



# The College of New Jersey Online Travel System

## STAFF SENATE WORKSHOP

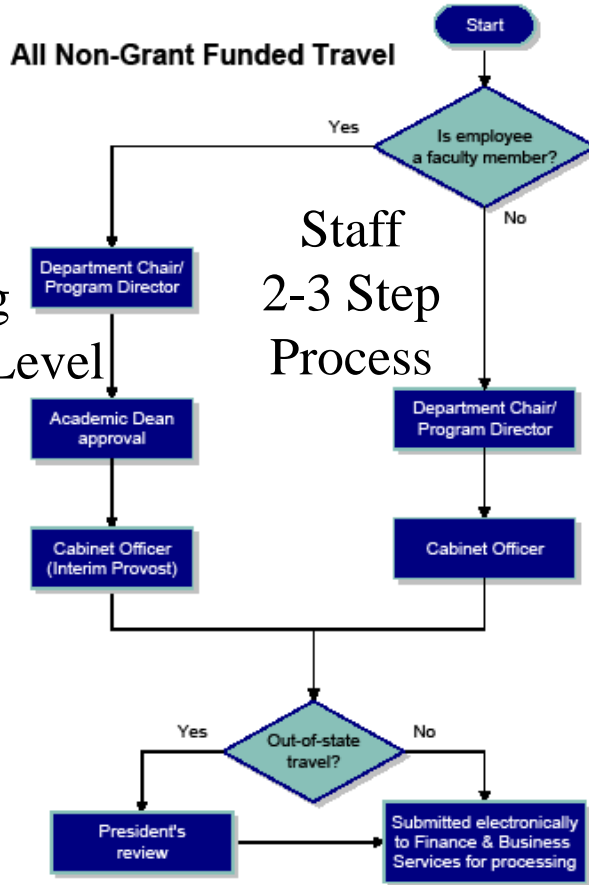
Tammie Brown, Presenter

# Understanding what happens when you create a Travel Request



The College of New Jersey  
TRAVEL PROCESS

Faculty  
3-4 Step  
Process  
including  
Dean's Level

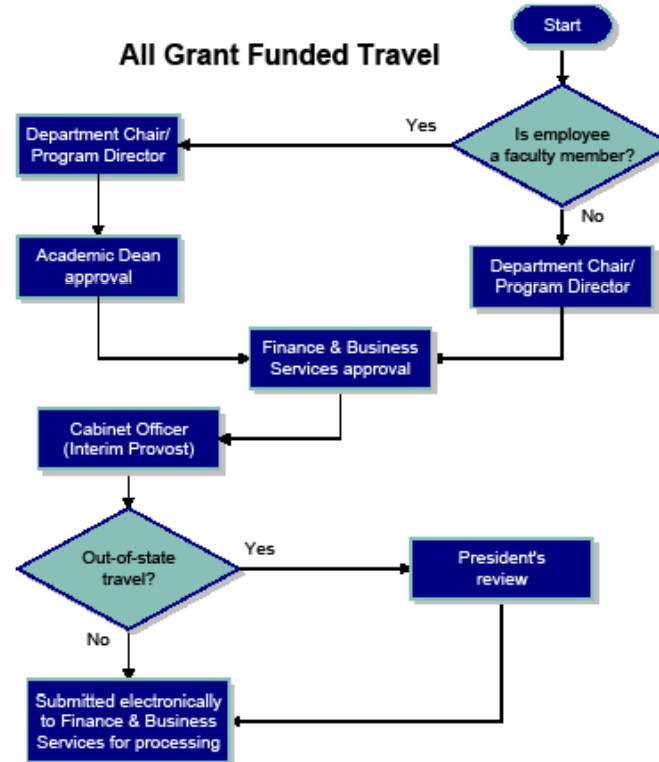


Staff  
2-3 Step  
Process

Note: All out of state travel will be automatically routed to the president for review.



The College of New Jersey  
TRAVEL PROCESS



User is assigned a T number and an email confirming their travel has been approved is generated

Note: All grant funded travel will be automatically routed to Finance & Business Services

In addition, all out of state travel will be automatically routed to the president for review.

# Timing Is Critical because of the routing process

## The College of New Jersey

[TCNJ Home](#) : [Services](#) : [Budget & Finance](#) :

### Travel Request Pages

#### [User Login Page](#)

Users can login to submit and update travel request and reimbursement forms.

#### [Supervisor Login Page](#)

Supervisors can login to approve forms submitted by users.

#### [Purchasing Login Page](#)

Purchasing can login to p

Submit Request at least two weeks in Advanced to prevent rejection of travel that arrive after the scheduled travel date. The System is not designed to back date Travel Requests.

### Travel Request :: Approval Routing

Information for Request ID #3103

*Chair/Director Username:	<input type="text" value="mehler"/>
Dean Username:	---None (Faculty must choose one)---
*Cabinet Member Username:	---Select a Name---
<input type="button" value="Submit"/>	
⚠ <b>This is the final</b>	
All Rights Reserved. 008 12	

- Bresnahan, Carol (cbres)
- Gitenstein, R. Barbara (rbgit)
- Heuring, Curtis (heuring)
- Mahoney, Thomas (tmahoney)
- Marcy, John (marcy)
- Norfleet, James M (norfleet)
- Stern, Nadine (stern)
- Wineberg, Barbara (wineberg)

## Check Lists

### Creating a Request...

- ✓ Employee Information
  - ✓ Destination Information
  - ✓ Supporting Documents
  - ✓ Faculty Absence Authorization
  - ✓ Estimated Expenses
  - ✓ Financial Information
  - 7 Approval Routing
- [Return to Main Menu](#)

Advanced Approval means approval up to the President's Level

## Verify the Travel Request to ensure it was submitted correctly

### Financial Information

Account	Fund	Class	Dept ID	Program ID	Proj/Grt	Fiscal Year	Amount	Action
54100	10	07	3100			2009	\$ 236	✖
Maximum Reimbursement							236	+

### Estimated Expenses

Reg./Tuition	Airfare	Train	Hotel	Car	
\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	
Meals	Mileage	Incidental	Airport Parking	Other	Total
\$36.00	\$0.00 (0 Miles)	\$0.00	\$0.00	\$0.00	\$236.00

Reason for approval:

- ① This report was prepared by Tammie Brown (02-DEC-08).  
It was approved by Mark Mehler (02-DEC-08), Barbara Wineberg (02-DEC-08), R. Barbara Gitenstein (02-DEC-08).

2 ways to verify a travel

### Completed Travel Requests:

②

Req. ID	Name	Travel Dates	Destination	Created By	Status	Expense Report
<a href="#">3103</a>	browntam	December 02, 2008 - December 02, 2008	NY Convention Center	browntam	Approved	
<a href="#">53</a>	dapolito	March 24, 2006 - March 24, 2006		browntam	Finalized	
<a href="#">39</a>	callahan	March 18, 2006 - March 18, 2006		browntam	Finalized	
<a href="#">35</a>	callahan	March 13, 2006 - March 13, 2006		browntam	Finalized	

# Complete a Travel Request within 10 days of your travel

## Travel Expense Report :: T-Number - T094477

### Employee Information

Name	Title	Department	Ext.	Email
Brown, Tammie	MLA	Finance & Bus Serv	2496	<a href="mailto:browntam@tcnj.edu">browntam@tcnj.edu</a>
Address				
45 Lakeland Rd	Rosedale	NJ	08609	

### Destination Information

<b>Travel Dates:</b>	02-DEC-08 to 02-DEC-08
<b>Desination:</b>	NJ Convention Center
<b>Description/Purpose:</b>	Presentation

### Description of Expenses

Description of Expenses	Estimated Expenses	Actual Expenses	Documentation Required
Registration Fees/Tuition <b>(Prepaid)</b>	\$200.00	\$0.00	Registration Form/Brochure
Airfare	\$300.00	\$250.00	Original Ticket Receipt
Train Fare	\$0.00	\$0.00	Original Ticket Receipt
Hotel	\$0.00	\$0.00	
Car Rental (Justification letter required)	\$0.00	\$0.00	
Meals	\$36.00	\$36.00	
Mileage (0.585 per mile from TCNJ)	0 miles x \$0.585 \$0.00	0 miles x \$0.585 \$0.00	
Incidental Items	\$0.00	\$0.00	
Airport Parking	\$0.00	\$0.00	
Other	\$0.00	\$0.00	
<b>Total</b>	<b>\$336.00</b>	<b>\$286.00</b>	<b>Final Reimbursement, Hold for Pick Up</b>

<b>Name:</b> <u>Example Check</u>	<b>Check #:</b> 0001
475 Six Mile Rd. Comstock Park, MI 49321	<b>Day:</b> <u>Day 1</u>
Pay to the order of	<b>Travel Reimbursement</b>
	<b>\$80.00</b>
<b><u>Eighty Dollars and 00/100</u></b>	<b>Dollars</b>
Mike's Virtual Bank Notown, AnyState 00000	
For <u>Maybe St. Louis, MO - Breakfast</u>	<u>Please Put Your Signature Here</u>
:283260100 : 225622010087 : 0001	
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