

Mississippi State University

Travel Module

Traveler Manual

Travel Authorization without a Travel Advance:

1. The traveler will receive an email notification that a travel document has been entered on his/her behalf.
2. Click the "Travel & Expense Page" link that can be found in the body of the email.

From: workflow@sungardhe.com
Subject: Travel & Expense Document Review Request for TA001179
Date: Thu, 30 Jul 2009 16:47:51 -0400

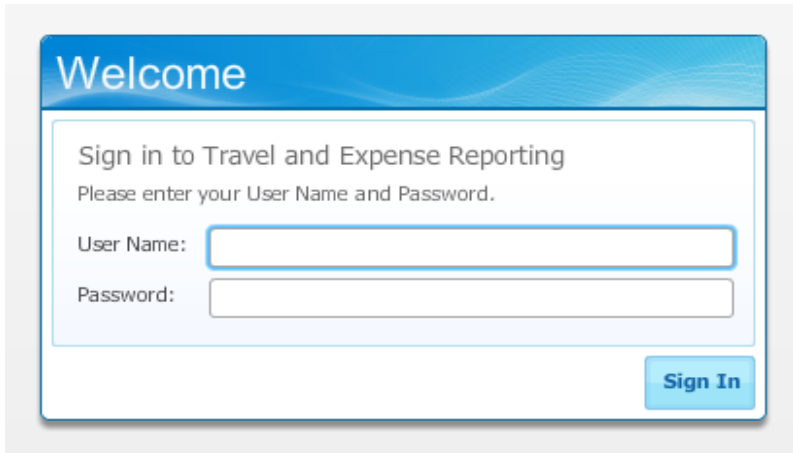
Dear Jeff Cole,

A new Travel and Expense document has been entered in your behalf. Please check the link below or log into the Travel and Expense Management System to review and submit the document.

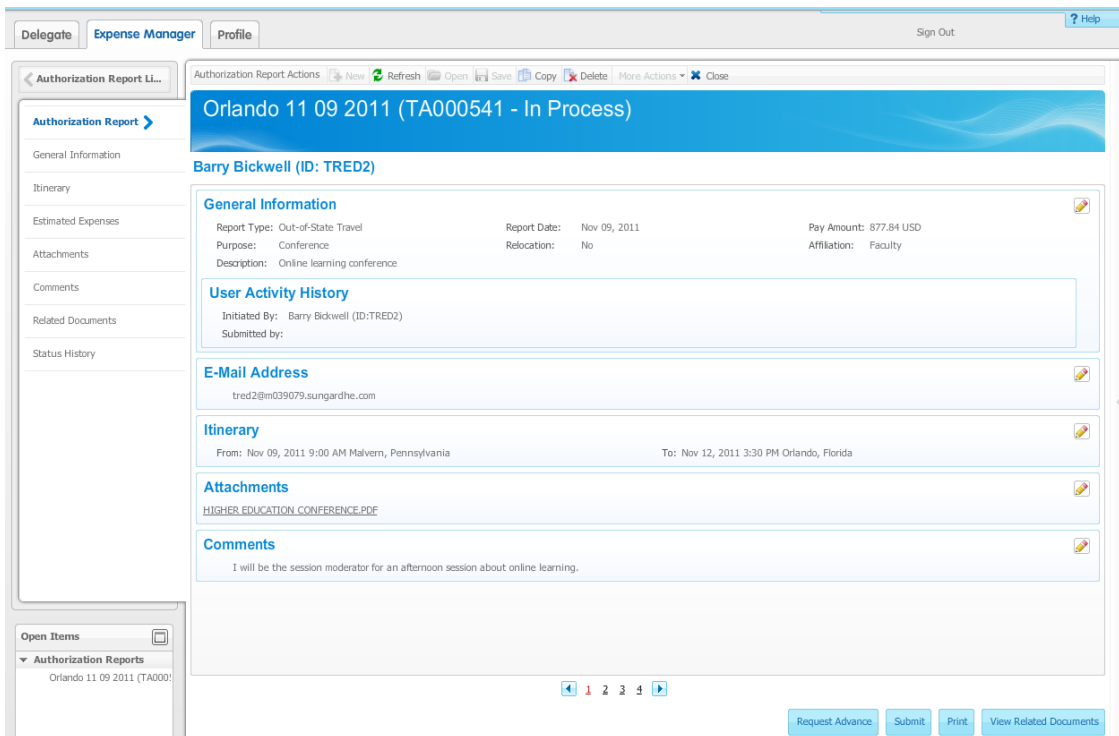
Use the [Travel & Expense Page](#) to review more detail of the expense

Document Code: TA001179
Entered by: Kathy Temper-Delegate
Document Purpose: Conference
Document Description: Scientific yearly conference
Document Comments:
Reimbursement Amount: 500.00

3. The traveler will be prompted to enter his/her User Name and Password. The User Name is the 9-digit MSU ID number, and the password is the Novell password used to login your daily workstation.



4. Once logged in, the traveler will be directed to the travel document that is waiting for his/her review.



5. Click through each page to verify that all of the information is correct.
6. When your review is complete, click the "Submit" button at the bottom right of the screen.

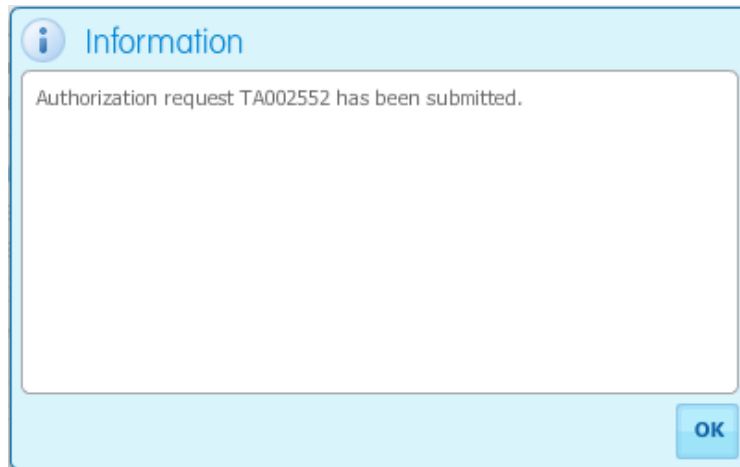
Request Advance

Submit

Print

View Related Documents

This message will be received once the travel document has been submitted:



Travel Authorization with a Travel Advance:

1. The traveler will receive an email notification that a travel document has been entered on his/her behalf.
2. Click the "Travel & Expense Page" link that can be found in the body of the email.

From: workflow@sungardhe.com
Subject: Travel & Expense Document Review Request for TA001179
Date: Thu, 30 Jul 2009 16:47:51 -0400

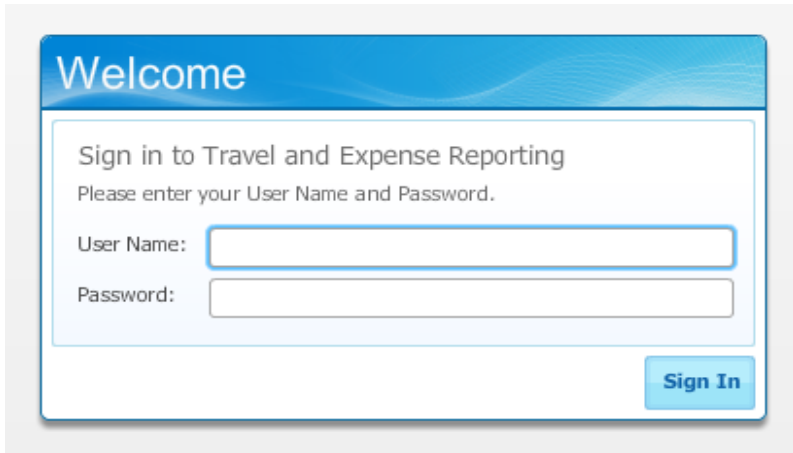
Dear Jeff Cole,

A new Travel and Expense document has been entered in your behalf. Please check the link below or log into the Travel and Expense Management System to review and submit the document.

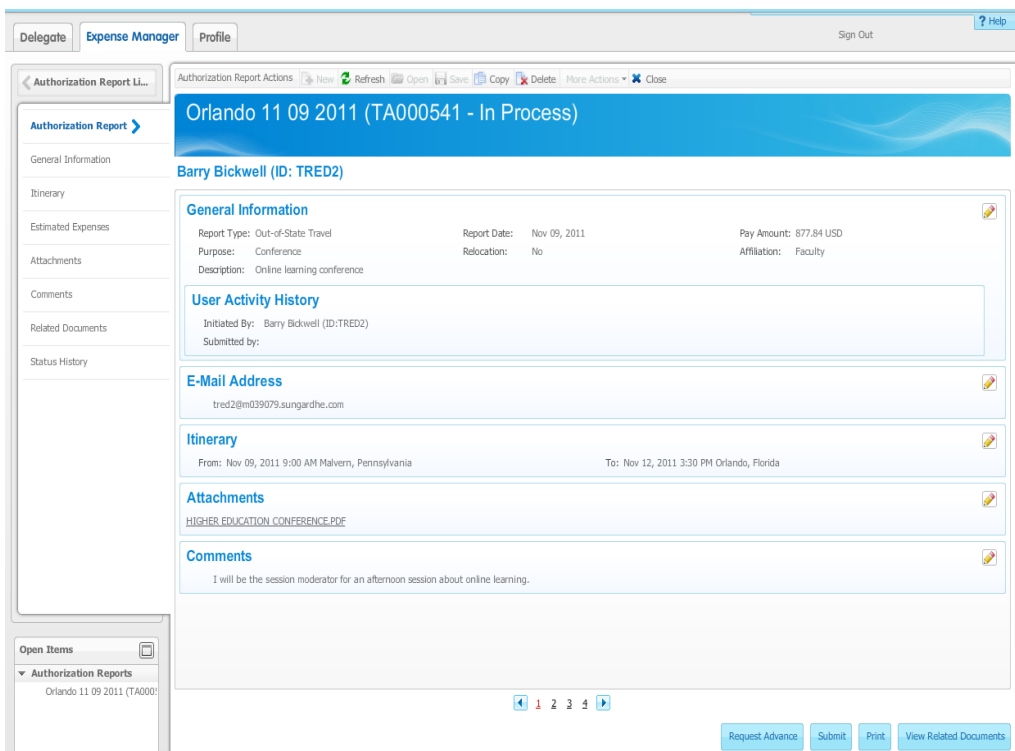
Use the [Travel & Expense Page](#) to review more detail of the expense

Document Code: TA001179
Entered by: Kathy Temper-Delegate
Document Purpose: Conference
Document Description: Scientific yearly conference
Document Comments:
Reimbursement Amount: 500.00

7. The traveler will be prompted to enter his/her User Name and Password. The User Name is the 9-digit MSU ID number, and the password is the Novell password used to login your daily workstation.



3. Once logged in, the traveler will be directed to the travel document that is waiting for his/her review.



4. Click through each page to verify that all of the information is correct.
5. Click the "Request Advance" button at the bottom right of the screen.

[Request Advance](#) [Submit](#) [Print](#) [View Related Documents](#)

6. There is a red asterisk where the advance amount is to be entered. The advance amount cannot be below \$200.00, and more than estimated cost of the trip. The traveler must have an overnight stay to request a Travel advance.

Advance Request (TA002562 - Approved)

Mark Delfino (ID: JCDEL)


Authorization Information

Report Name: On-Site Training Report Type: TRAVEL
Report Date: Jan 19, 2011 Trip start date: Jan 22, 2011
Purpose: Training Trip end date: Jan 22, 2011
Description: Receiving training at client site

Type	Authorization Estimated Amount in USD
Registration Fee	225.00
Travel Mileage	47.05
Total:	272.05

Advance Request

Advance Rule Name: Chart B- JF
Description:
Requested amount: * Payment will be made on or after Jan 19, 2011
Note: All Advances should be accounted for within 45 days of your trip end date.

Remittance Address 

[Submit](#) [Cancel](#)

7. When the correct advance amount is entered, click the “Submit” button at the bottom right of the screen.

[Request Advance](#) [Submit](#) [Print](#) [View Related Documents](#)

This message will be received once the document has been submitted:

