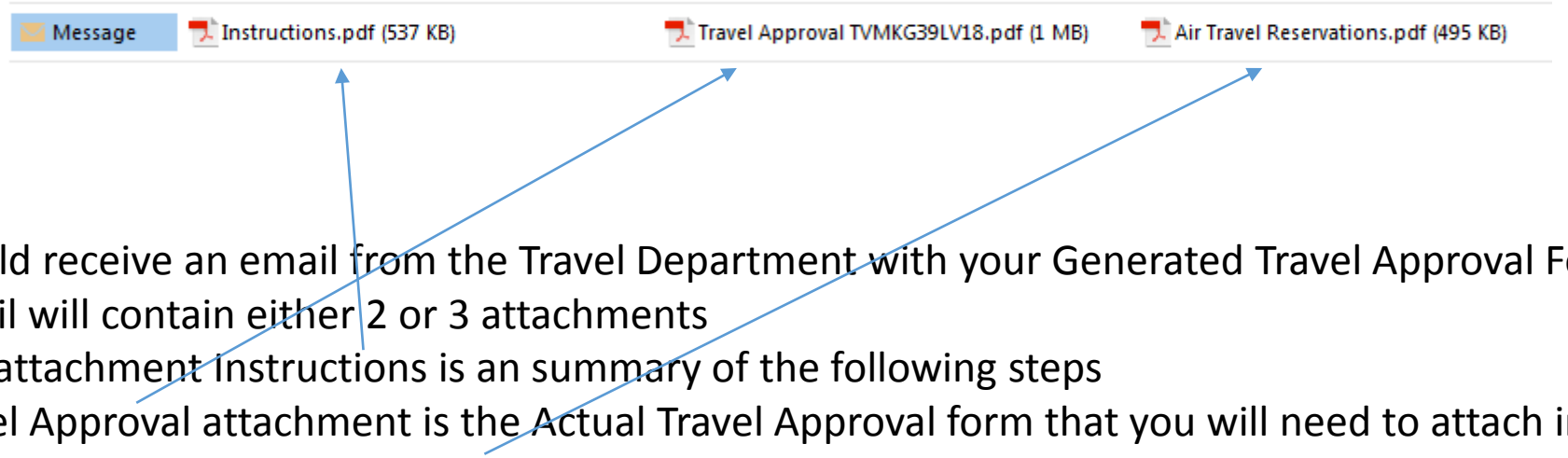
32. The Review page has three or more sections. The first section is your information that you provide. The last section is your Approval Summary for the entire trip. The middle section are your travel day summary, one for each day.
33. In the travel day section you will see a breakdown of all your day estimated expenses
34. Also, if mileage was calculated it will provide you with maps for commute (if used) and your route for that day
35. Once you verified that all information is correct you can click Next



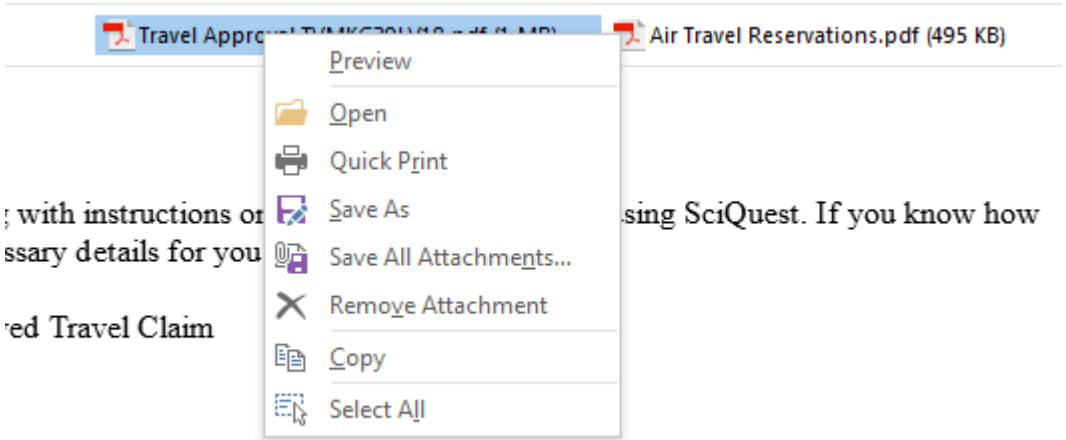
36. If you did not choose for the Travel Department to Prepay your Airfare you can go to page
37. If you did then you will have to provide the Travel Department with additional information
38. In order for the Travel Department to book you Airline ticket we need to know your Name as shown on your Driver's license or Passport along with your birthdate.
39. Optionally you can provide the Travel Department with your cell phone number, this way if there is a change in your travel plans the Airline can contact you directly.



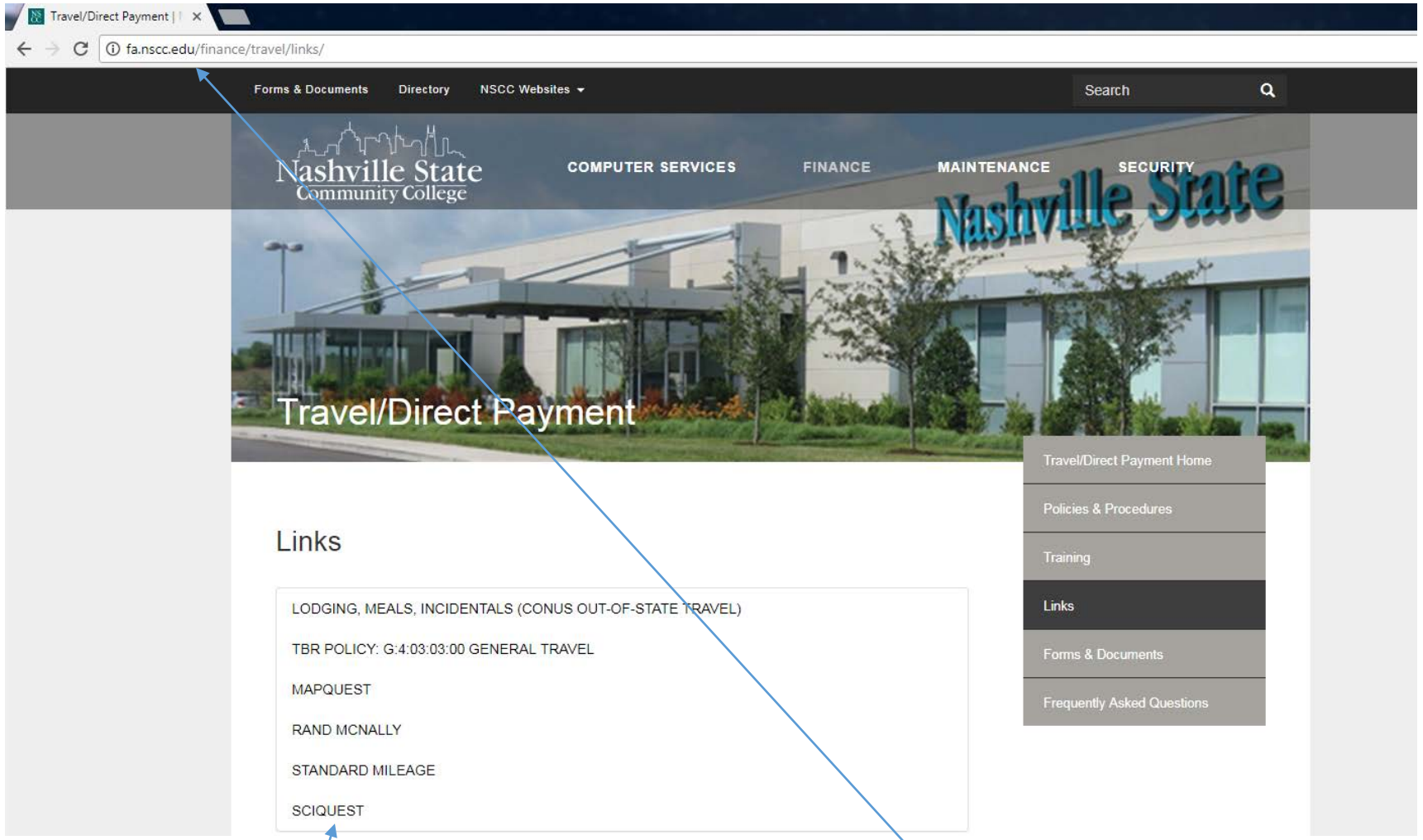
40. For the Departing flight and Returning flight you will need to provide the correct information so the Travel Department can book the right flights.
41. Once the your done filling out the Air travel information click the Next button to Generate your travel form



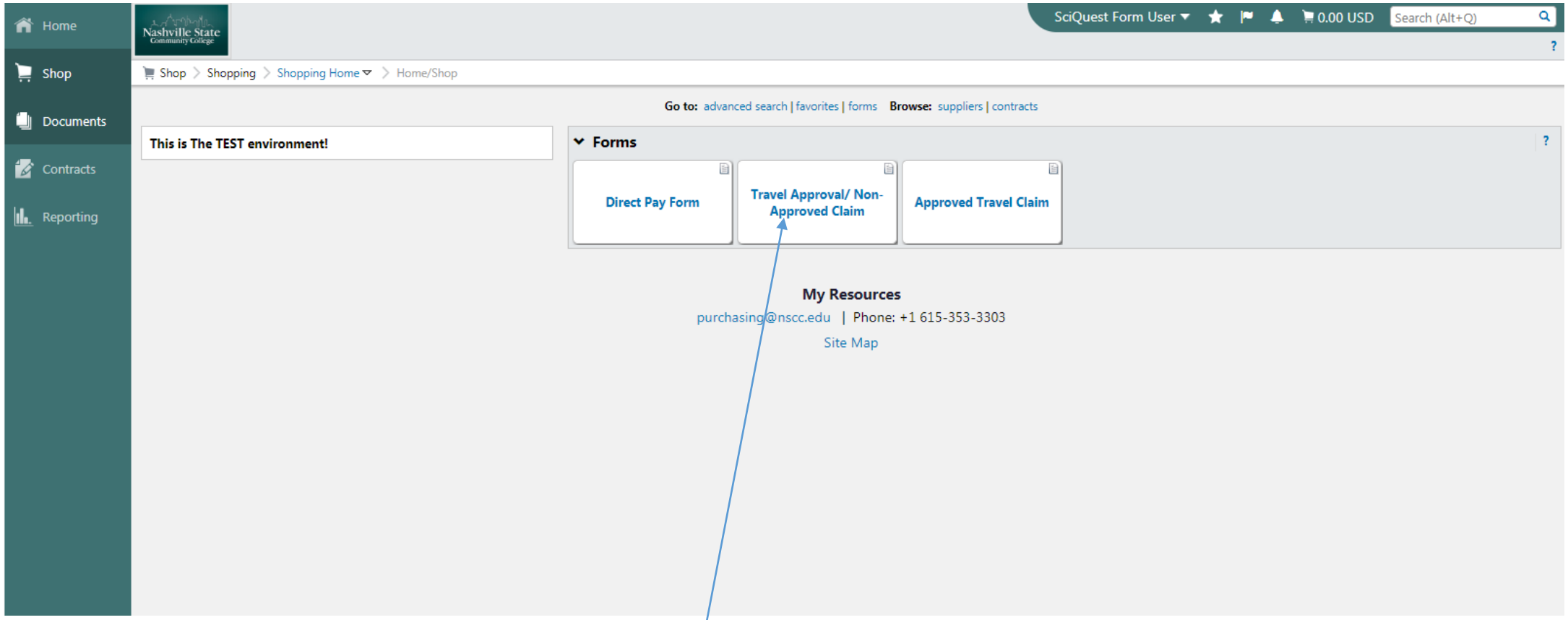
42. You should receive an email from the Travel Department with your Generated Travel Approval Form
43. This email will contain either 2 or 3 attachments
44. The first attachment Instructions is an summary of the following steps
45. The Travel Approval attachment is the Actual Travel Approval form that you will need to attach in SciQuest
46. The final attachment is the Air Travel Reservation form that you will also need to attach in SciQuest. This attachment will only be available when the Travel Department will be booking your airfare. Also, this document is password protected so no one but the Travel Department and you can view your birthdate and cellphone number. The password to view the Air Travel Reservation Form is your Birth Month and Day. So for example if your Birth Date is January 1st, the password is 0101.



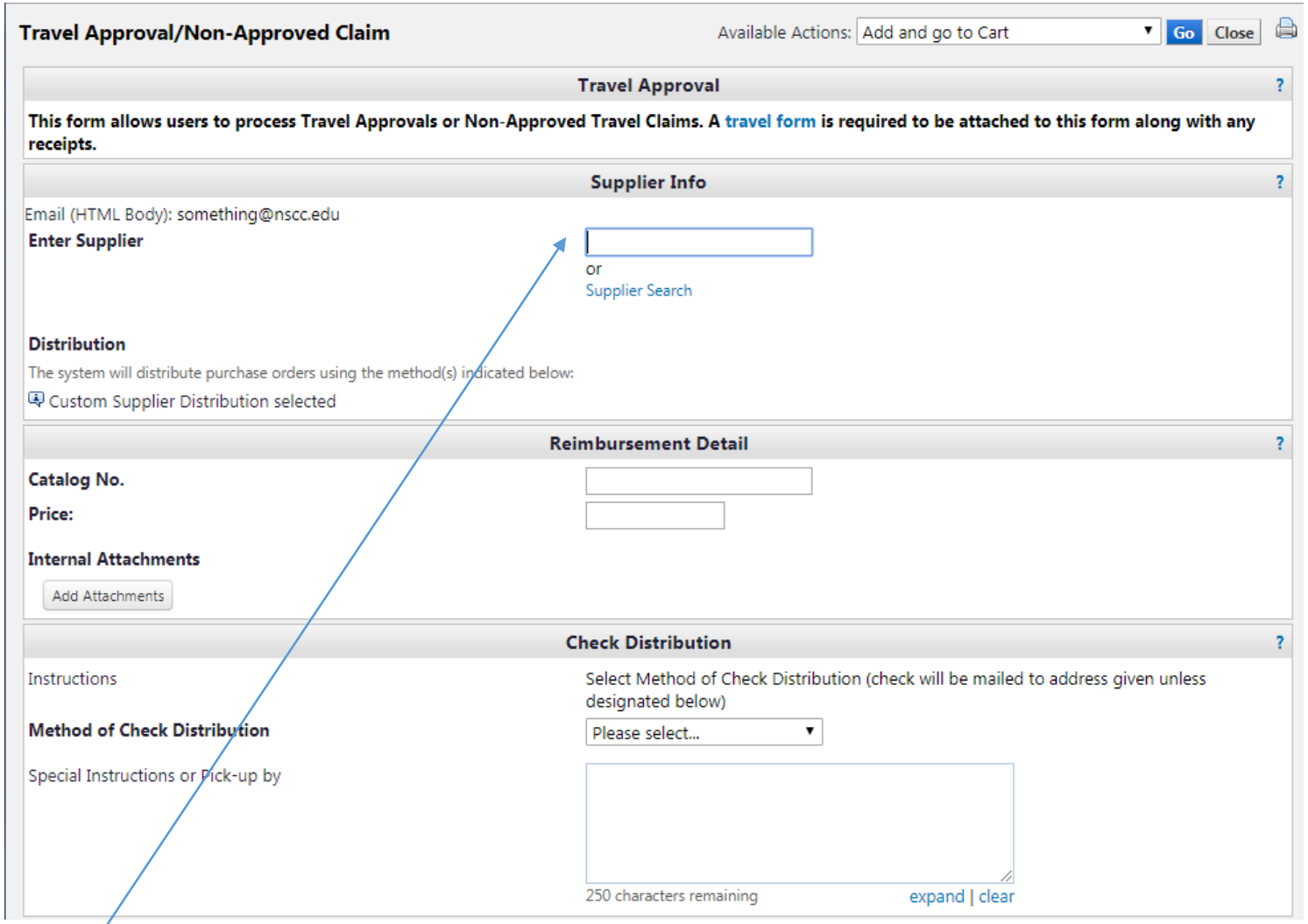
47. In order to submit your Travel Approval in SciQuest you will need to download the Travel Approval attachment and Air Travel Reservation (If needed)
48. To do this right click on the Travel Approval attachment and choose Save As. Follow the steps to save the attachment. Make sure you note the location of where the travel approval is saved!
49. Repeat the above step for the Air Travel Reservation if needed



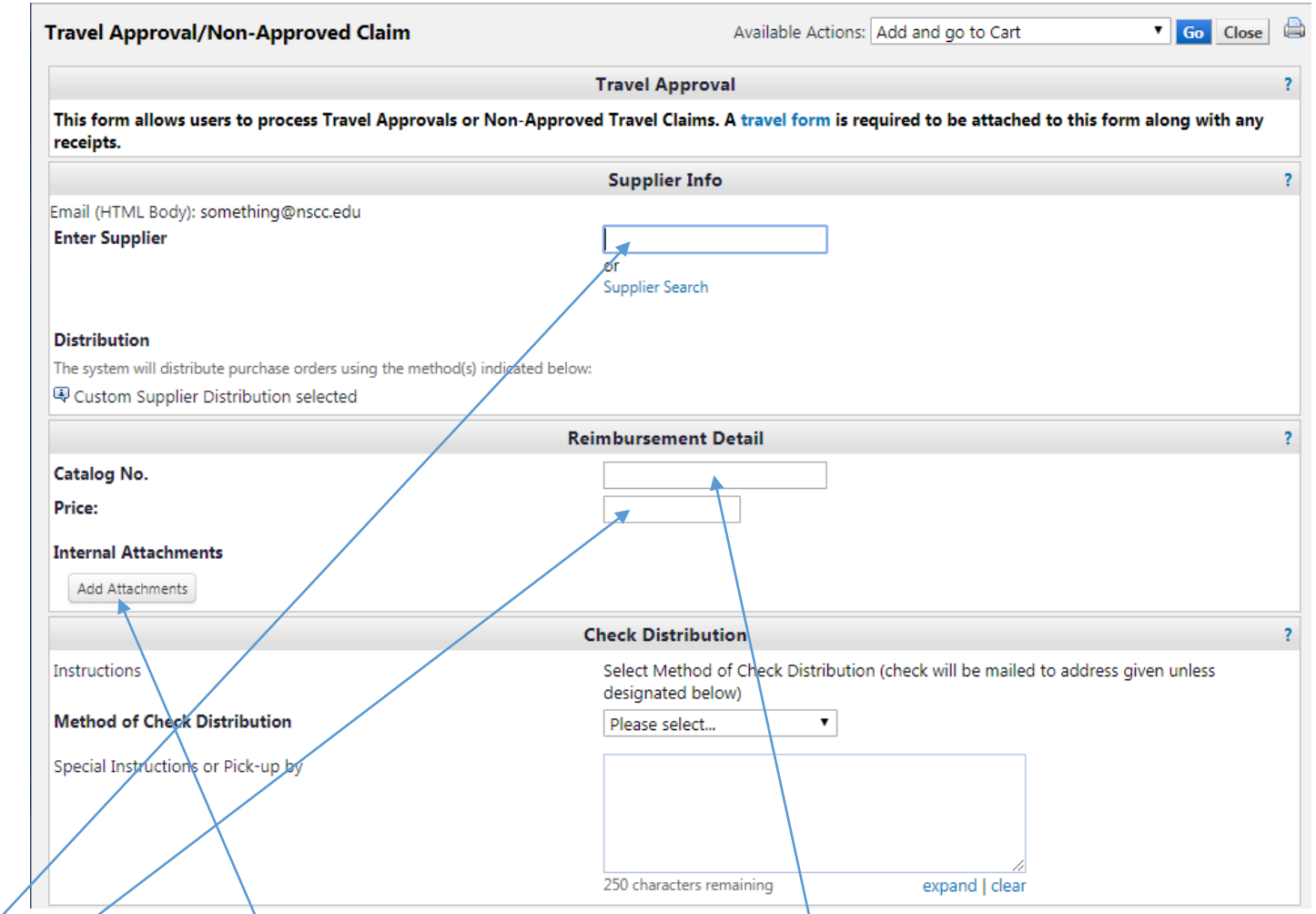
50. Log into SciQuest.
51. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.



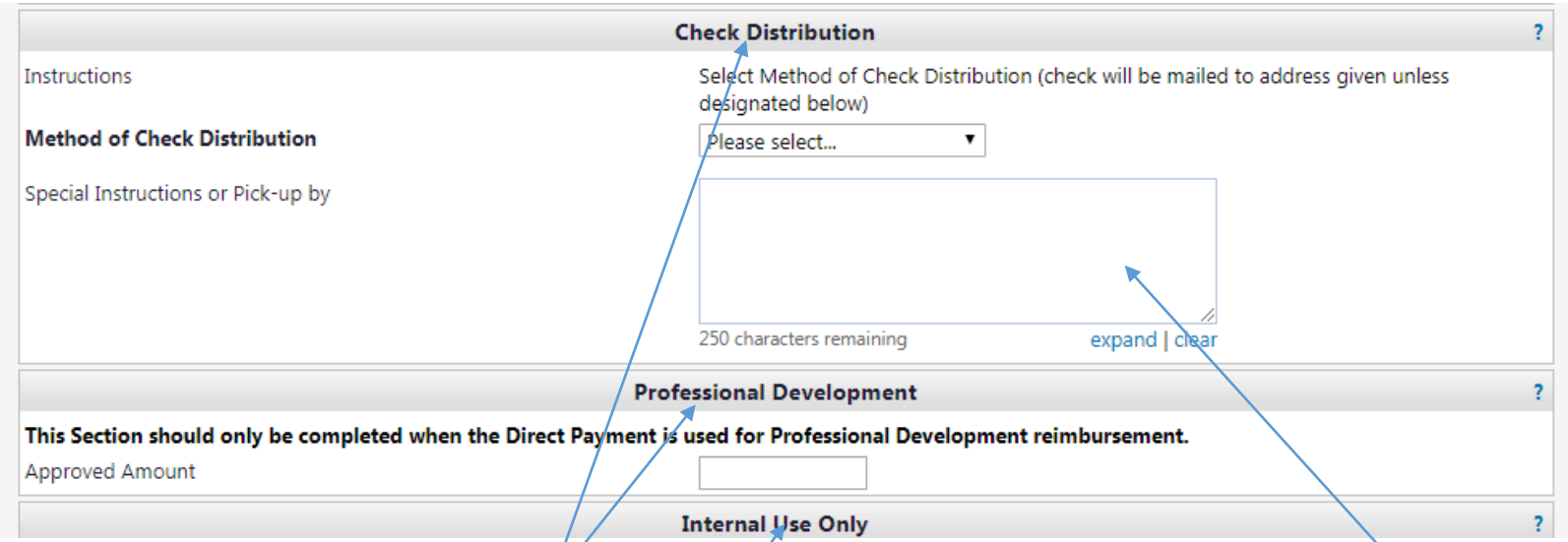
52. Once you are logged in, the Travel Approval / Non-Approved Claim Form is located under the Forms Section.
    Note: Depending on you SciQuest access you may see more then what is shown
53. To submit a Travel Approval, click on the Travel Approval / Non-Approved Claim Form



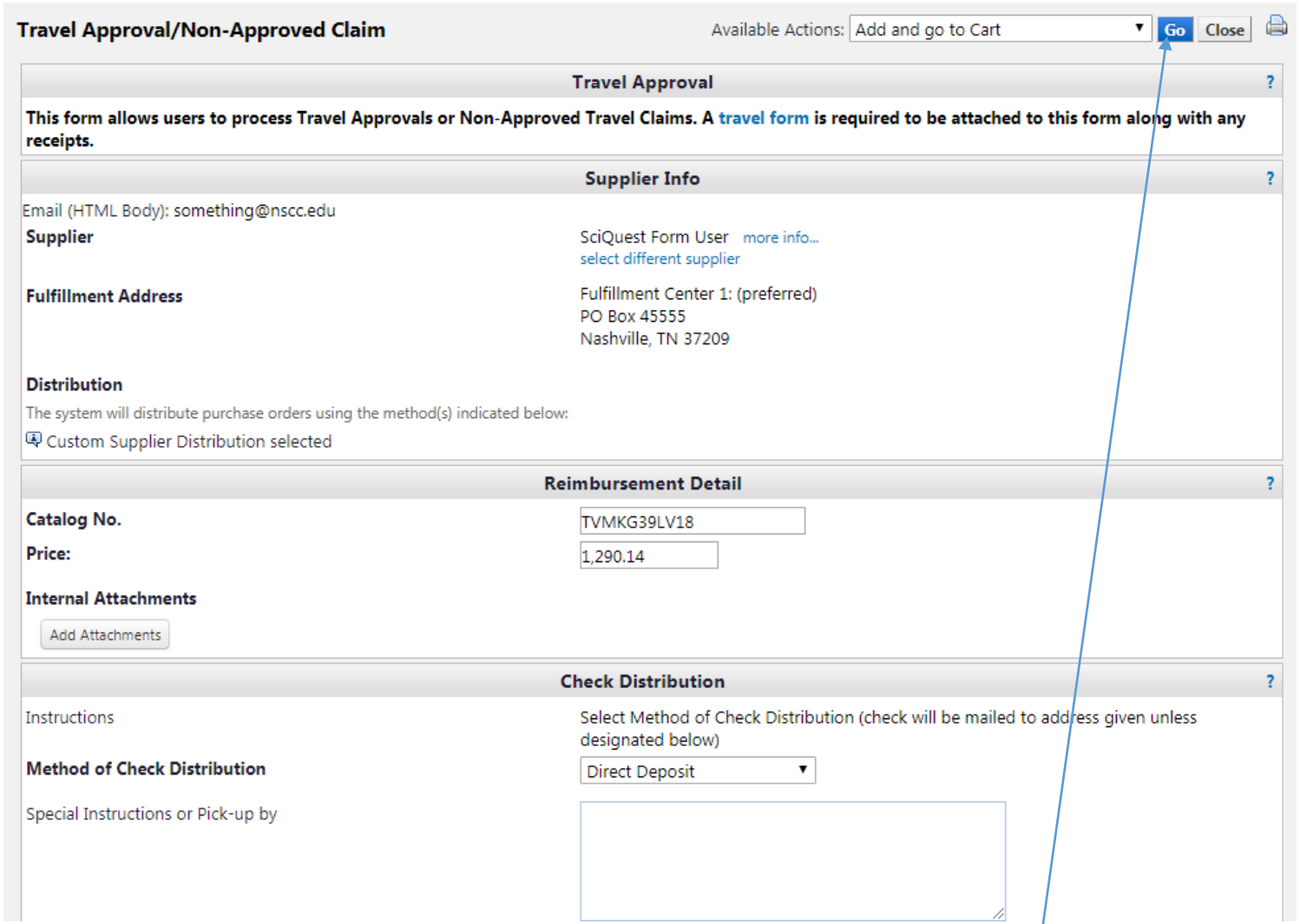
54. Enter you're A Number, since you are the one requesting for travel approval



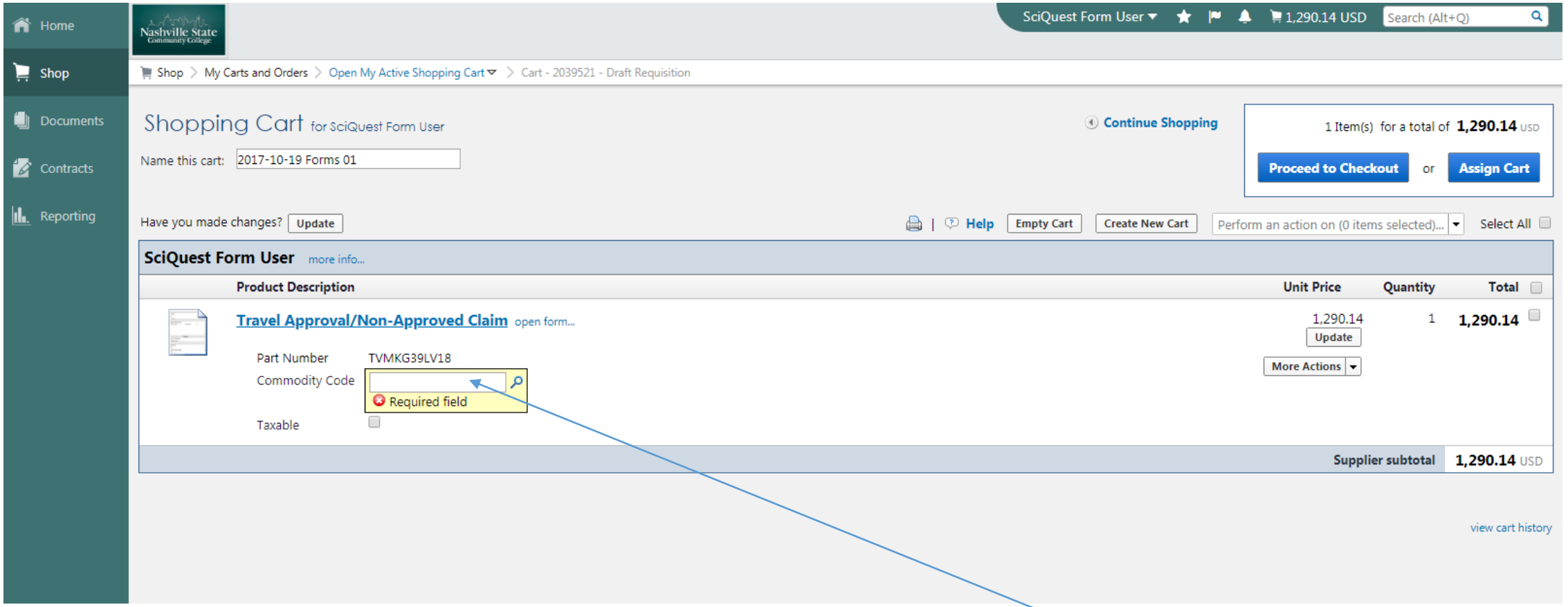
55. Once the Supplier is selected you need to fill out the details of your Travel Approval
56. Add the Travel Number from your Travel Approval to the Catalog No. Field
57. Add the Price from your Travel Approval form
58. You will need to attach your Travel Approval form and Air Reservations Form(if needed) that you previously saved. To do this Click on the ‘Add Attachments’ button. Then Select the travel form file using the next screen



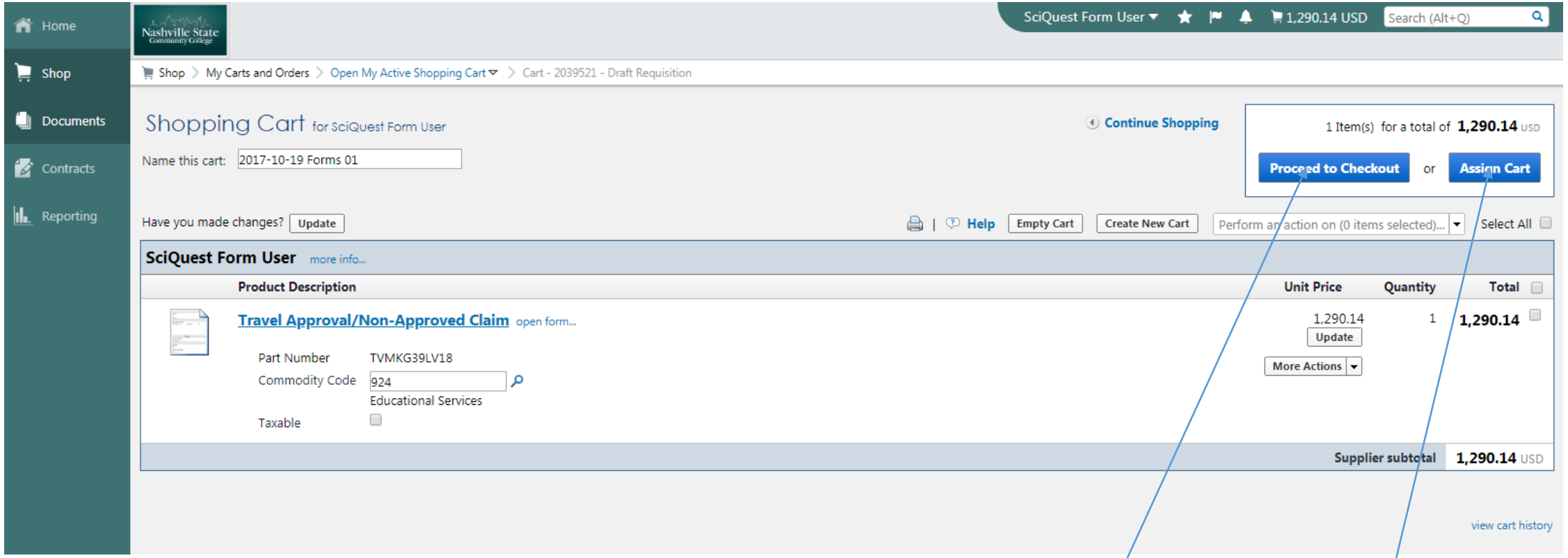
59. The final step is to choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section
    Note: The Professional Development Section will only be needed for Professional Development Reimbursement and Internal Use Only section is to be completed by the Travel/Direct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



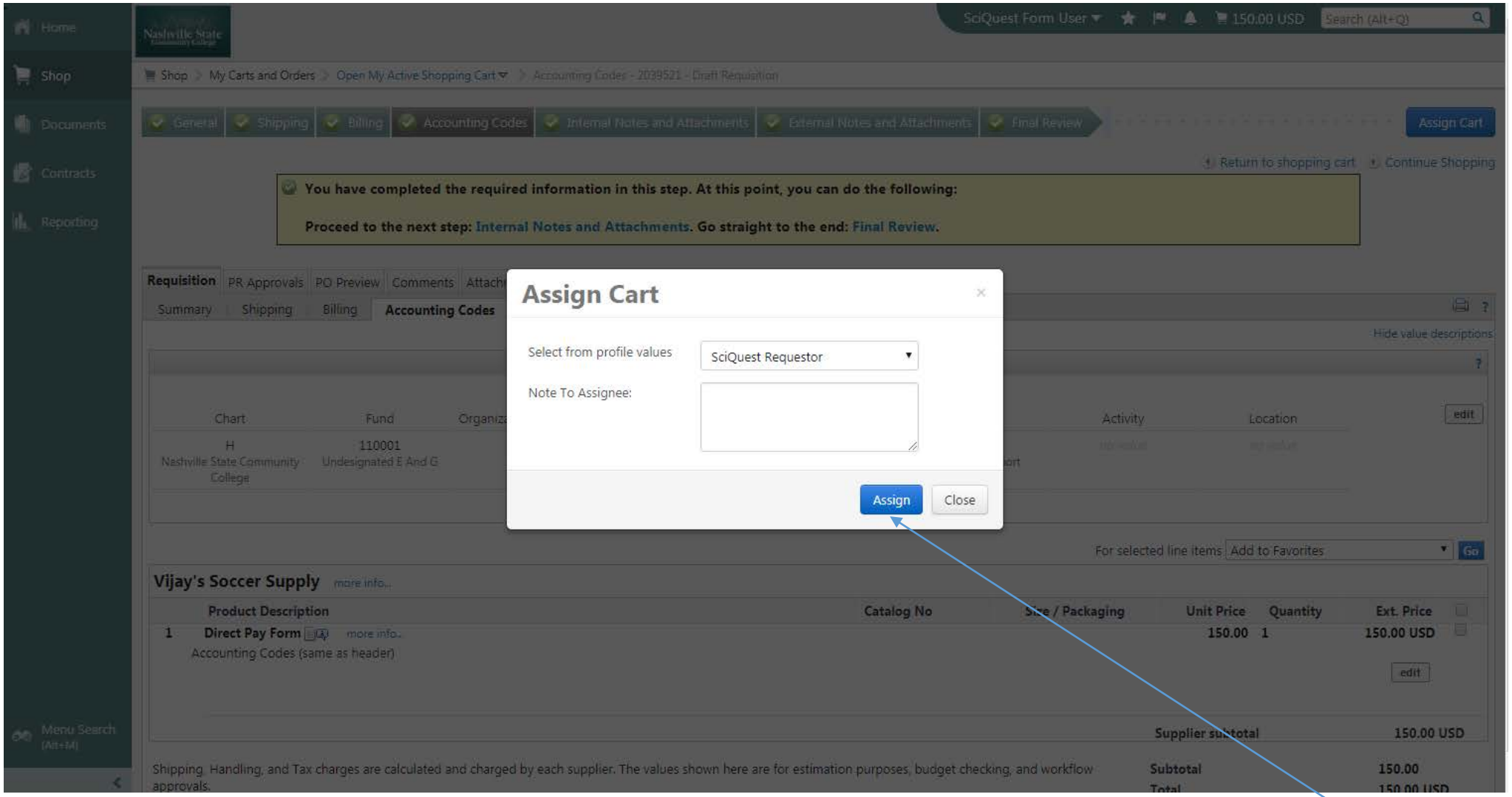
60. Once the Travel Approval / Non-Approved Claim form is filled out, select the Go button at the top of the page



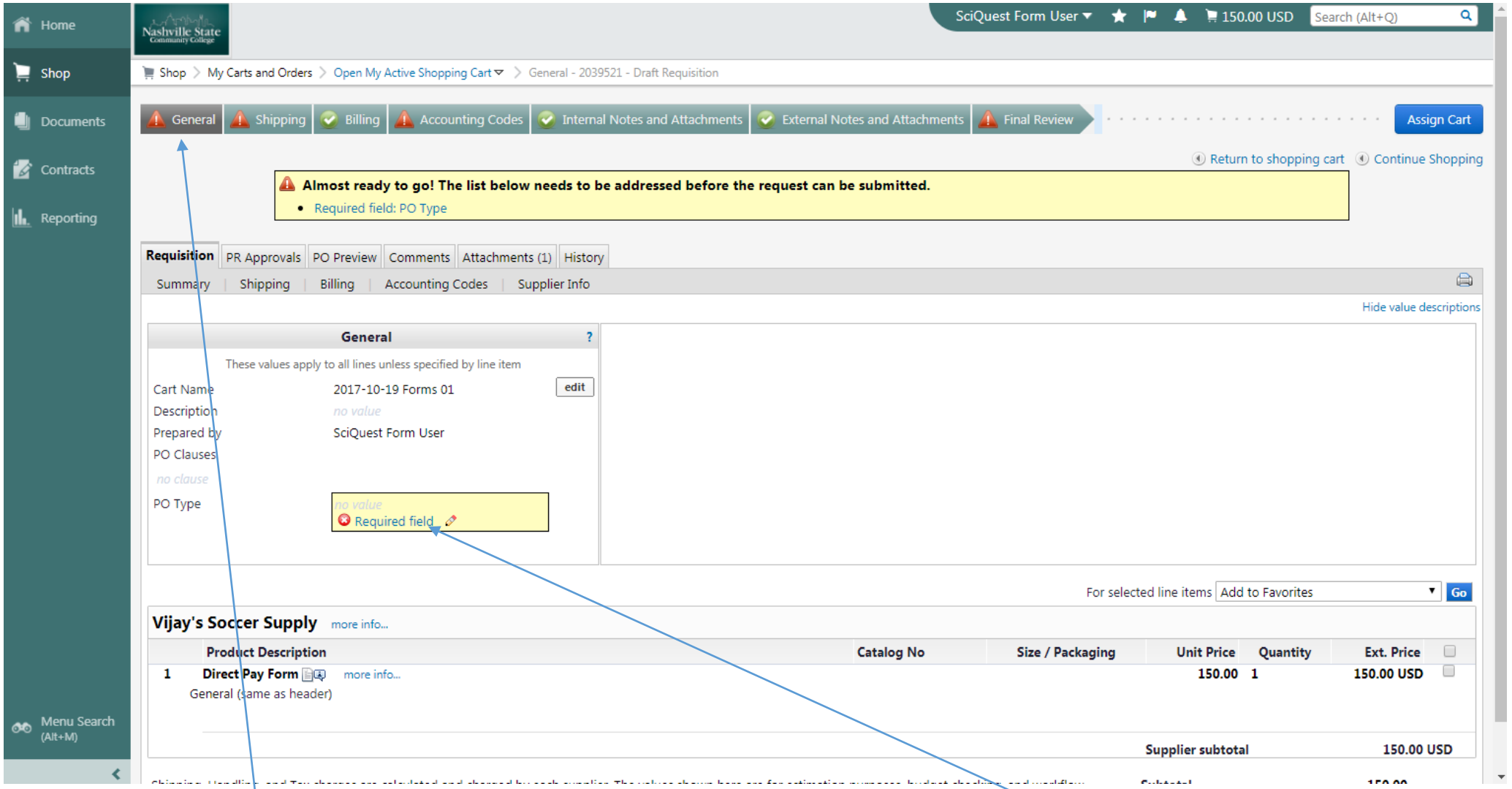
61. Once the Direct Payment form is added to your cart you will need to provide a Commodity Code
62. For Travel Approval you will always use Commodity Code 924 Educational Services!



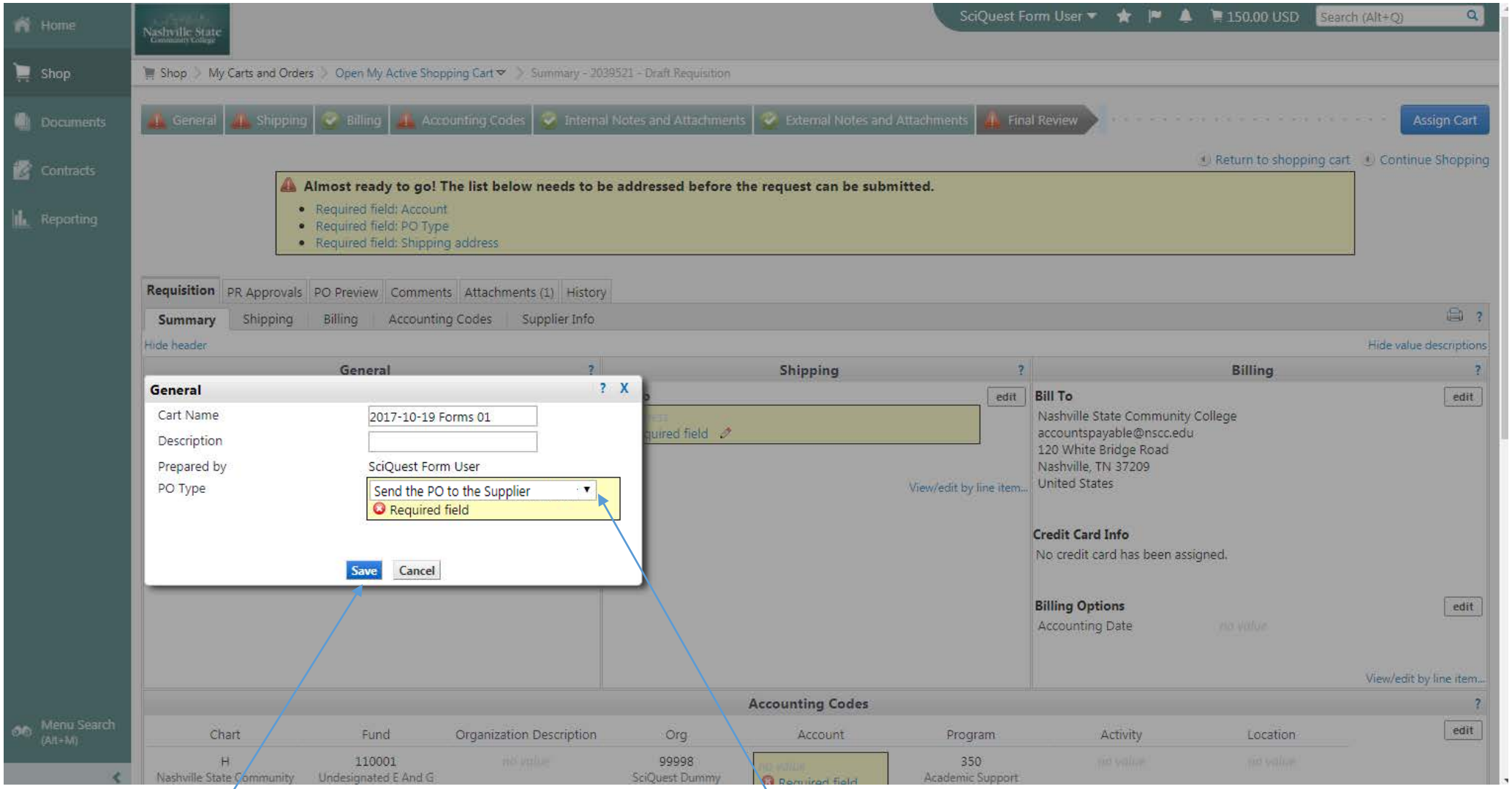
63. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.



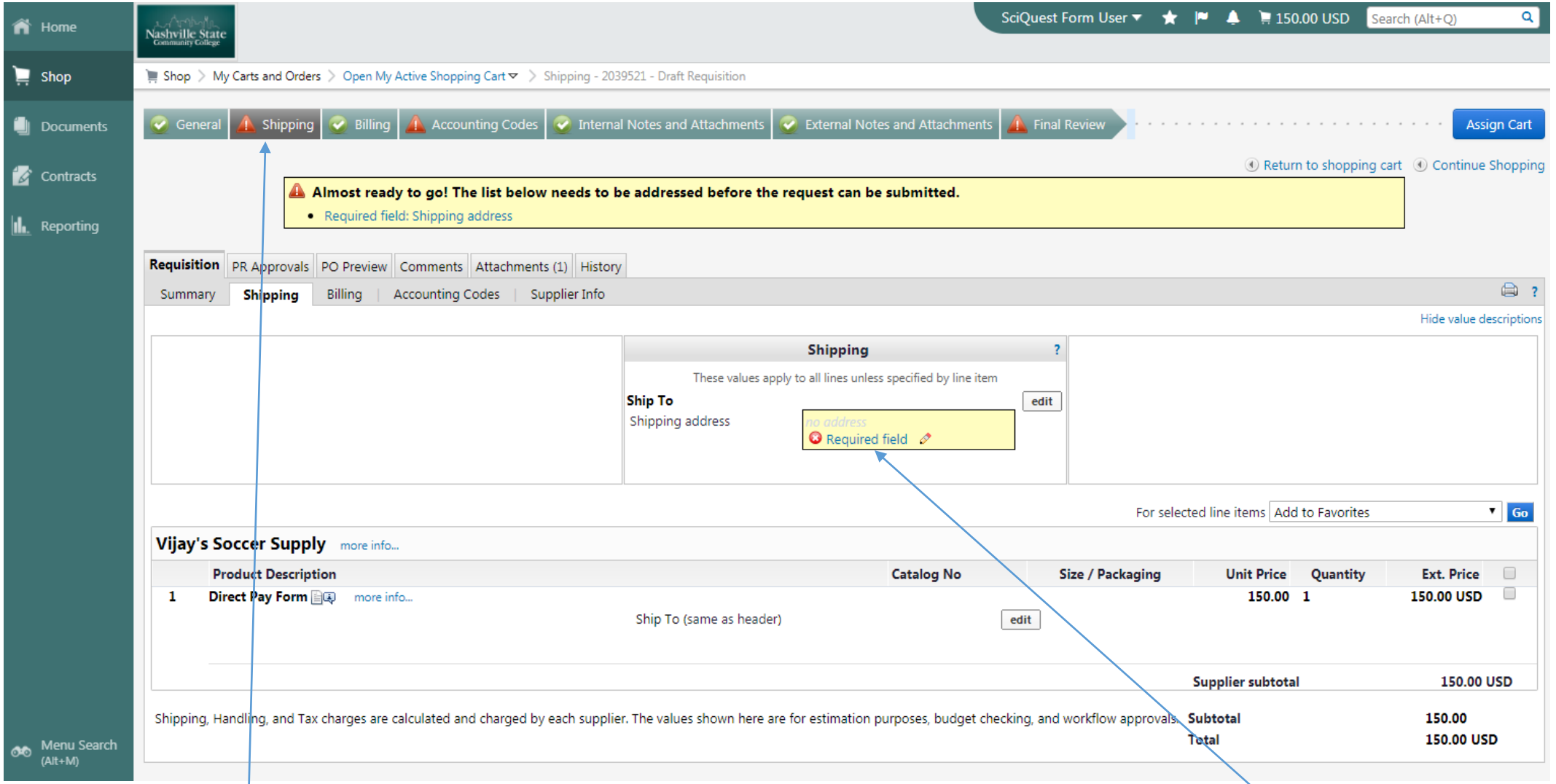
64. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.



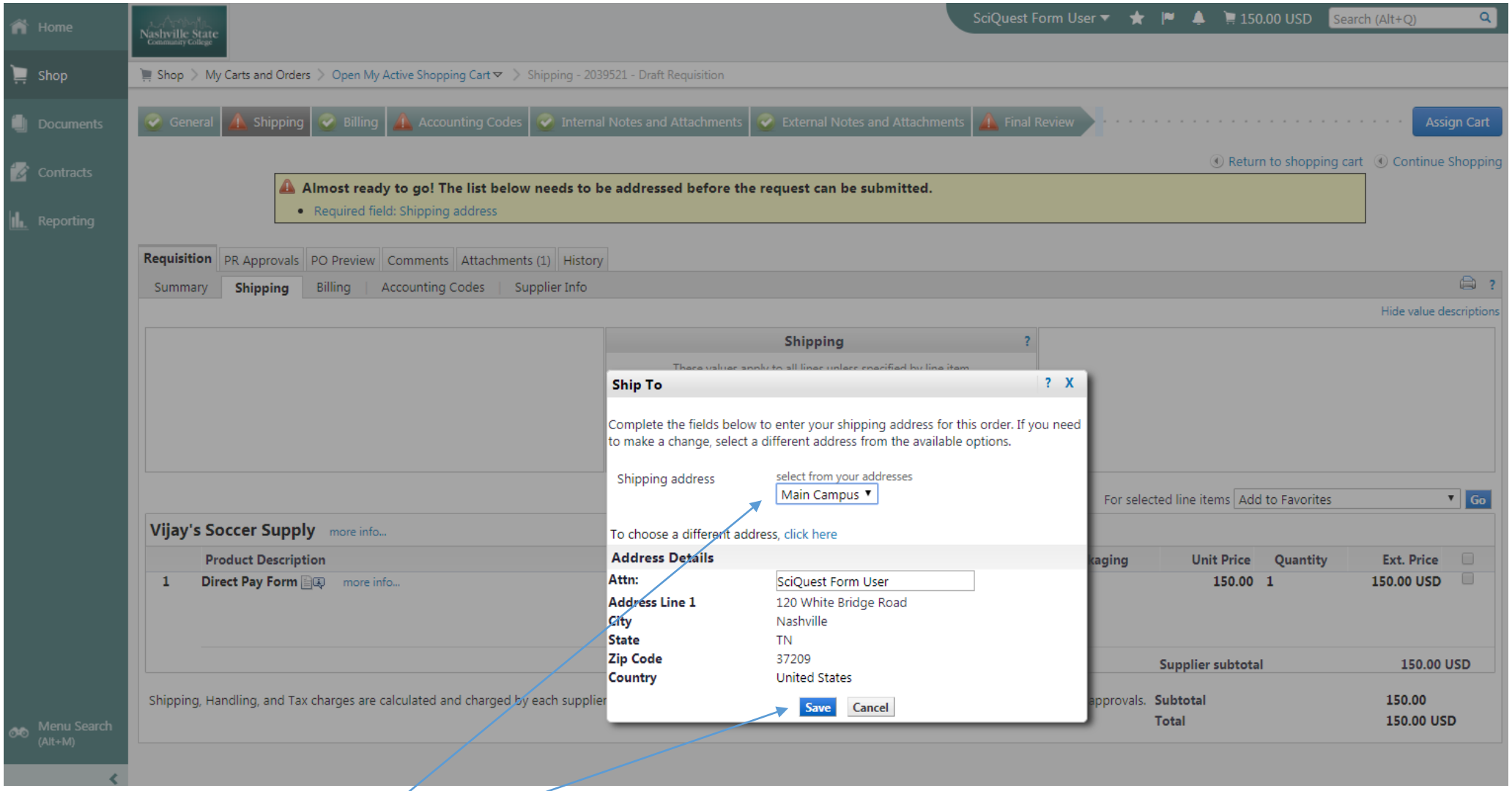
65. If you choose Proceed to Checkout then you will come to following screen.
66. Under the General Tab you will need to update the PO Type by selecting the Required field link



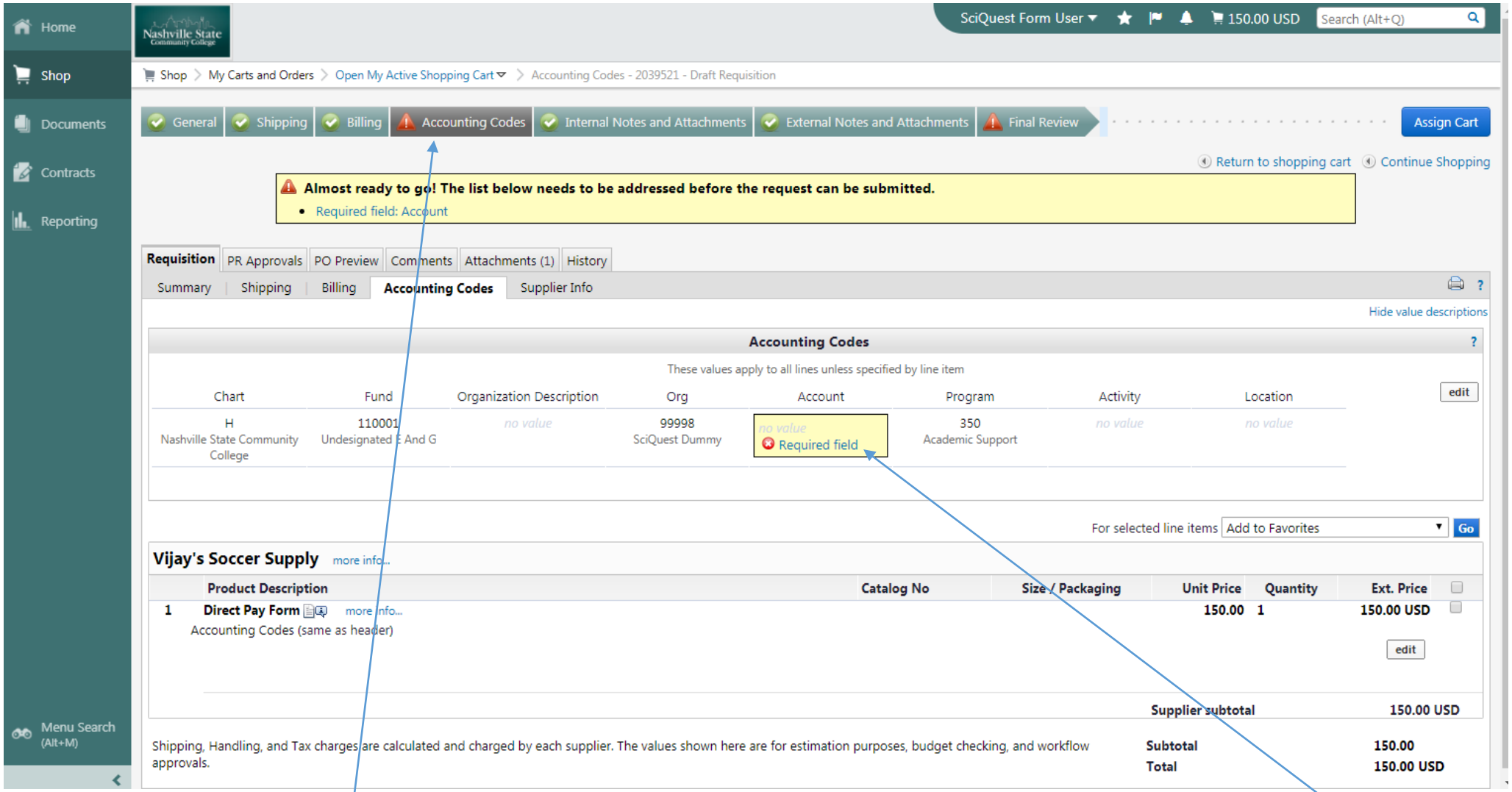
67. From the drop down box you will choose “Send the PO to the Supplier”
68. Select Save when done



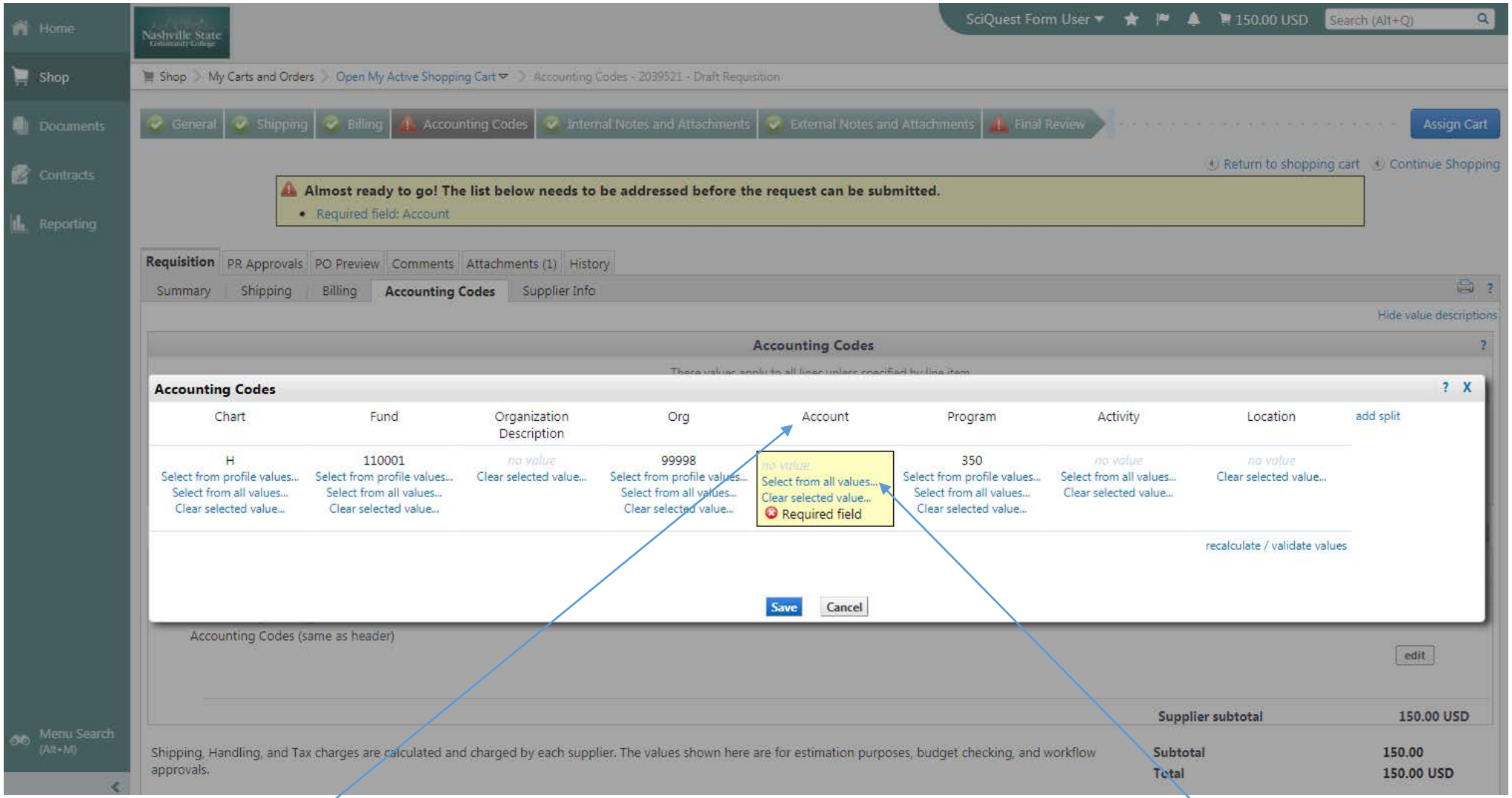
69. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link



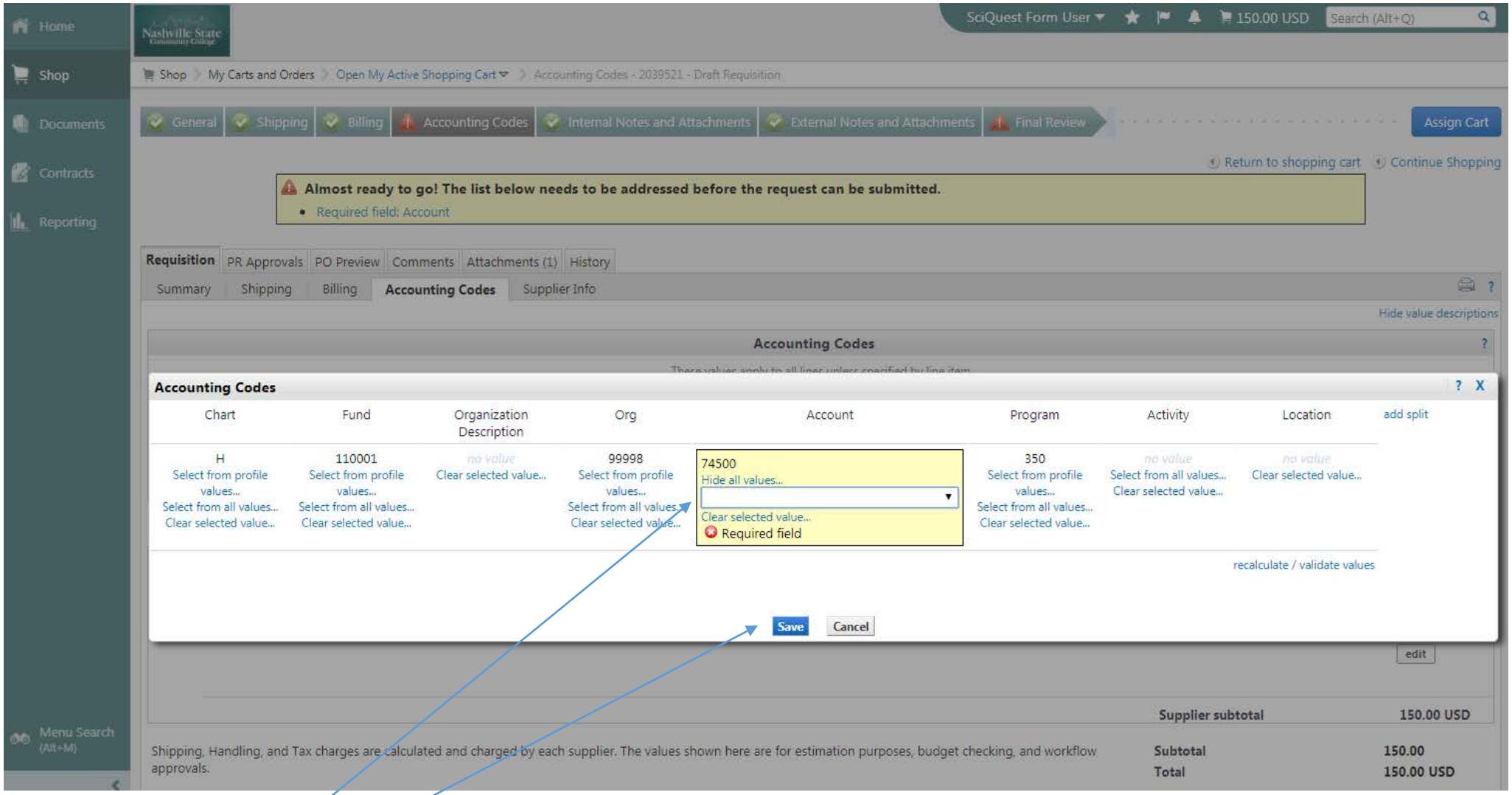
70. From the drop down box you will choose “Main Campus.” If your home campus is different than the Main Campus you will select that campus instead
71. Select Save when done



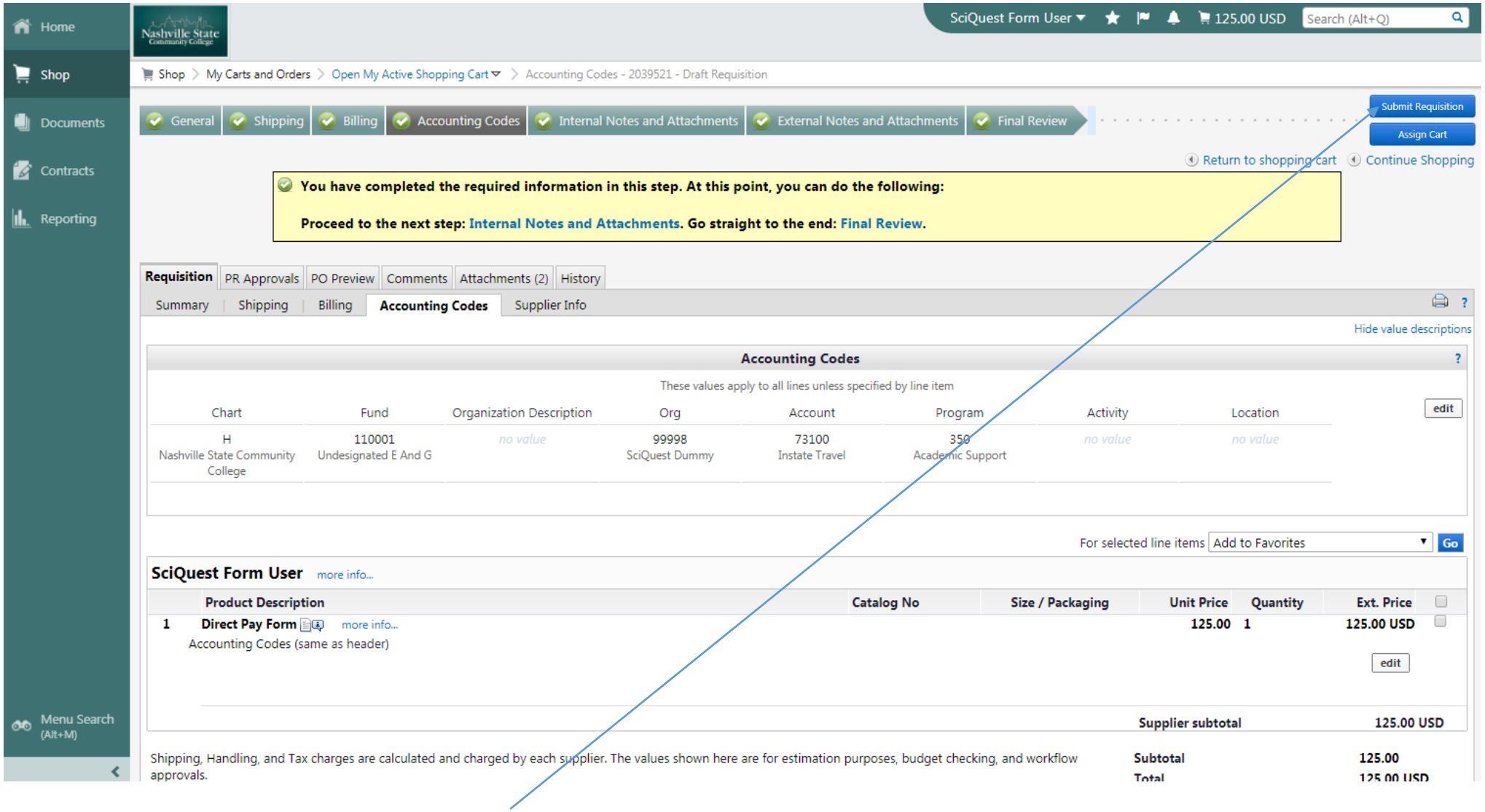
72. Under the Accounting Codes Tab you will need to update the Account by selecting the Required field link



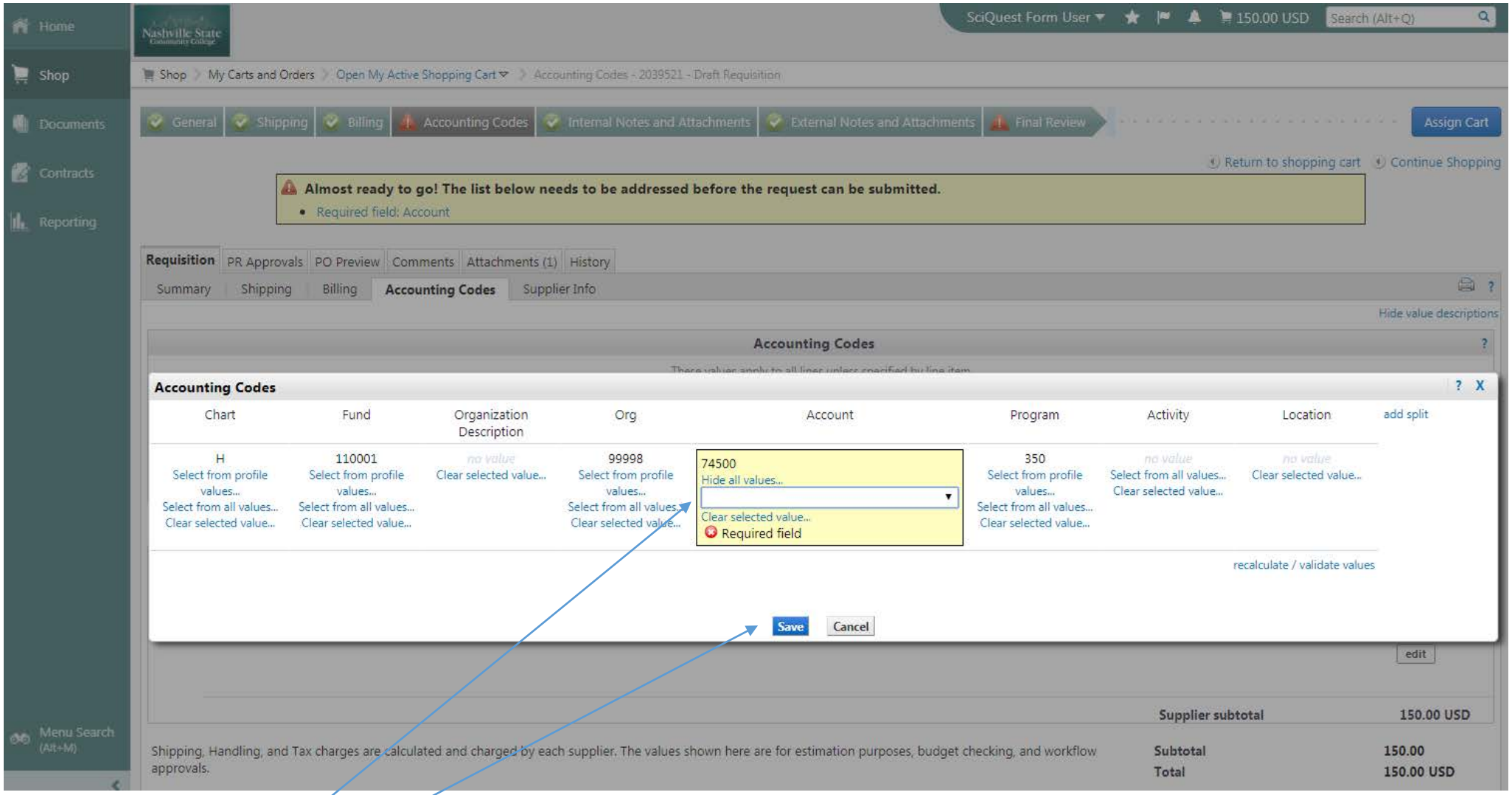
73. Under the Account you will need to update the Account by selecting the Select from all values link



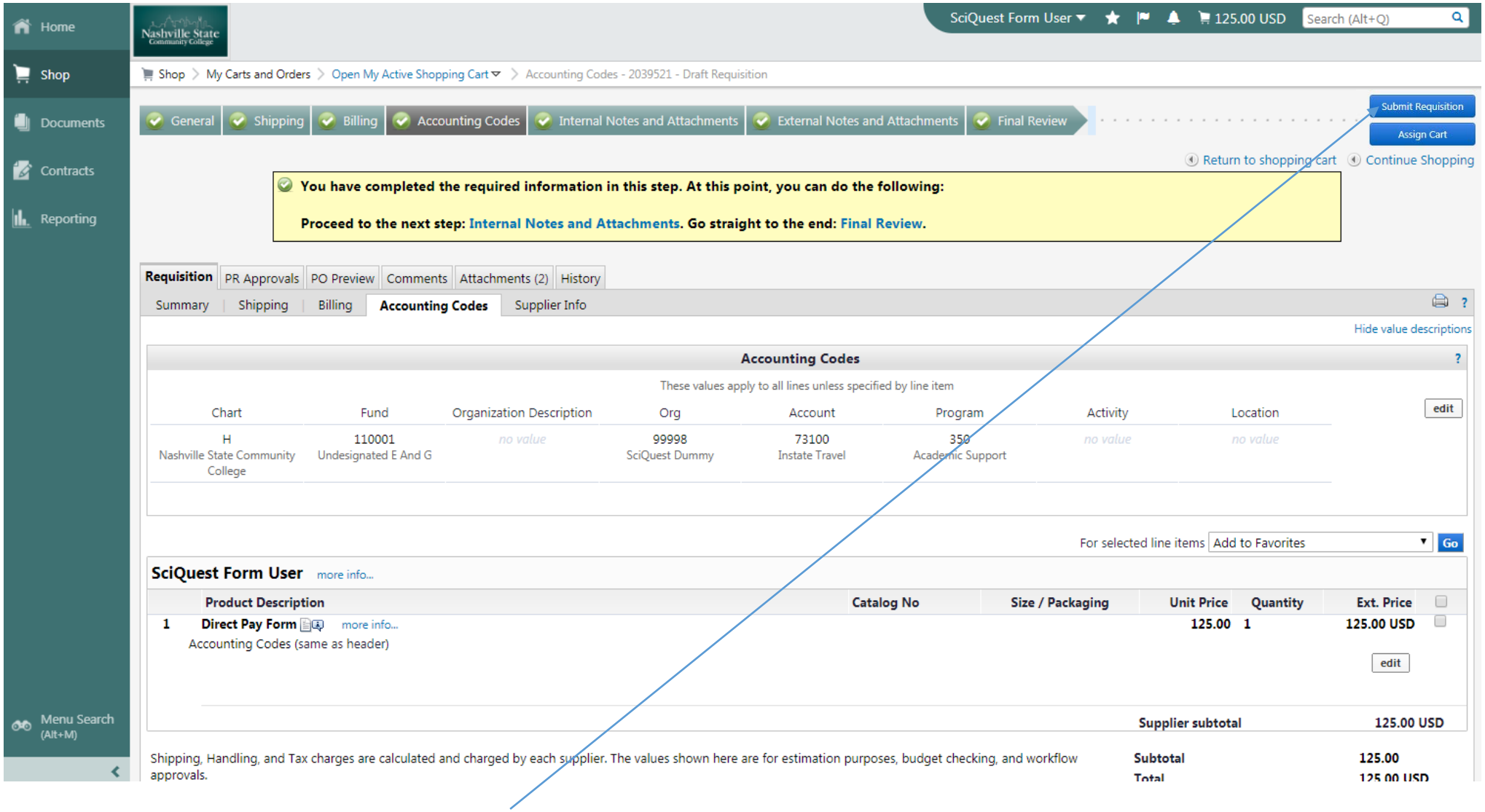
74. For In-state travel you will need to use 73100
75. Select Save when done



76. When completed select the Submit Requisition button.



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



79. When completed select the Submit Requisition button.