Submitting an online T# request is simple and easy. I will go through the basics on how to enter a T# on the next slides.
Everyone has access to the eTravel system to submit Travel Requests for your overnight business related travel. To obtain access to submit a Travel Request on behalf of another person, additional trainings must be completed to be a Travel Arranger. The required training can be found on the CFAES Business site.

After logging into the system, this is the home page. You have the option to either enter a New request or Search for an existing request.

For existing requests you can add attachments such as agenda, travel arrangements, flight itinerary, etc… This is a nice way to keep all of your travel information together.
After selecting **NEW** your personal information will display in the **Traveler Info** box. If you have Travel Arranger access you can look up the employee information for the Travel Request.

Add your detailed **Business Purpose** for the trip. Why you are traveling and how it impacts the function of the department. The **Business Purpose** should tell the story: Who, What, Where, When, Why and How.

**An Example of a complete business purpose:** To attend and present at the National Association Extension 4-H Agents conference in New Orleans, Louisiana October 8-13, 2016.

It is best to spell out acronyms. If using abbreviations or acronyms make sure they are on the OSU approved list. If it is not on the list, you can add it.
Next you will add the **Departure and Return Date and Times**. Please be as accurate as possible with time, as they help in determining eligible per diem reimbursement.

Continue down the online form and add the **Departure City / State** *(ex: Home, office, offsite location)* and the **Destination City / State**. Multiple destinations can be added using the **Add/Delete** buttons.

Next you will add all of your estimated cost for the trip. This would include **Transportation, Meals, Lodging, Registration, Other**. You will want to estimate high enough to cover all anticipated cost. Add one line per expense.

The **Mileage** and **Per Diem Calculators** are great tools to help determine cost for your trip.
The **Mileage Calculator** is easy to use. Add the *departure and return dates* for your trip and then the *total round trip miles* that you will travel. Hit **Create Worksheet** and it will calculate the amount you should quote in your Travel Request.

Be sure to note your amount because when you hit *done*, it will not automatically populate in your request. This tool is just for your reference.
The *Per Diem Calculator* works the same as the mileage calculator. You will want to add your *state, city, departure and return dates, and corresponding times*. This is where the time is important in calculating which meals you will be eligible for. Please be as accurate as possible. Once you have all of the trip information entered hit *Create Worksheet* and a table will display with Breakfast, Lunch and Dinner options.

If you know that the conference will be providing breakfast and lunch you can deselect those meal times and the subtotal on the right will adjust. Then you will have your trip total at the bottom under *Total Costs*.

Remember to note your total to add to your Travel Request once you close this window.
As you enter each expense they will automatically total up in the box to the right.

After all of your expenses are entered a box will pop up directly under the estimated cost section. You will have to choose either **Corporate Travel Planners (CTP)** or **Other** to be able to submit. You would choose **Other** if using Pcard, PO or personal funds to pay for the trip.
In the **Third Party Payment** box you will want to record any funding of the trip from a non-OSU source.

**Trip Maximum** is only used if you have a maximum budget for the trip. If no trip maximum, leave it blank.

For most simple overnight trips you will not need to use these two fields.
Here you will want to add your complete Chartfield for the trip.

When splitting the cost between two or more chartfields you have the option to change to Amount rather than Percentage. At times this feature can be easier to split the cost as necessary between chartfields.

Make sure that you enter your complete chartfield or you will receive an error when trying to submit.
Once you add your chartfield, the corresponding **Approvers** for the ORG entered will populate in the Approvers box.
Before submitting for approval the system prompts you to **Save for Later** or **Save and Continue**. The Attachments section will be greyed out until you save. After you have saved you will be able to add attachments.

Attachments that should be added are conference agenda, flight itinerary, Driving vs. Flying worksheet, etc...

In this section you also have the ability to make any comments/notations about the trip.

It is now not necessary to get email pre-approval from Jackie. You will no longer need to attach her email approval in this section. She now has access to approve directly in the eTravel system. Once you submit your request, Jackie will get a notification to review and approve. This approval action will take place of the email pre-approval.

After your request is approved a T# will be assigned and you will receive notification via email.
You will see a summary of your entered travel request that you can either **Cancel Submit** to go back and edit or **Submit for Approval**. At this time you are able to **Print a PDF or Html**. After submission you will have the same printing options.

After you hit the **Submit for Approval** button you will see the final version of your request and you will be able to print or send an **Email Notification**.

Please allow five business days after submitting a Travel Request to be assigned a T#.

You can check the status of your Travel Request at anytime.