



The College of New Jersey Online Travel System

STAFF SENATE WORKSHOP

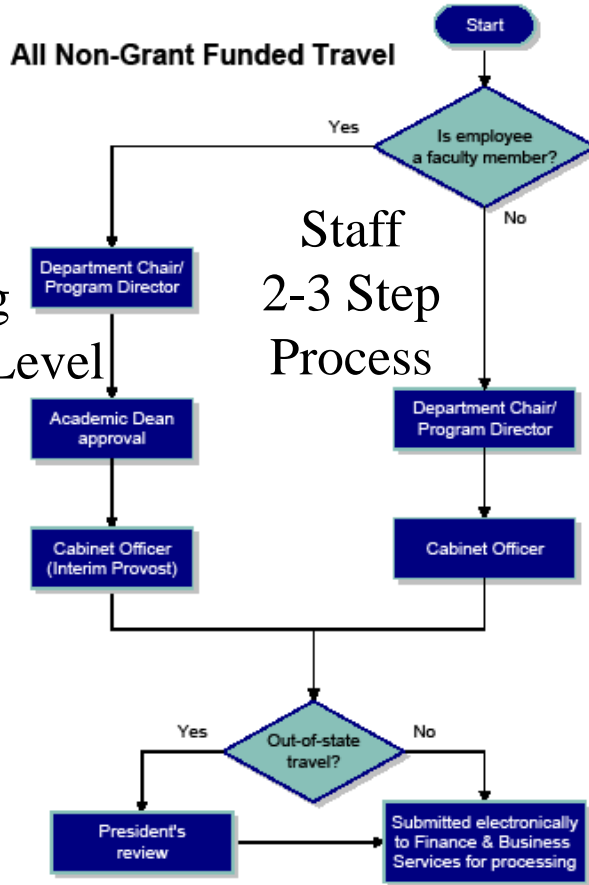
Tammie Brown, Presenter

Understanding what happens when you create a Travel Request



The College of New Jersey
TRAVEL PROCESS

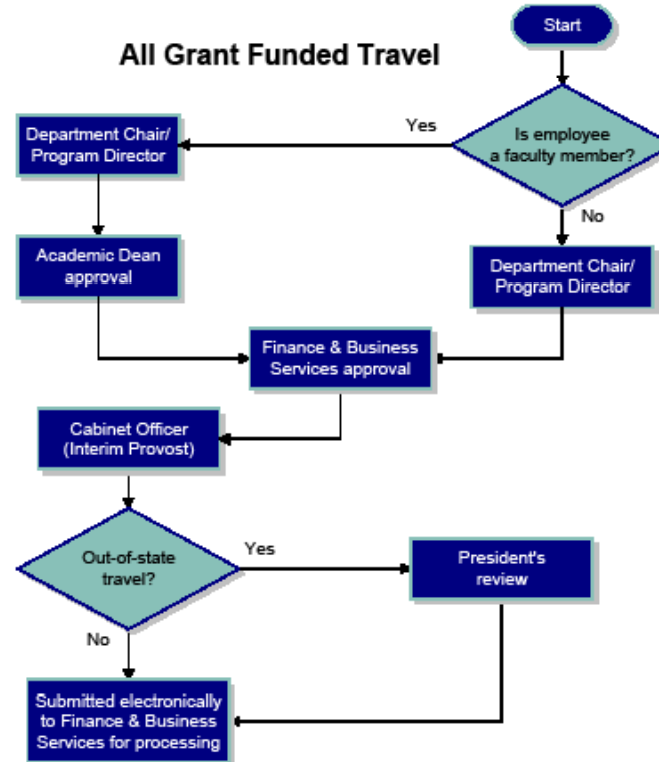
Faculty
3-4 Step
Process
including
Dean's Level



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:	<input type="text" value="--None (Faculty must choose one)--"/>
*Cabinet Member Username:	<input type="text" value="--Select a Name--"/>
<input type="button" value="Submit"/>	
⚠ This is the final	
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:

2 ways to verify a travel

- 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).

Completed Travel Requests:

②

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

