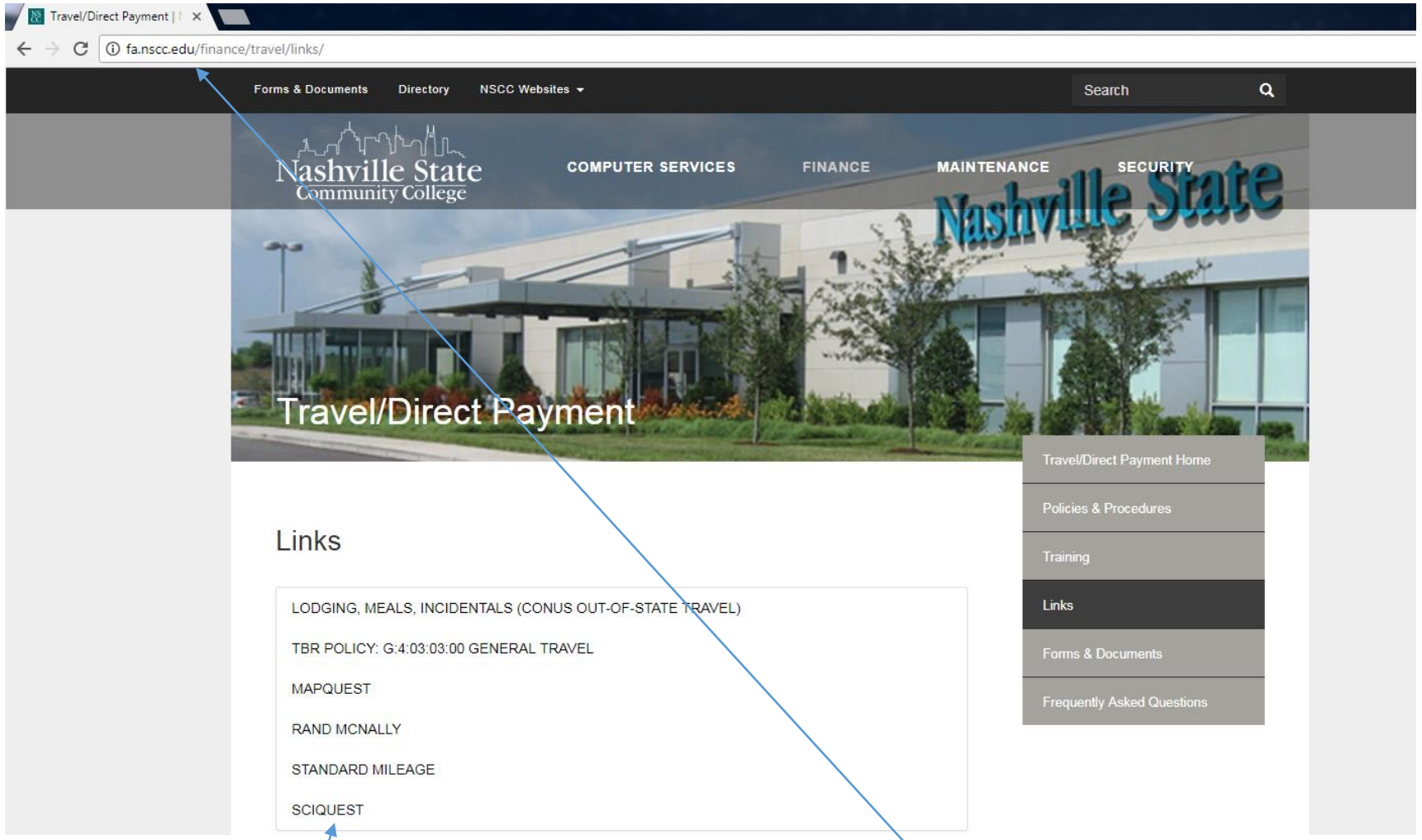
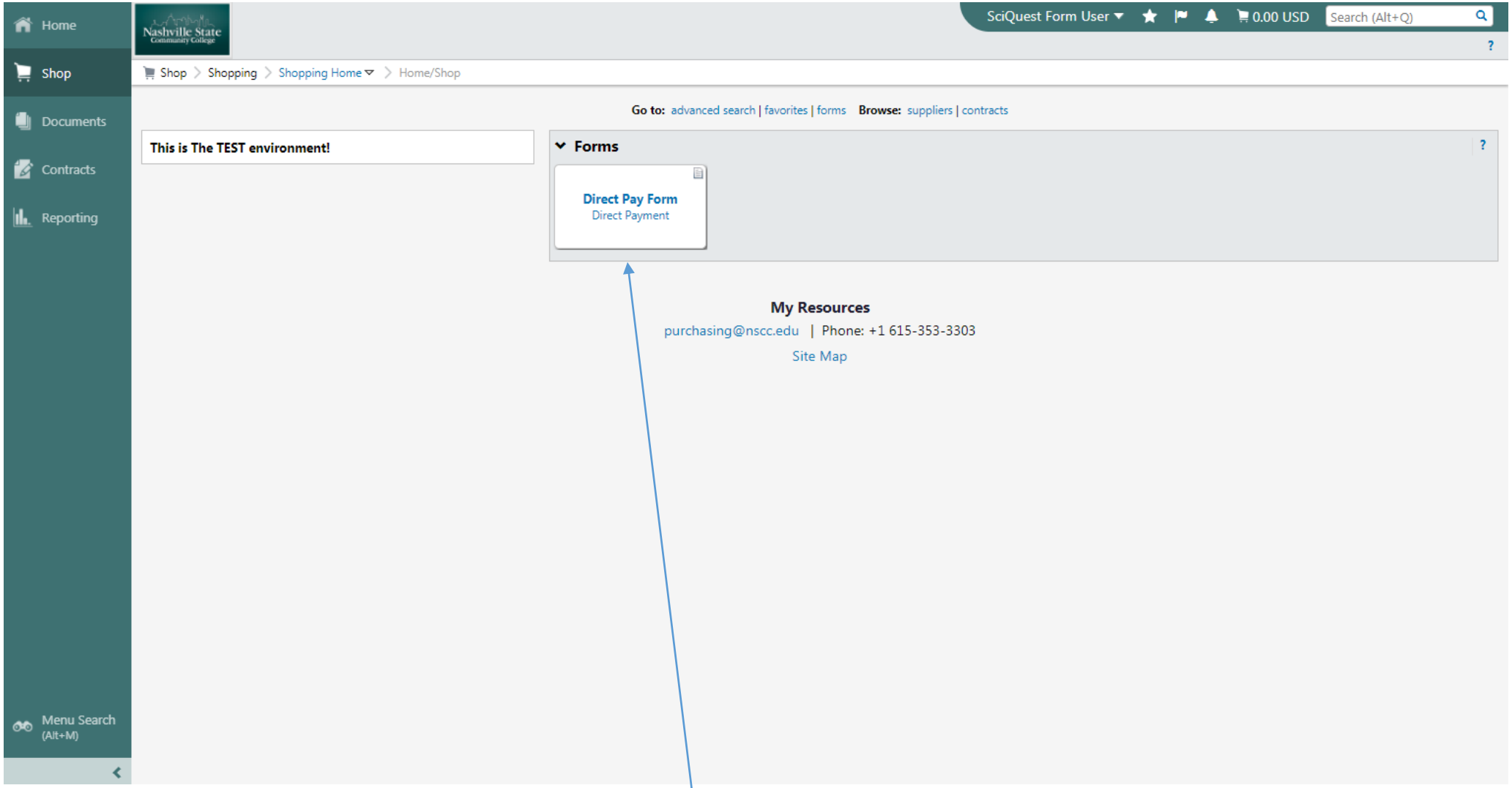
Direct Payment for Professional Development Travel

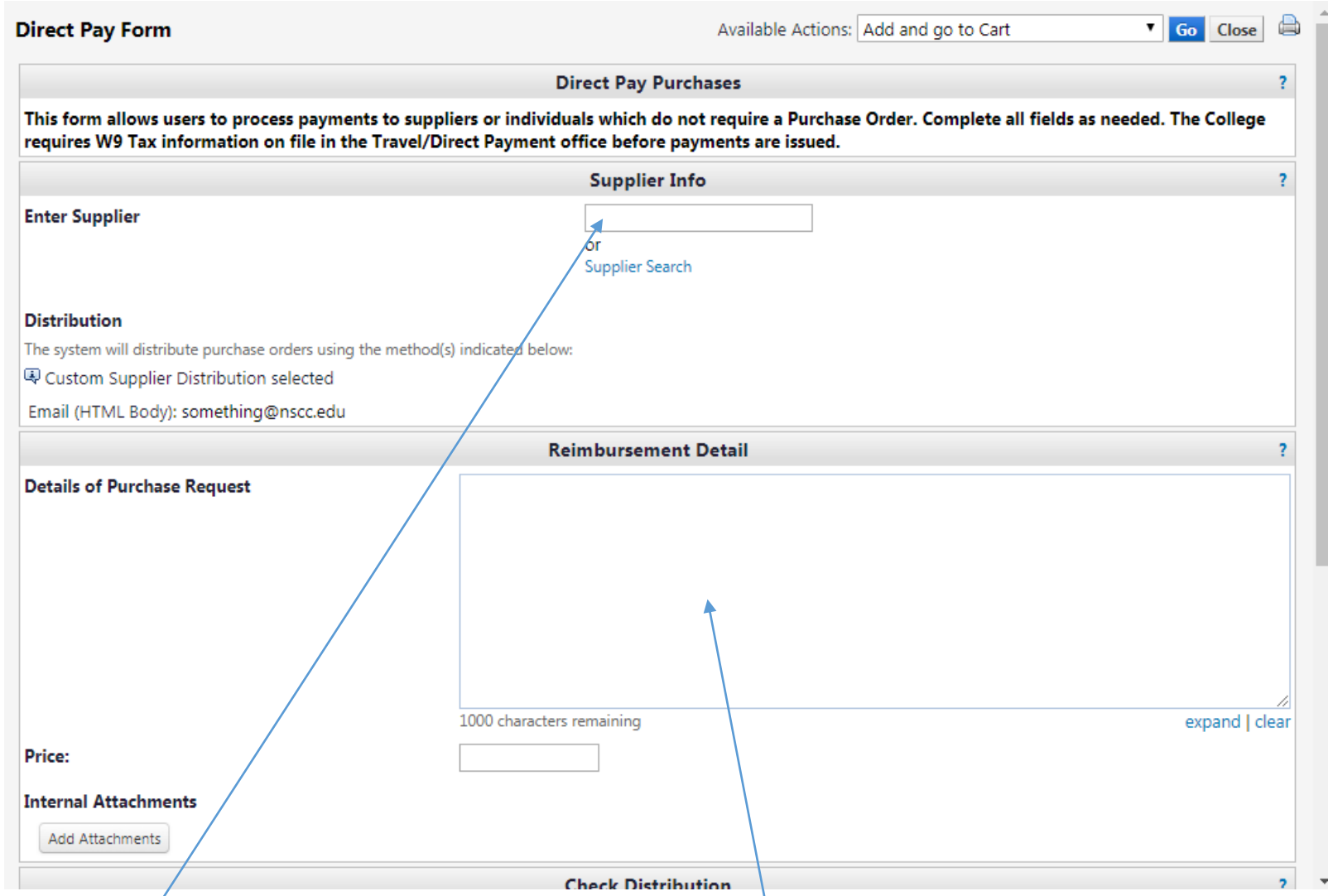
Nashville State Community College



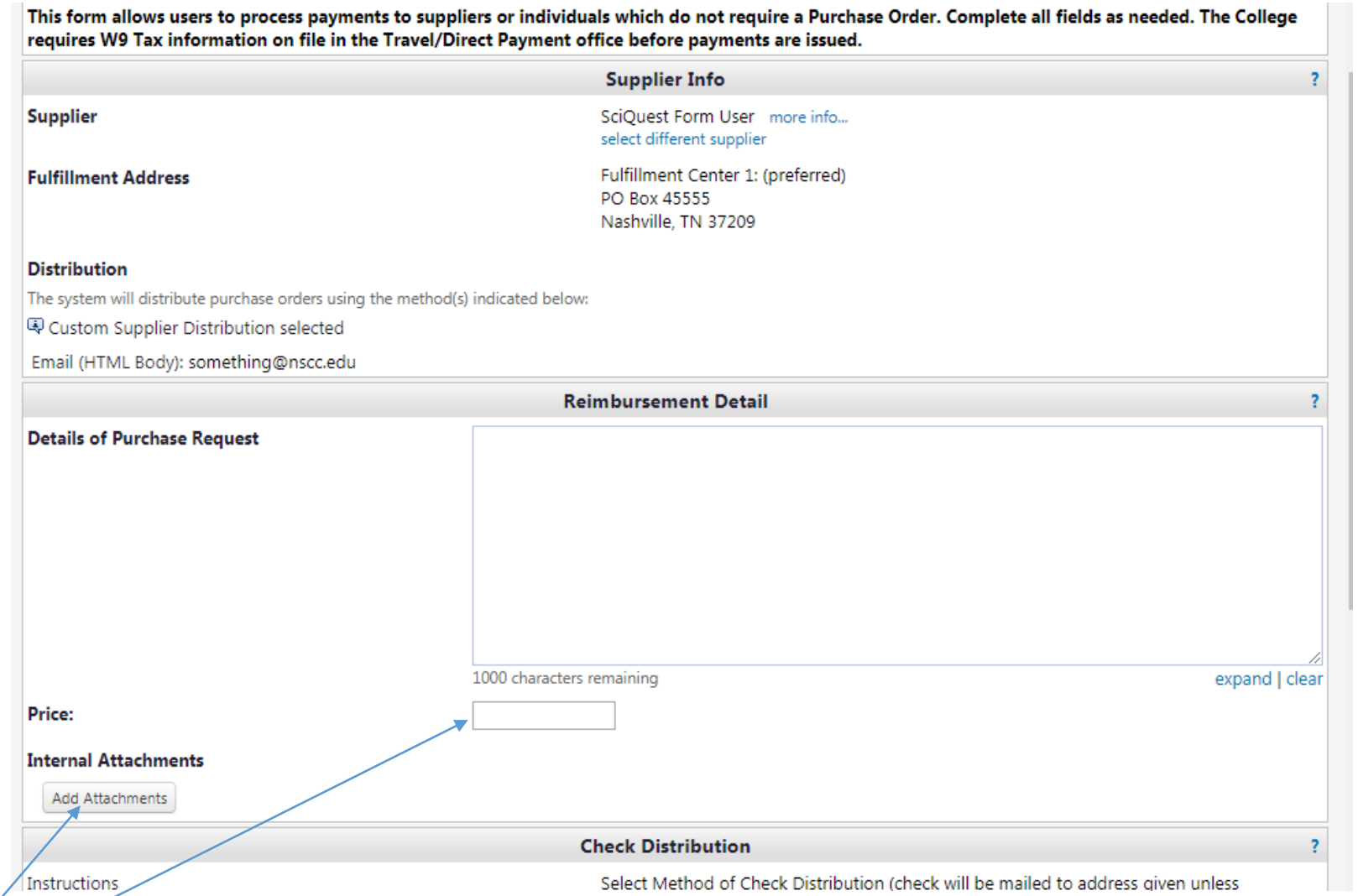
1. Log into SciQuest.
2. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website. SciQuest can also we found at the Computer Services Website.



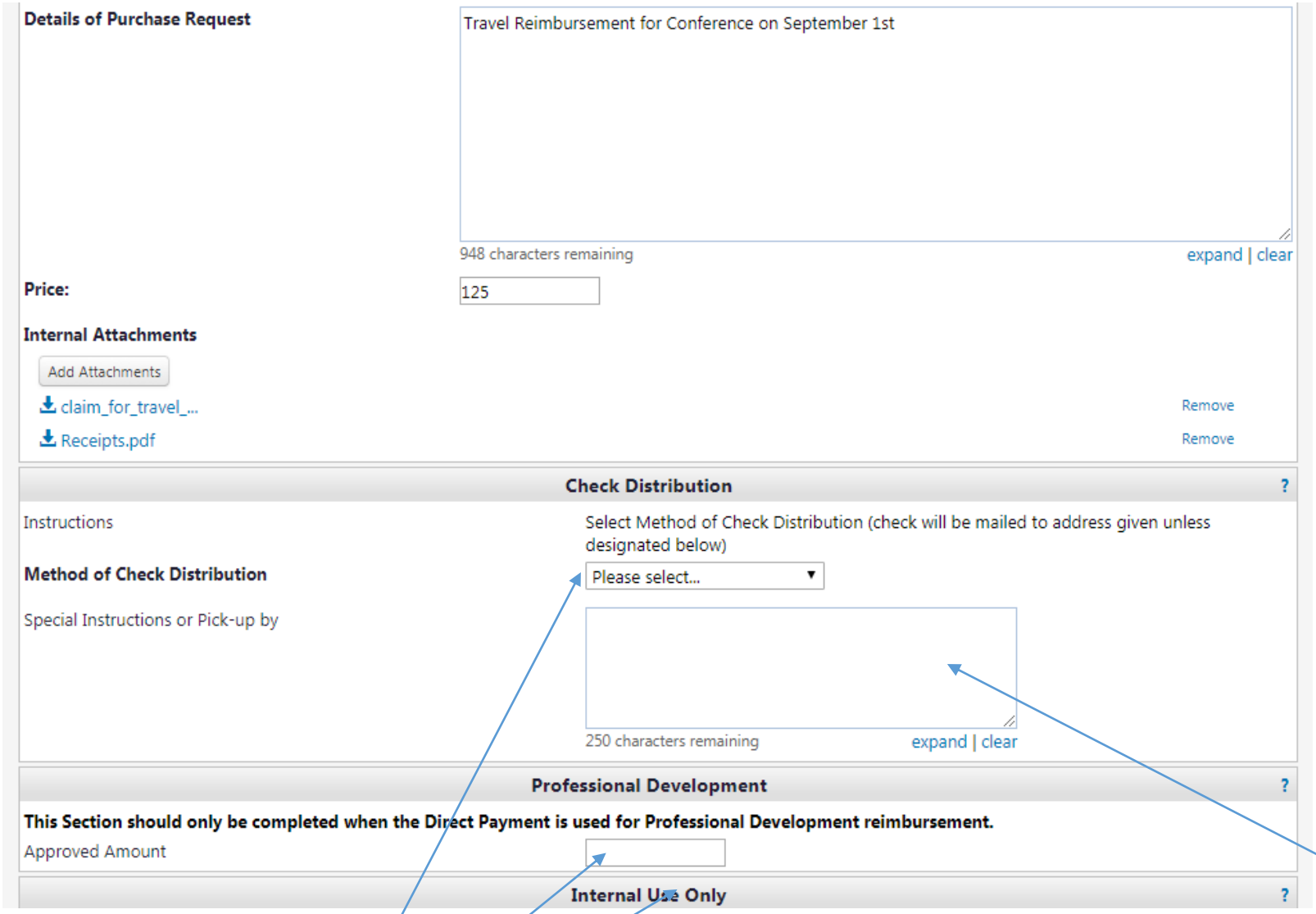
3. Once you are logged in, the Direct Payment Form is located under the Forms Section.
   Note: Depending on you SciQuest access you may see more then what is shown
4. To submit a Direct Payment click on the Direct Pay Form



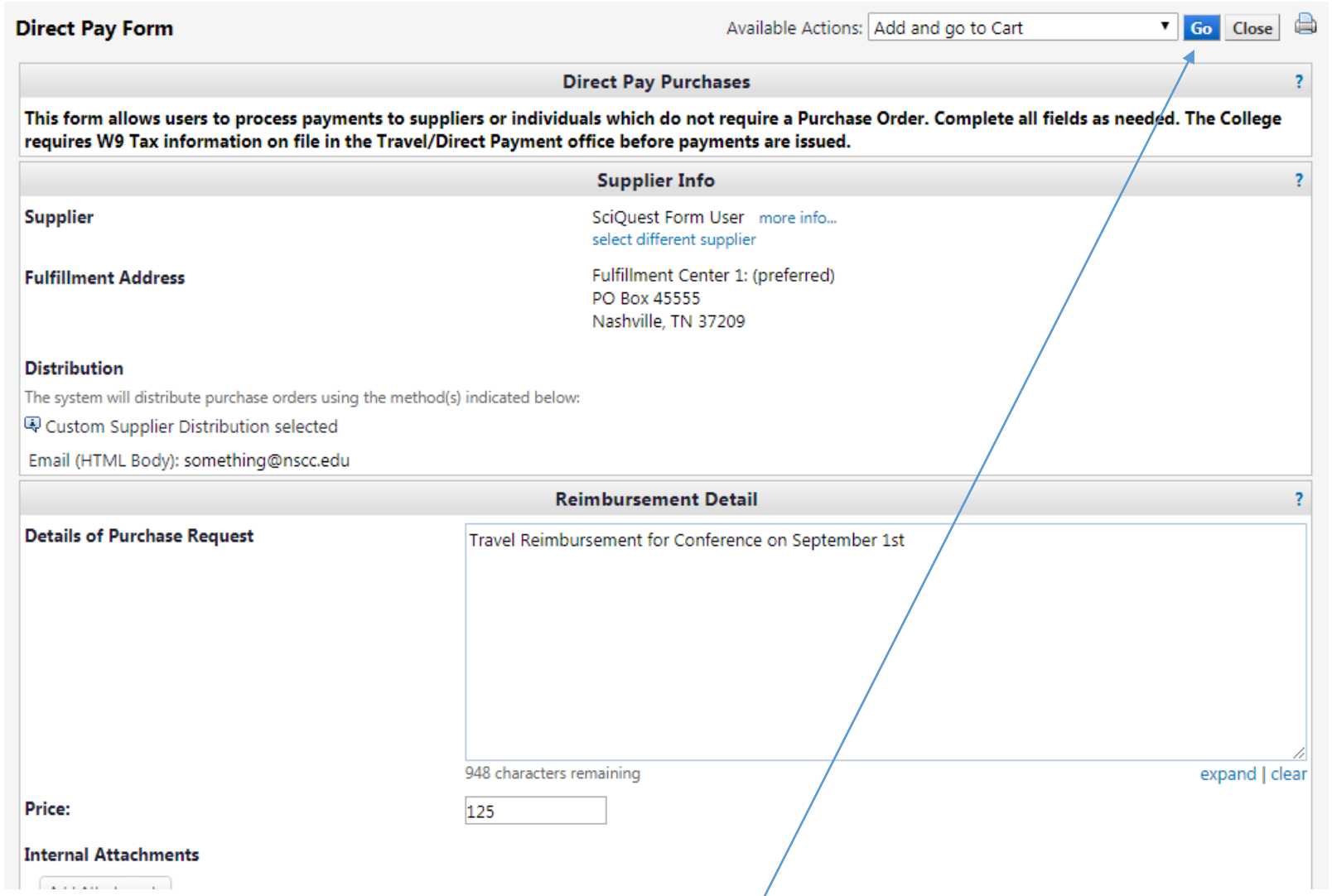
5. Enter you're A Number, since you are the one requesting reimbursement for travel expenses
6. Once the Supplier is selected you need to fill out the details of your Purchase Request



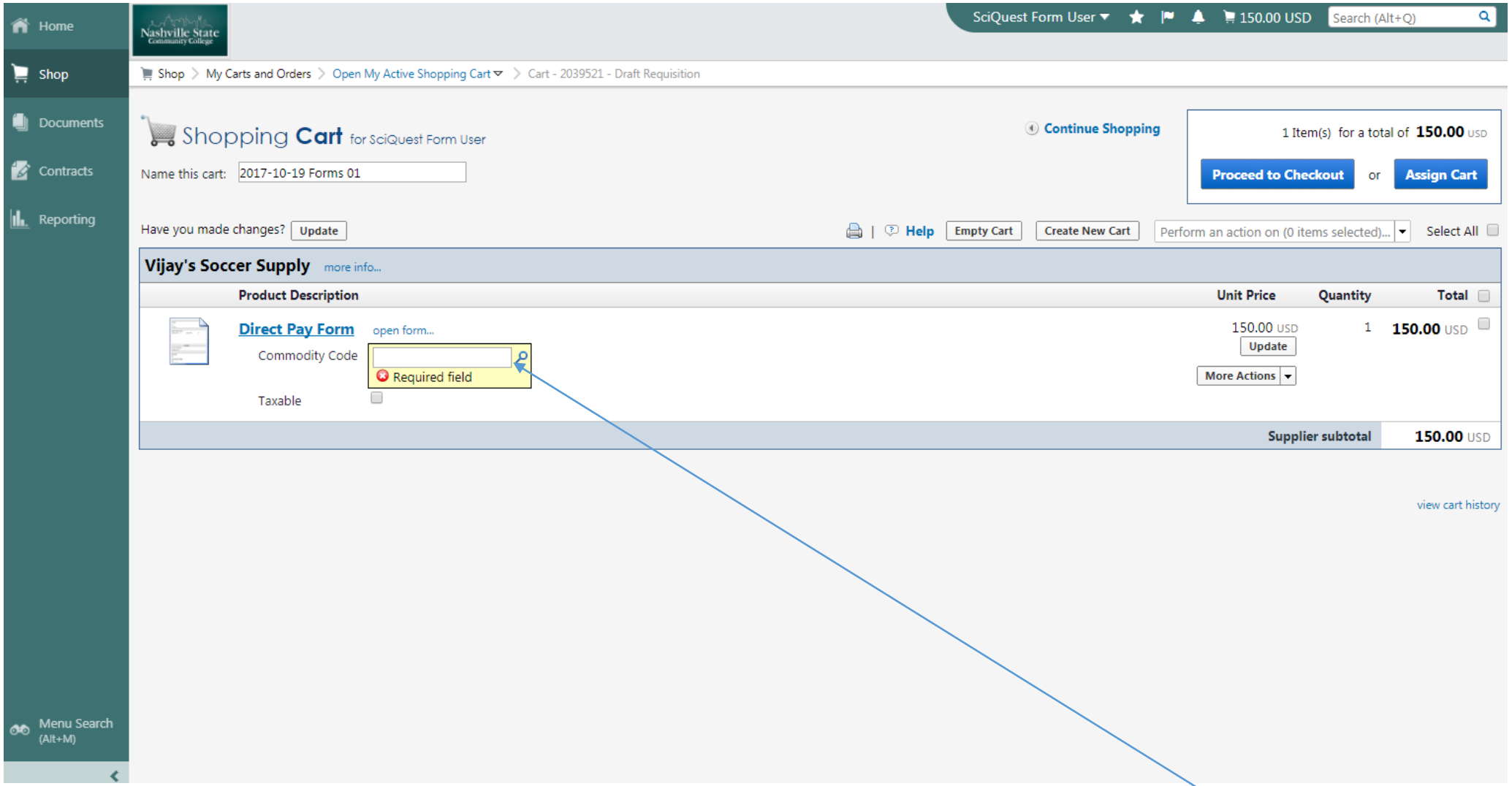
7. Add the Price from the Claim for Travel Expense form, if your travel expenses exceed the Form X Approved amount then enter the Approved amount as the Price instead.
8. Attach the Claim for Travel Expense form, along with any other documentation which includes your receipts and your Professional Development Form X
   Note: Keep the hard copies for your records!



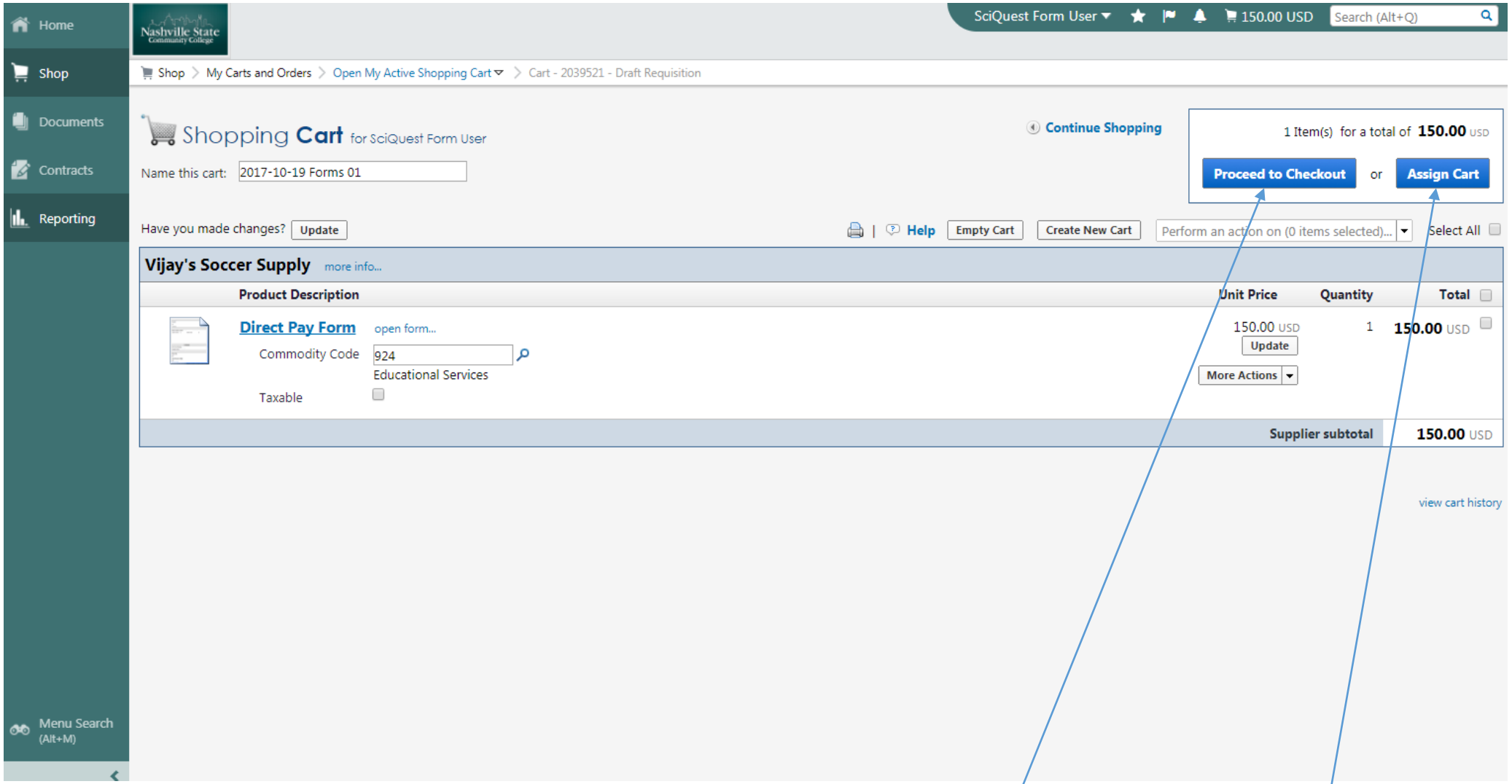
9. Next choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section
10. The final is to place the Approved amount from the Form X under the Professional Development Section.
    Note: Internal Use Only section is to be completed by the Travel/Direct Payment Office



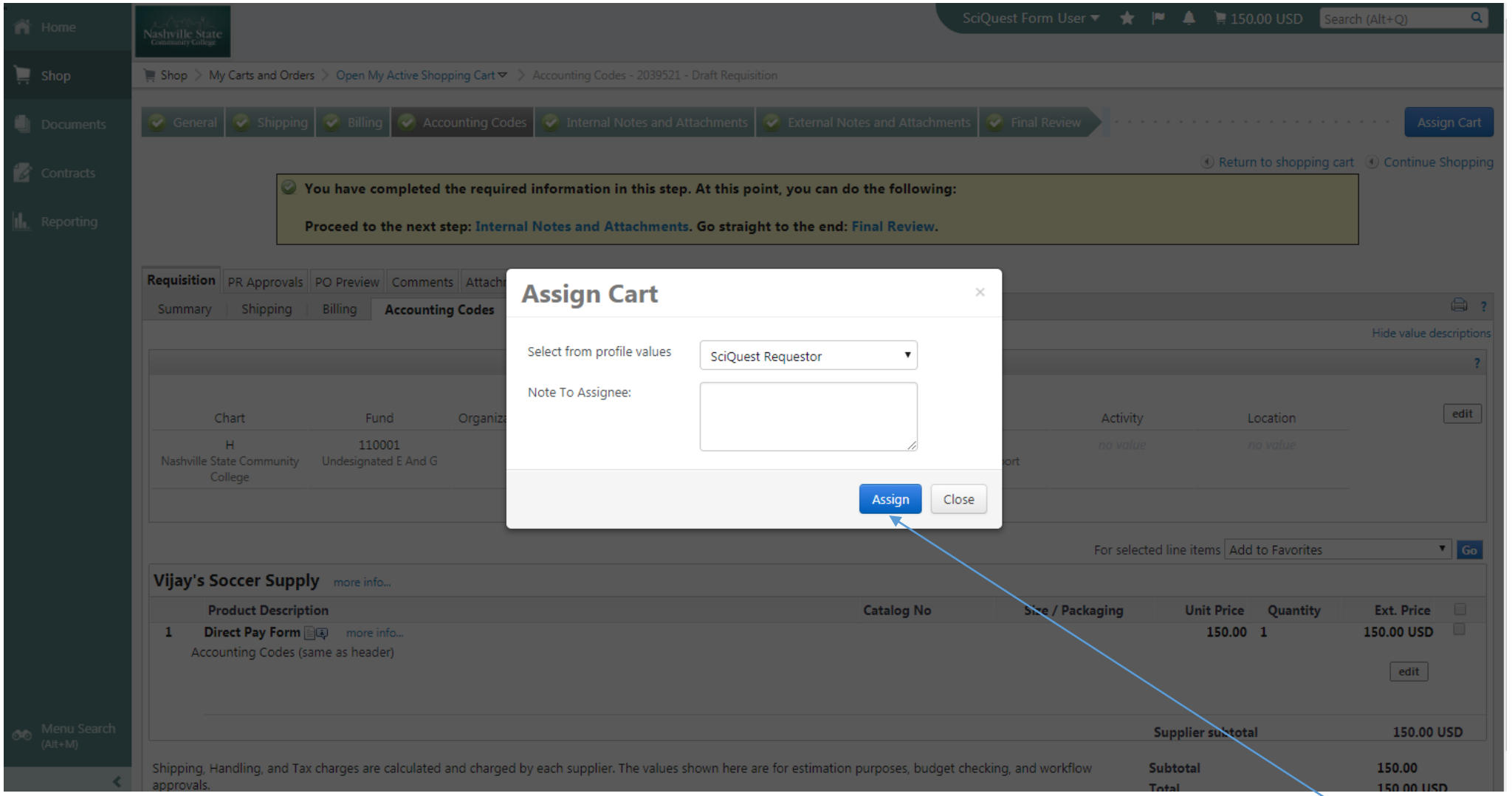
10. Once the Direct Payment form is filled out, select the Go button at the top of the page



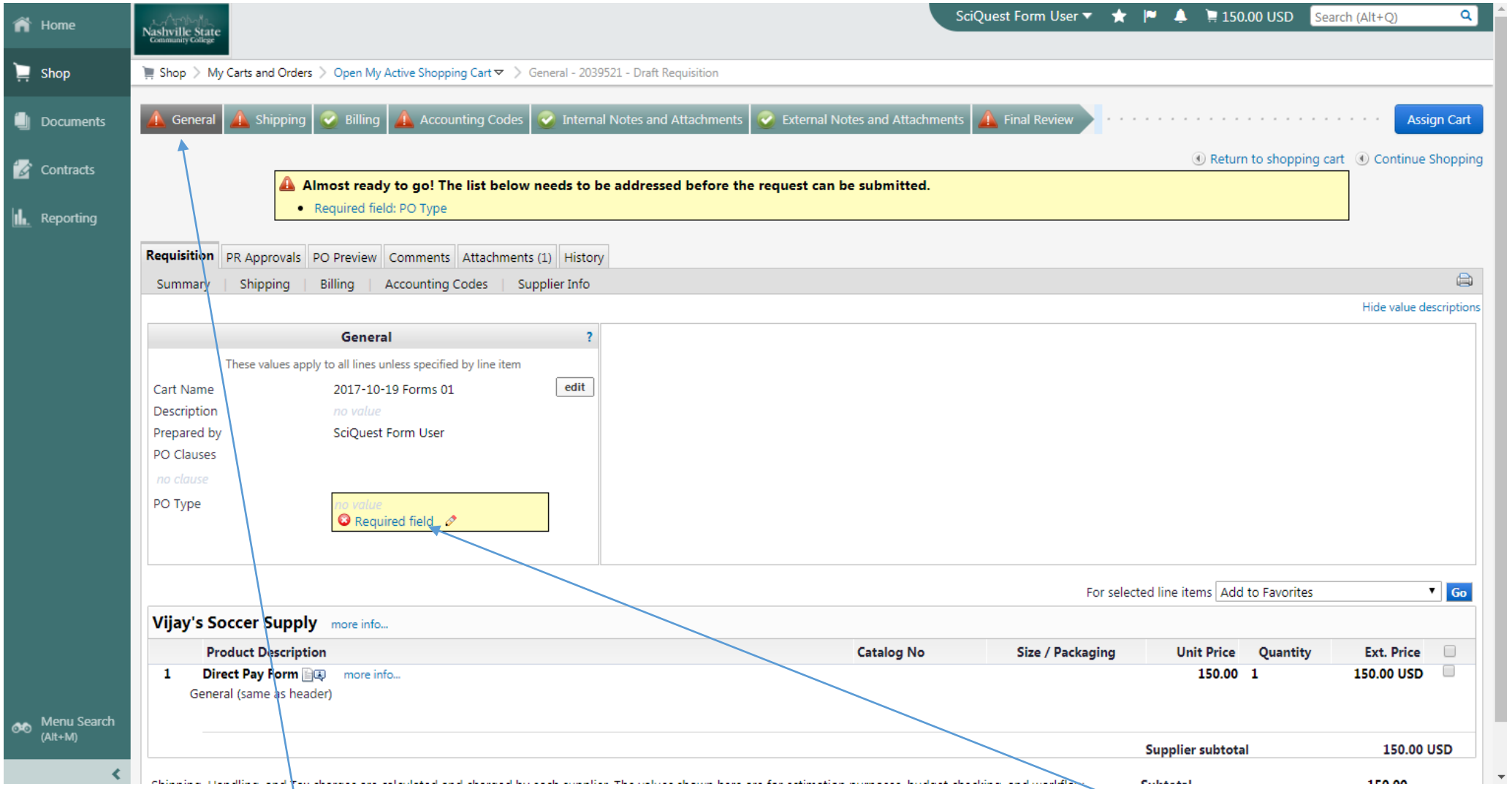
11. Once the Direct Payment form is added to your cart you will need to provide a Commodity Code
12. For Travel reimbursement you will always use Commodity Code 924 Educational Services!



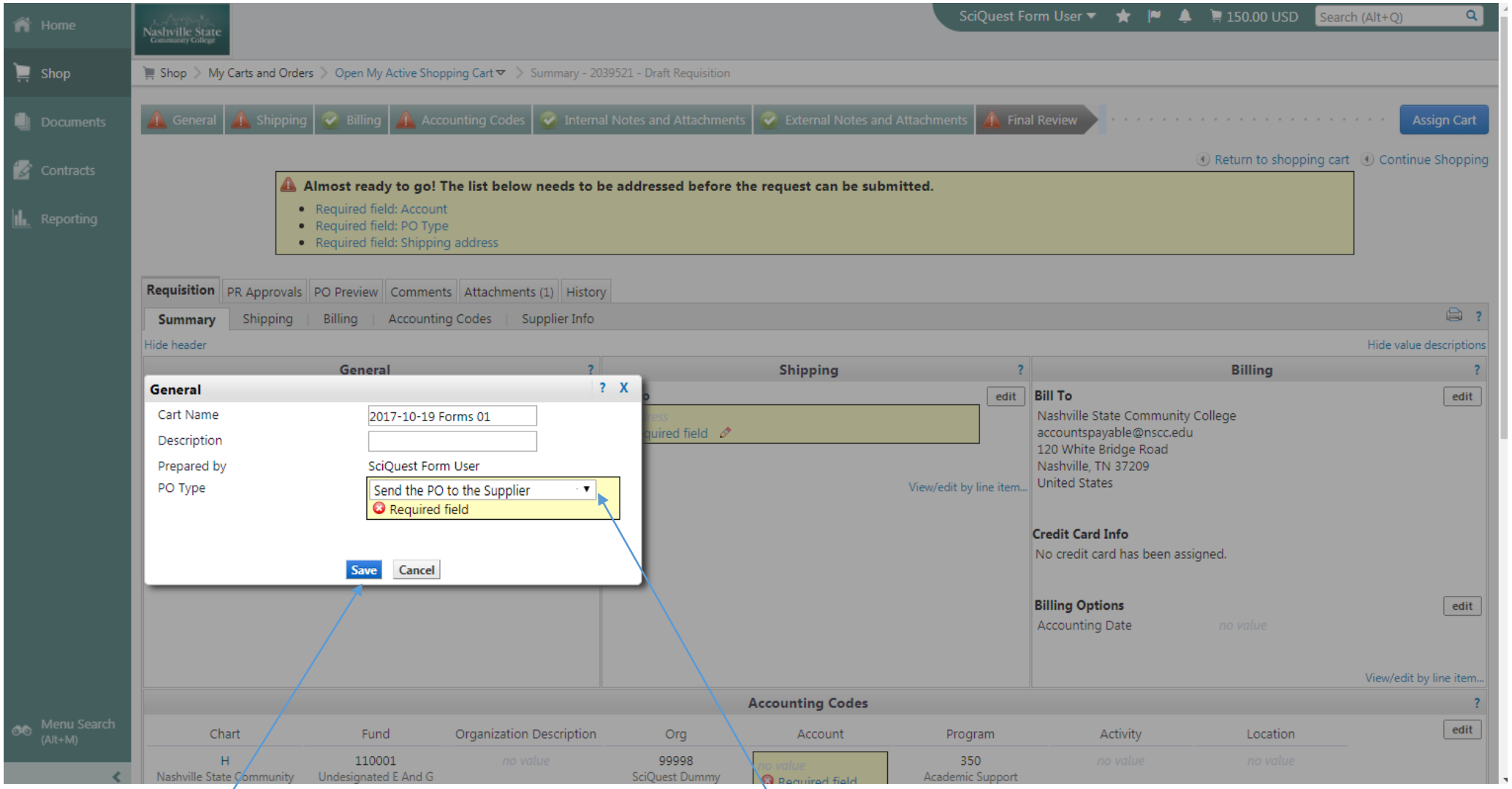
13. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
    If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.



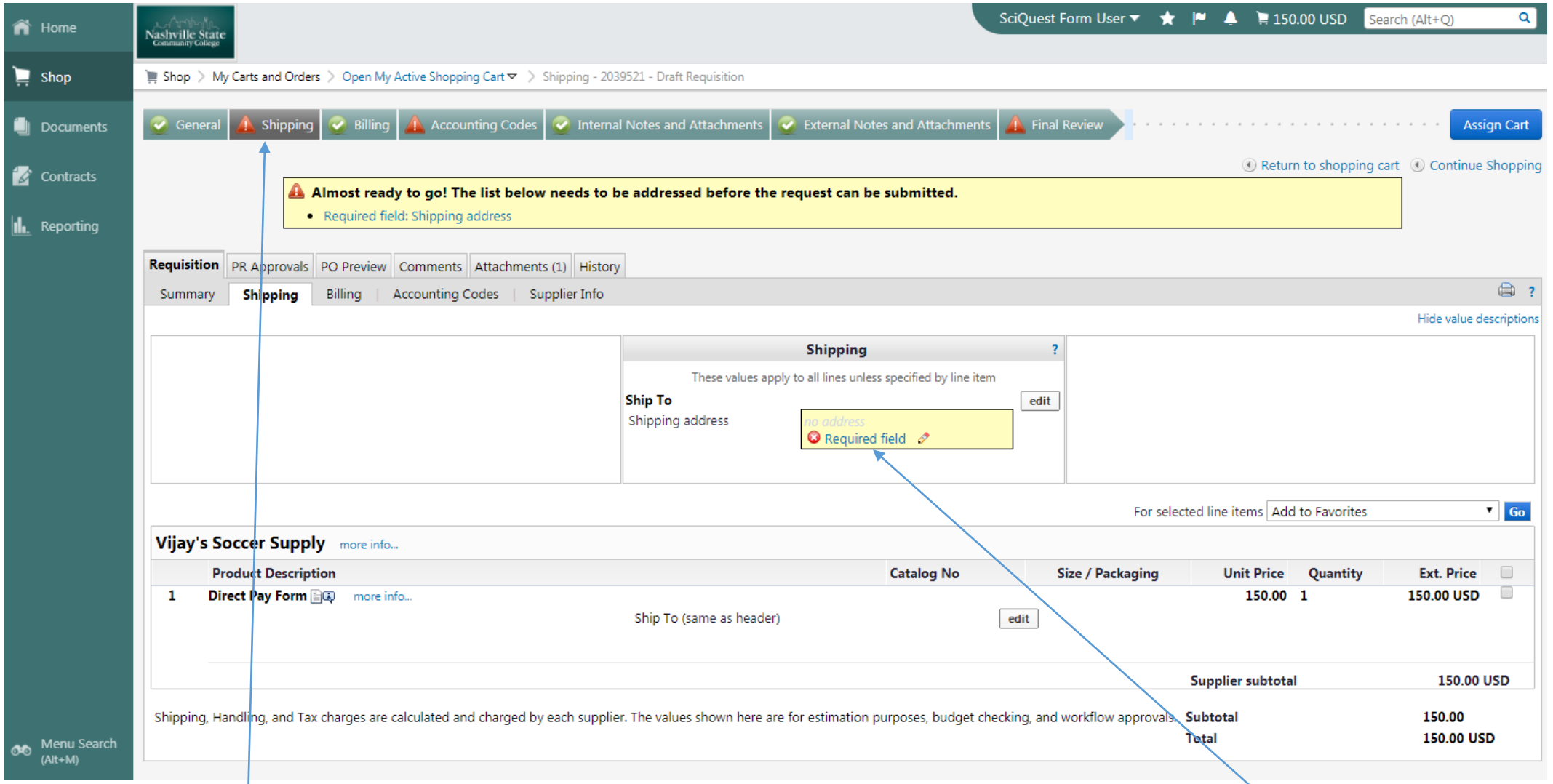
14. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.



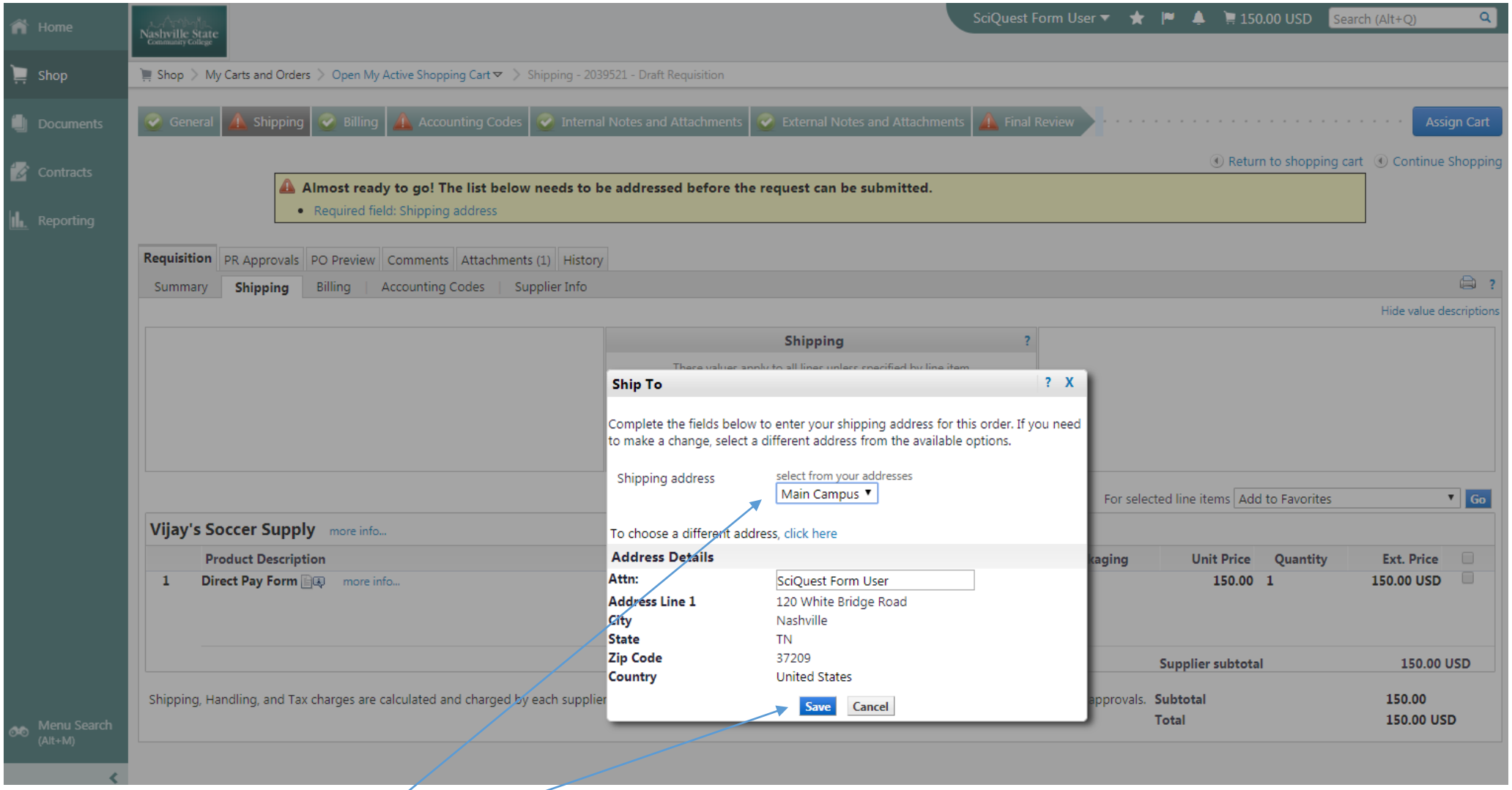
15. If you choose Proceed to Checkout then you will come to following screen.
16. Under the General Tab you will need to update the PO Type by selecting the Required field link



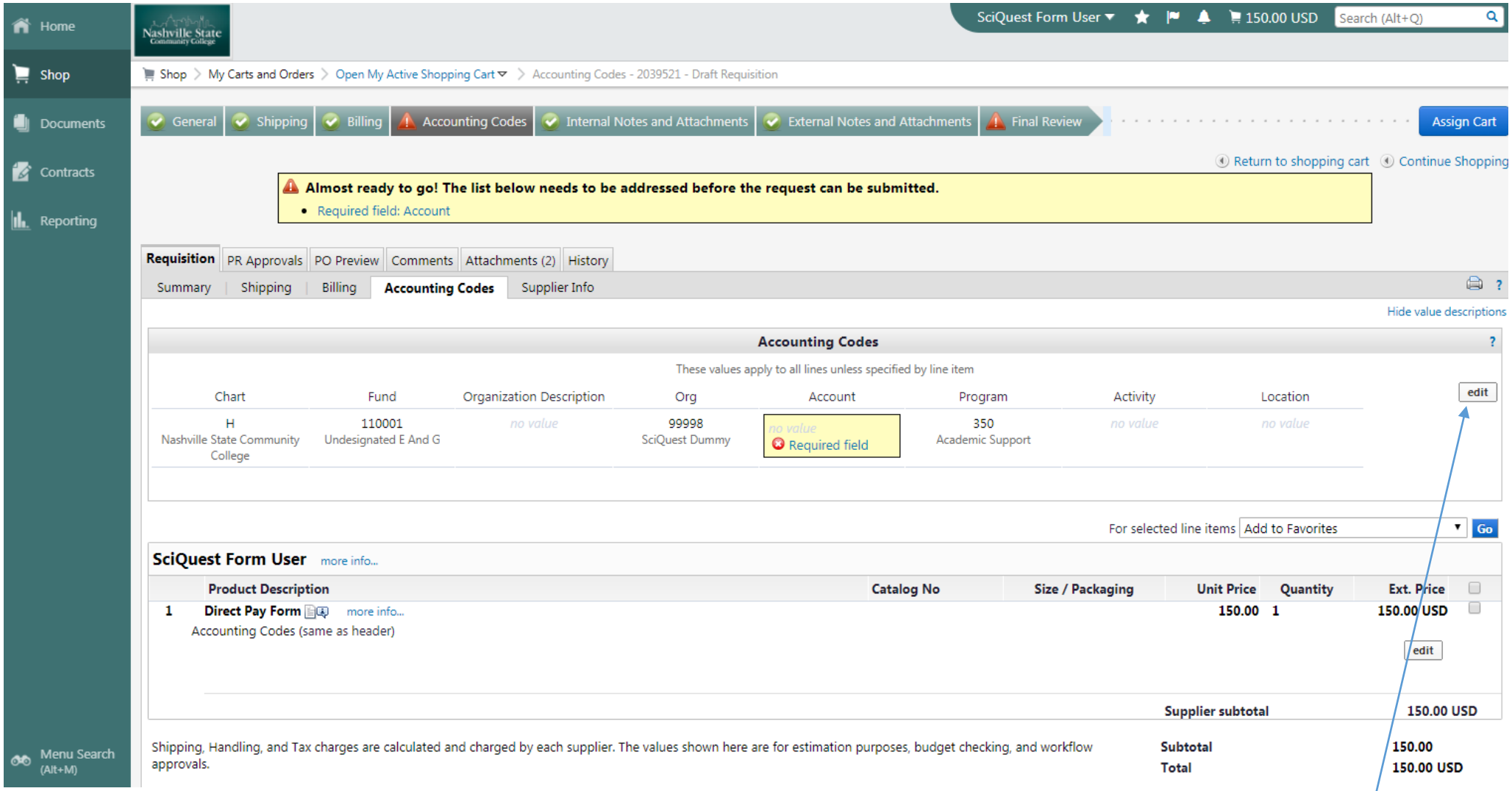
17. From the drop down box you will choose “Send the PO to the Supplier”
18. Select Save when done



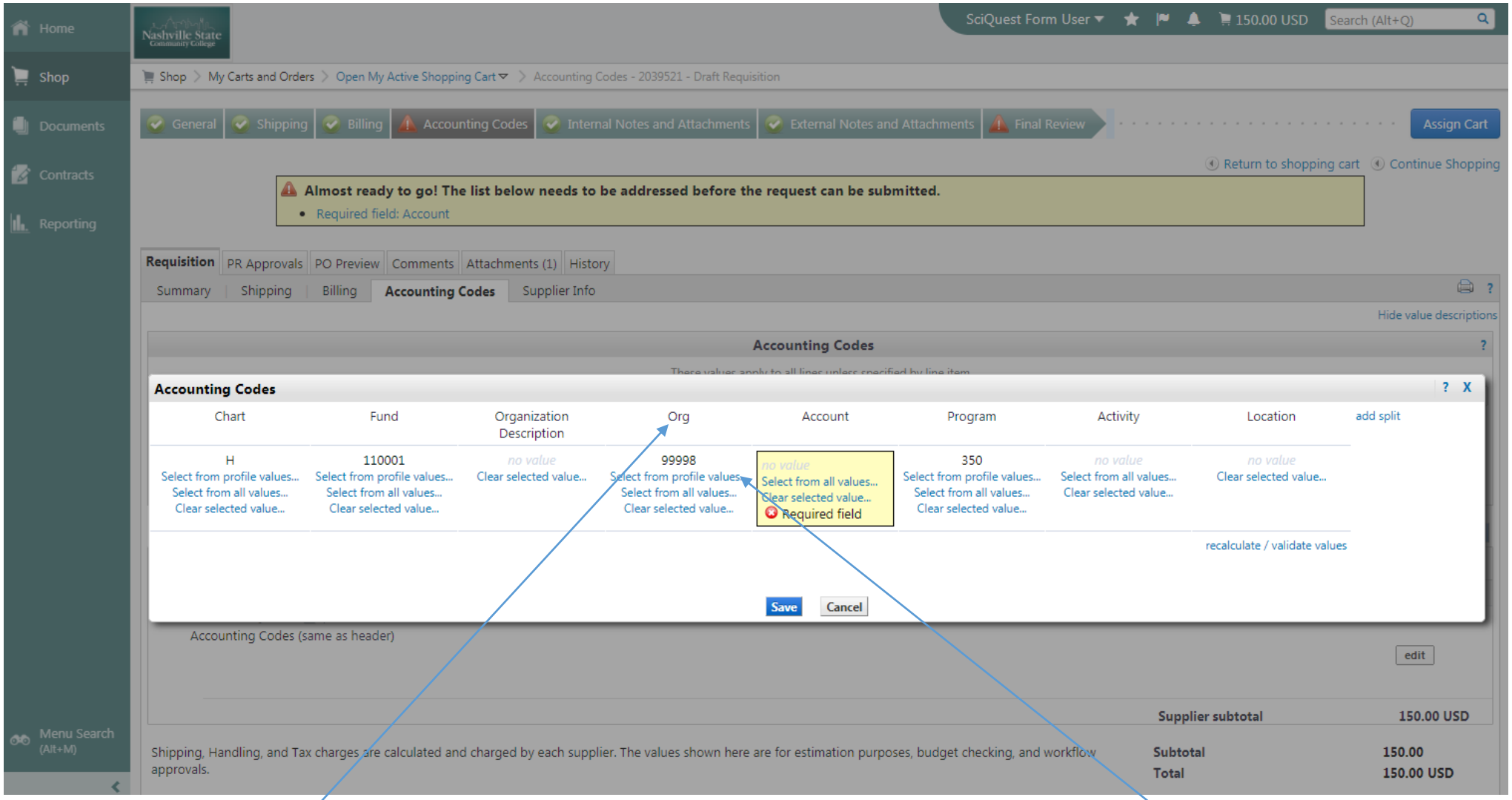
19. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link



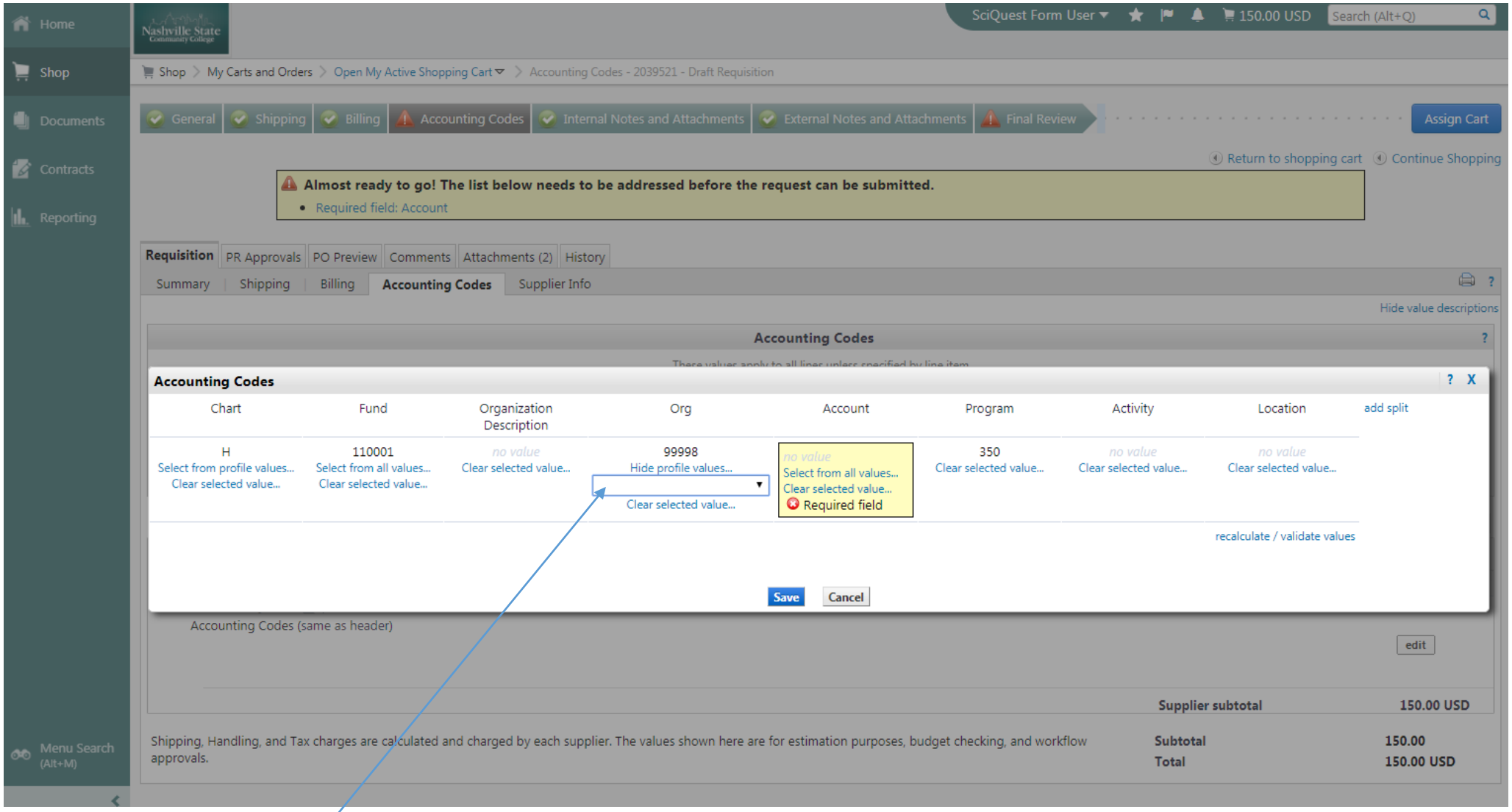
20. From the drop down box you will choose “Main Campus.” If your home campus is different than the Main Campus you will select that campus instead
21. Select Save when done



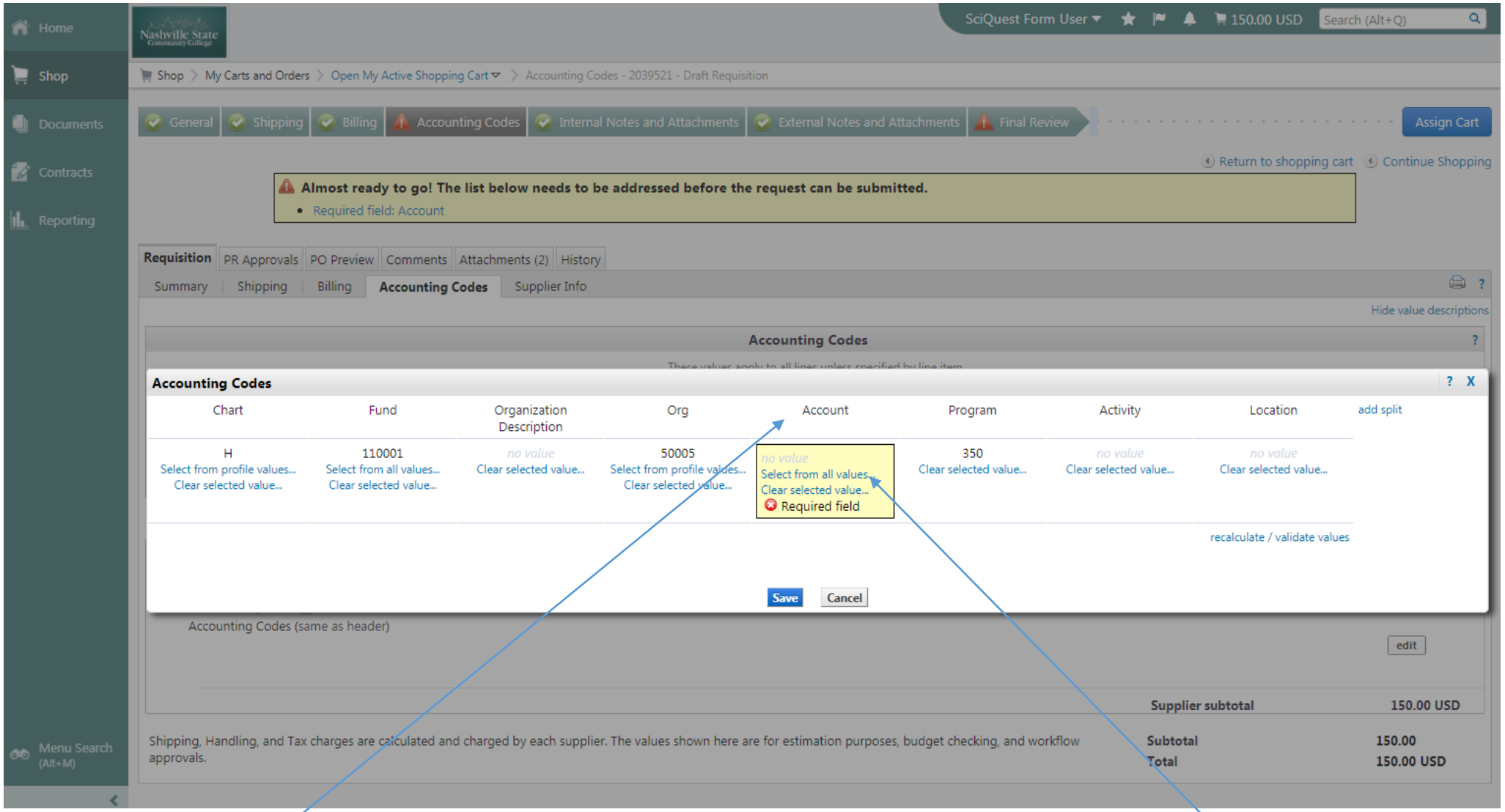
22. Under the Accounting Codes Tab you will need to update the Account codes by clicking the Edit button



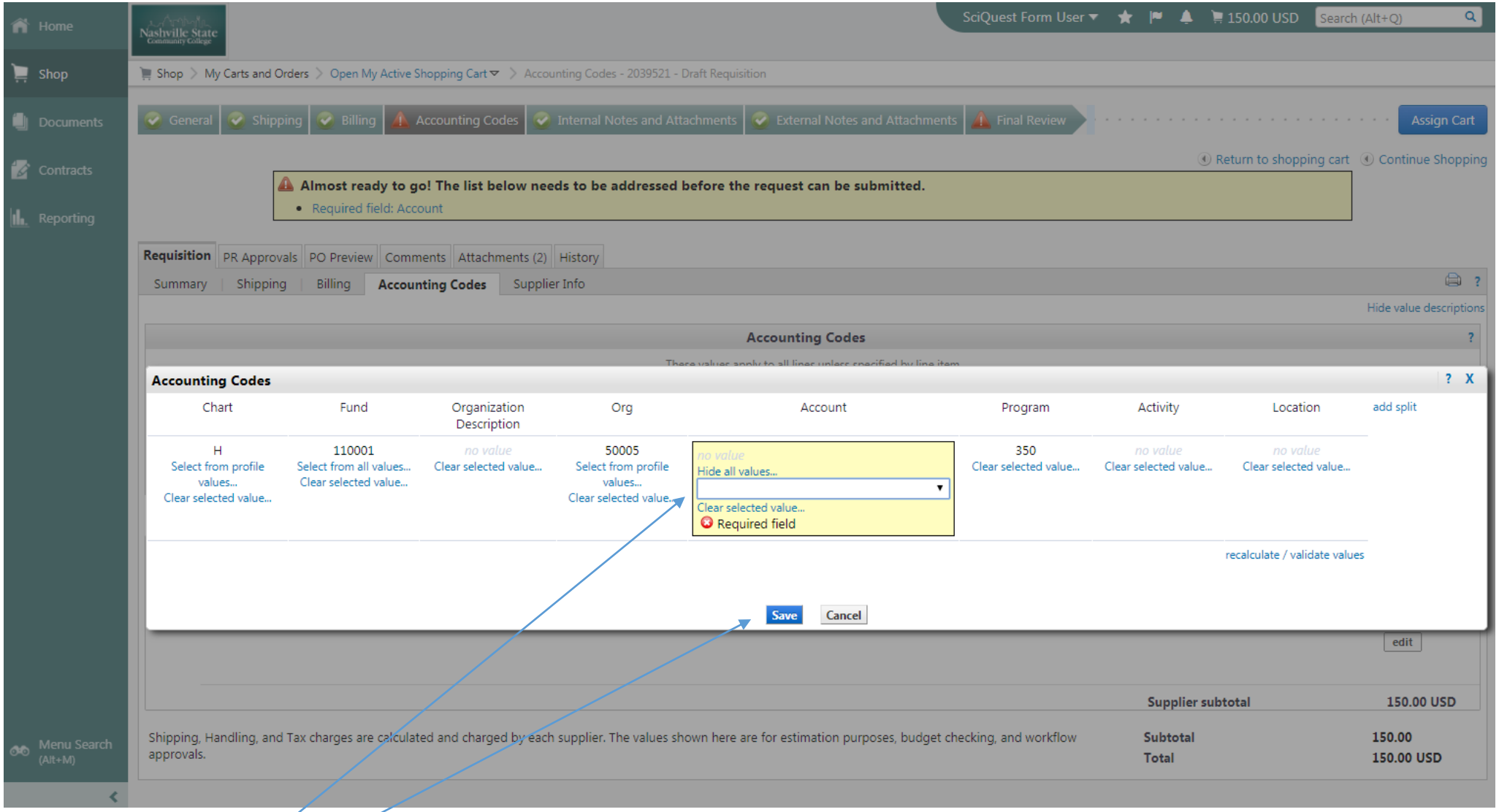
23. Under the Org you will need to update the Org by selecting the Select from profile values link



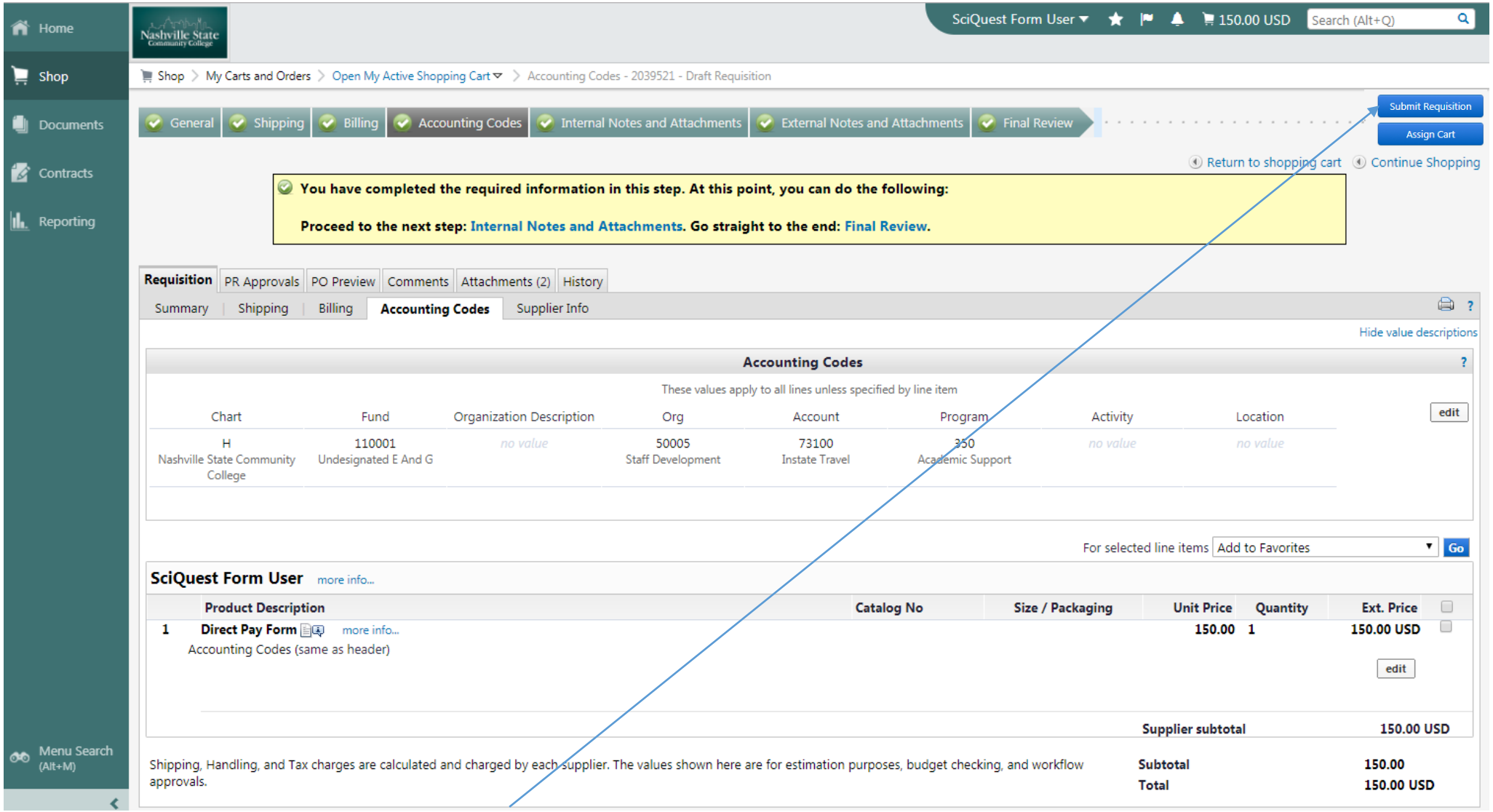
24. For Professional Development you will need to use 50005
    Note: If you are unable to change the Org to 50005 then you will have to submit a Banner Finance form requesting access to this Org.



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



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



26. When completed select the Submit Requisition button.