How to Submit a Travel Approval

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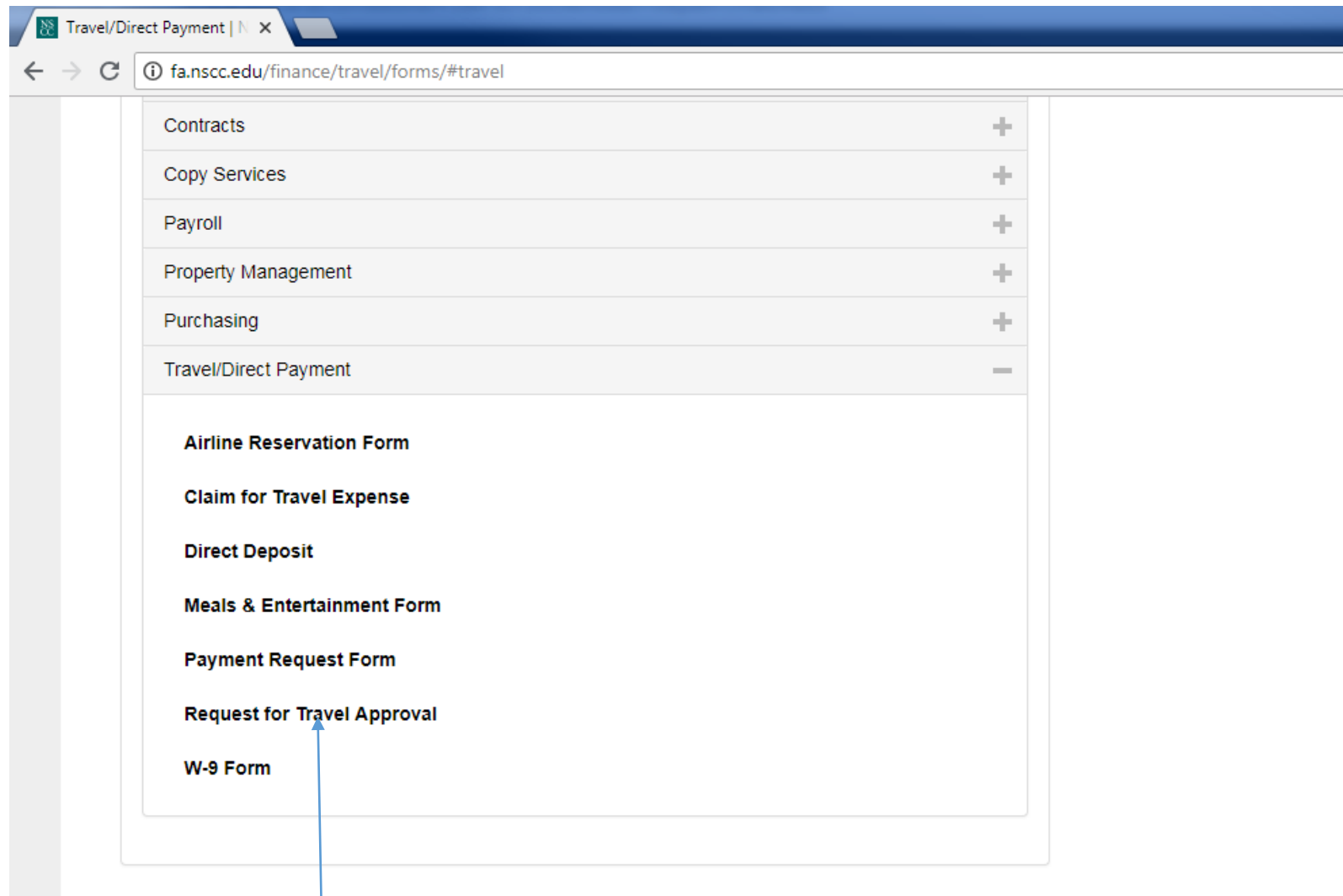
1. You can the open the Travel Approval form in the Forms & Documents section of the Travel/Direct Payment on the Finance website.

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 Approval ▼

Next

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

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 travel Approval 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

Add Starting Point

Stop Type

Home

| Home |
| NSCC Campus |
| TBR Institution |
| High School |
| Additional Pre-defined Location |
| Other |

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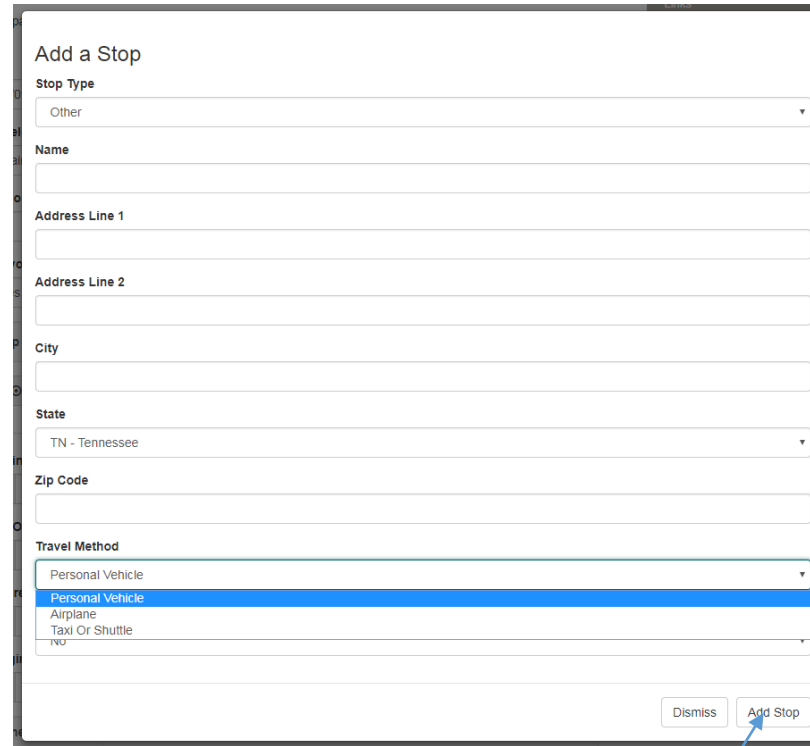18. From the dropdown you can choose from several stop types:
   - Home – This is your residence address you provide on the pervious page
   - NSCC Campus – This is a list all NSCC Campus
   - TBR Institutions – This is a list of common TBR Intuitions
   - High School – This is a list of local area High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

Parking Expenses		Registration Expenses	
$ 0		$ 0	None ▼

Taxi Or Shuttle Expenses		Individual Meal Expenses
$ 0		$ 0

Airfare Expenses		Partial Day Meal Expenses
$ 0	Prepay ▼	$ 0

Lodging Expenses		Full Day Meal Expenses
$ 0		$ 0

Other Expenses

Description	$ 0	None ▼
Description	$ 0	None ▼
Description	$ 0	None ▼

Previous	Delete Day	Copy Day	Add Day	Review

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

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

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

Traveler's First Name (As Shown on Photo Identification)

Traveler's Middle Name (As Shown on Photo Identification)

Traveler's Last Name (As Shown on Photo Identification)

Conference Name

Birthdate

07/09/2018

Cell Phone (In case the airlines needs to contact you on the day of travel)

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.

From

To
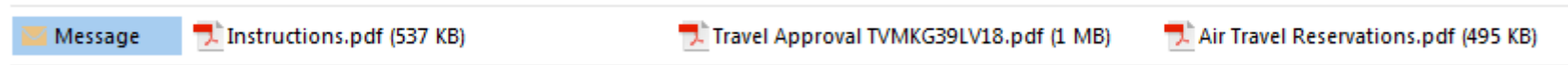
Airline

Flight Date & Time

07/09/2018 12:00 PM

Flight Number

$ 0

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

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

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.
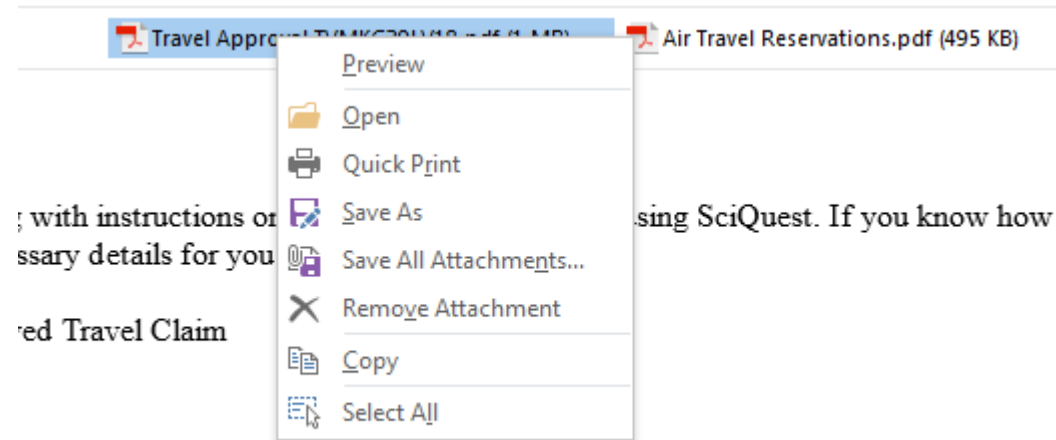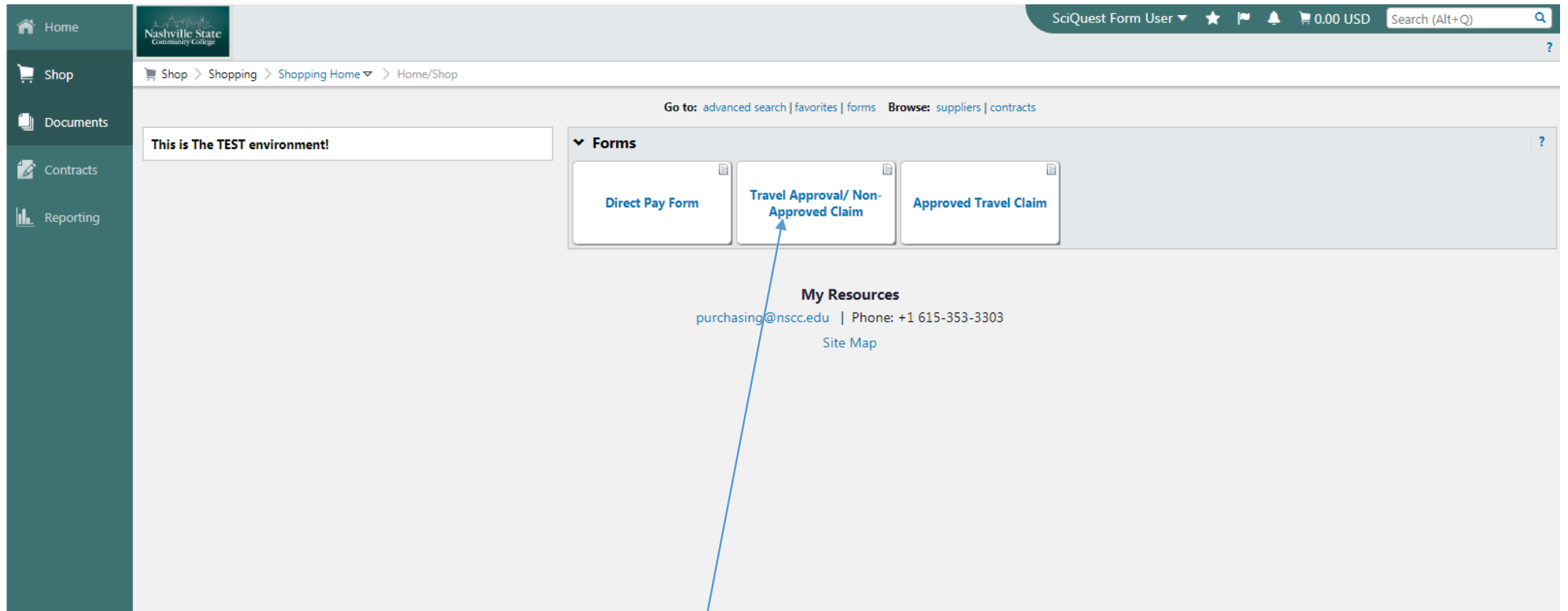
47. In order to submit your Travel Approval in SciQuest you will need to download the Travel Approval attachment and Air Travel Reservation (If needed)
48. To do this right click on the Travel Approval attachment and choose Save As. Follow the steps to save the attachment. Make sure you note the location 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.

SciQuest Form User ▼   ★   ⚑   🔔   🛒 0.00 USD   Search (Alt+Q)   🔍

Nashville State Community College

Shop > Shopping > Shopping Home ▽ > Home/Shop

Go to: advanced search | favorites | forms   Browse: suppliers | contracts

This is The TEST environment!

❯ Forms

| Direct Pay Form | Travel Approval/ Non-Approved Claim | Approved Travel Claim |

My Resources
purchasing@nscc.edu | Phone: +1 615-353-3303
Site Map

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

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

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

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

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

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

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

🏠 Home

🛒 Shop

📄 Documents

📑 Contracts

📊 Reporting

🛒 Shop ⟩ My Carts and Orders ⟩ Open My Active Shopping Cart ▽ ⟩ Summary – 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
- Required field: PO Type
- Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide header   Hide value descriptions

General	?	Shipping	?	Billing	?

General   ? X

Cart Name	2017-10-19 Forms 01
Description	
Prepared by	SciQuest Form User
PO Type	Send the PO to the Supplier ▼
	✖ Required field

Save Cancel

edit

quired field ✏

View/edit by line item...

Bill To   edit
Nashville State Community College
accountspayable@nscc.edu
120 White Bridge Road
Nashville, TN 37209
United States

Credit Card Info
No credit card has been assigned.

Billing Options   edit
Accounting Date   no value

View/edit by line item...

👓 Menu Search
(Alt+M)

Accounting Codes   ?

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

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

🛒 Shop > My Carts and Orders > Open My Active Shopping Cart ▾ > Shipping - 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: Shipping address

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

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

Hide value descriptions

Shipping ?

These values apply to all lines unless specified by line item

Ship To   edit
Shipping address   no address
                     ⊗ Required field ✎

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...				150.00	1	150.00 USD	☐
	Ship To (same as header)	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

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

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   ?

There values apply to all lines unless specified by line item.

Accounting Codes   ? X

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H	110001	no value	99998	no value	350	no value	no value	
Select from profile values...	Select from profile values...	Clear selected value...	Select from profile values...	Select from all values...	Select from profile values...	Select from all values...	Clear selected value...	
Select from all values...	Select from all values...		Select from all values...	Clear selected value...	Select from all values...	Clear selected value...		
Clear selected value...	Clear selected value...		Clear selected value...	❌ Required field	Clear selected value...			

recalculate / validate values

Save   Cancel

Accounting Codes (same as header)

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)

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

🏠 Home

🛒 Shop

📄 Documents

📝 Contracts

📊 Reporting

🔍 Menu Search (Alt+M)

🛒 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

76. When completed select the Submit Requisition button.

77. For In-state travel you will need to use 73100
78. 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

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

79. When completed select the Submit Requisition button.