

CNR TRAVEL AUTHORIZATION TRAINING



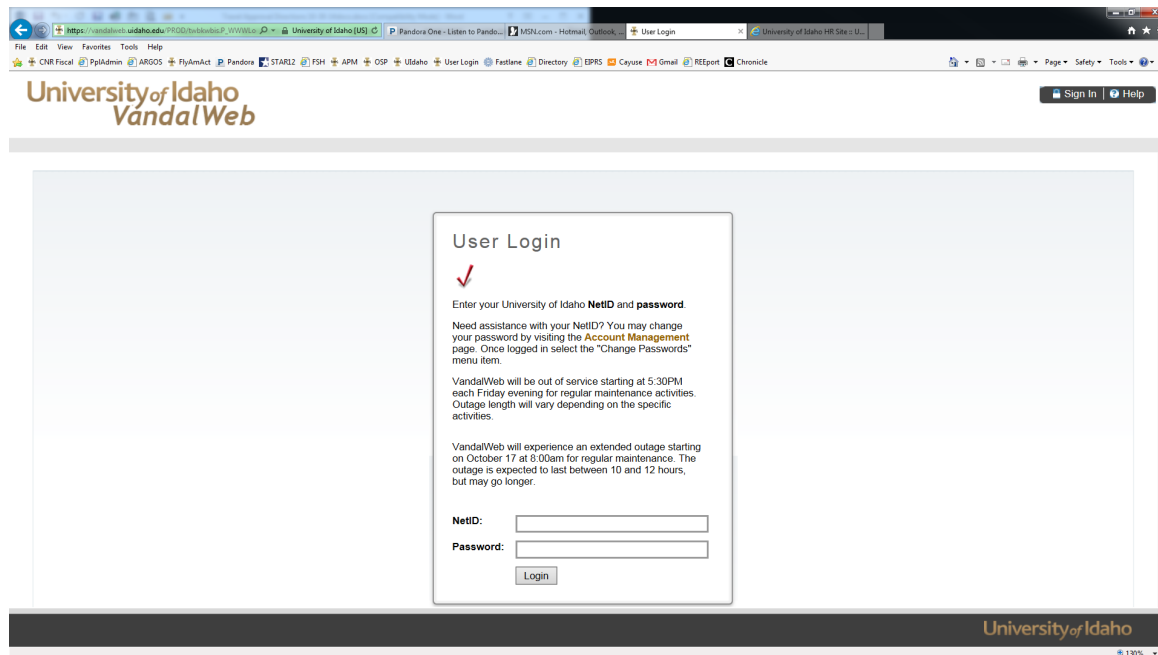
PROCESS A TRAVEL AUTHORIZATION

- You must complete the Purchase Card and Travel Training before you can process your own travel authorization requests. Please refer to the PowerPoint training “TravelWeb Training” found on the CNR Fiscal website <http://www.uidaho.edu/cnr/forms-resources/fiscal-hr-services> for this training.
- Once you complete the above training you will be ready to submit a travel authorization request.



LOG IN TO VANDALWEB

Log in using your
VandalWeb NetID and
Password



University of Idaho
VandalWeb

Sign In Help

User Login

✓

Enter your University of Idaho **NetID** and **password**.

Need assistance with your NetID? You may change your password by visiting the [Account Management](#) page. Once logged in select the "Change Passwords" menu item.

VandalWeb will be out of service starting at 5:30PM each Friday evening for regular maintenance activities. Outage length will vary depending on the specific activities.

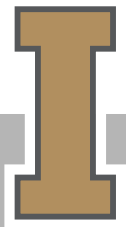
VandalWeb will experience an extended outage starting on October 17 at 8:00am for regular maintenance. The outage is expected to last between 10 and 12 hours, but may go longer.

NetID:

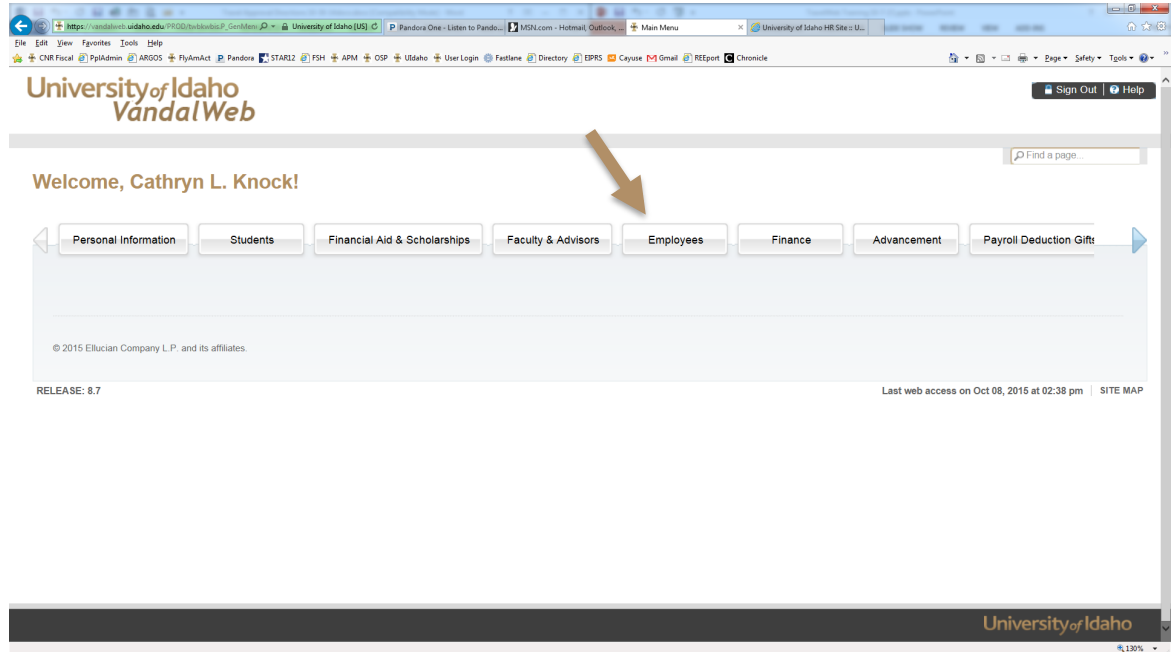
Password:

Login

University of Idaho
College of Natural Resources



Select Employees Tab



The screenshot shows a web browser window displaying the University of Idaho VandalWeb interface. The browser's address bar shows the URL <https://vandalweb.uidaho.edu>. The page header includes the University of Idaho logo and the text "VandalWeb". Below the header, a navigation menu contains several tabs: "Personal Information", "Students", "Financial Aid & Scholarships", "Faculty & Advisors", "Employees", "Finance", "Advancement", and "Payroll Deduction Gifts". The "Employees" tab is highlighted with a brown arrow pointing to it. The main content area displays a welcome message: "Welcome, Cathryn L. Knock!". At the bottom of the page, there is a footer with the text "© 2015 Ellucian Company L.P. and its affiliates.", "RELEASE: 8.7", and "Last web access on Oct 08, 2015 at 02:38 pm | SITE MAP". The University of Idaho logo is also present in the bottom right corner of the page.



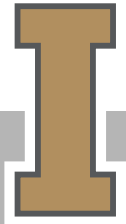
Select Financial Tasks

The screenshot shows a web browser window displaying the University of Idaho VandalWeb portal. The page is titled "Welcome, Cathryn L. Knock!" and features a navigation menu with the following items: Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees (highlighted), Finance, Advancement, and Payroll Deduction Gift. A large brown arrow points to the "Financial Tasks" option in the expanded "Employees" menu. Other options in the "Employees" menu include Benefits, Payroll, Electronic Personnel Action Form (EPAF), Employee Information, Financial Tasks, UI Administrative Tasks, Finance Query for Non-Banner Users, and Purchasing Service Contract. The footer of the page includes the text "© 2015 Ellucian Company L.P. and its affiliates." and "RELEASE: 8.11.1". The bottom right corner of the browser window shows "Last web access on Oct 08, 2015 at 02:38 pm" and "SITE MAP". The University of Idaho logo is visible in the bottom right corner of the browser window.



Select the Travel Web link. Your link may be in a different spot on this cascade view because we all have differing access levels and options.

The screenshot shows the University of Idaho VandalWeb portal. The user is logged in as Cathryn L. Knock. The main navigation bar includes links for Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees (selected), Finance, Advancement, and Payroll Deduction G. The Employees menu is expanded, showing a grid of options. The 'Financial Tasks' menu item is expanded, and a brown arrow points to the 'Travel Web' link in the first column of the expanded menu. Other visible links include Claim Voucher Entry, Pending Approvals, Student Fee Payment and Student Resource Application Approvals Pending, Claim Voucher Approval, Pending Travel/Purchasing card claims, Asset Change Requests, Electronic Personnel Action Form (EPAF), Finance Query for Non-Banner Users, Finance Self Service for Non-Banner Users, Purchasing Card Statements, and Journal Document Imaging.



Select Create New Trip option on the left

The screenshot displays the University of Idaho VandalWeb interface for the Travel Web section. The browser address bar shows the URL <https://vandalweb.uidaho.edu/FFDD/aftravetrip.main>. The page header includes the University of Idaho logo and navigation links such as 'Sign Out' and 'Help'. The main navigation menu includes 'Personal Information', 'Students', 'Financial Aid & Scholarships', 'Faculty & Advisors', 'Employees', 'Finance', 'Advancement', 'Payroll Deduction Gifts', and 'Sponsored Ph'. The 'Travel Web' section is active, showing a sub-menu with 'Trips', 'Claims', 'Advances', 'Check A/R', and 'Purchasing Card'. The 'Trips' sub-menu is expanded, highlighting 'Create New Trip' with a brown arrow. The 'Trip Search' form includes fields for 'Trip ID', 'Department' (set to 'All Departments'), 'Trip Title', 'Destination', 'Traveler Last Name', 'Depart Date' (From and To), and 'Return Date' (From and To). The footer of the page features the University of Idaho logo and a zoom level of 130%.



ENTER TRIP INFORMATION

Trip Title: Enter your Last Name and a brief description of the trip (Knock-Attending SRA Conference)

Destination: List all sites, locations, cities, and states

Department: Select the correct dept. from the drop-down. It defaults to CNR Administration so you will have to change it.

Per Diem Type: Select correct type, in state, out of state, international

Depart/Return Dates & Times: Choose dates from calendar or type in dates. Enter time using HH:MI AM/PM format

The screenshot shows a web browser window displaying the 'University of Idaho VandalWeb' interface. The page title is 'TRAVELWEB' and the main heading is 'Create Trip'. The browser's address bar shows the URL 'https://travelweb.uidaho.edu/PP00/afntraveltip_choose...'. The page has a navigation menu with 'Trips', 'Claims', 'Advances', 'Check A/R', and 'Purchasing Card'. On the left, there are three buttons: 'Create New Trip', 'List Current Trips', and 'List Archived Trips'. The main form contains the following fields:

- Trip Title: Text input field
- Destination: Text input field
- Department: Dropdown menu (currently set to 'CNR Administration')
- Per Diem Type: Dropdown menu (currently set to 'In State')
- Depart Time: Text input field with format 'MM/DD/YYYY HH:MI AM'
- Return Time: Text input field with format 'MM/DD/YYYY HH:MI AM'
- Archived: Checkbox (unchecked)
- Estimated cost: Text input field
- Budget: Text input field

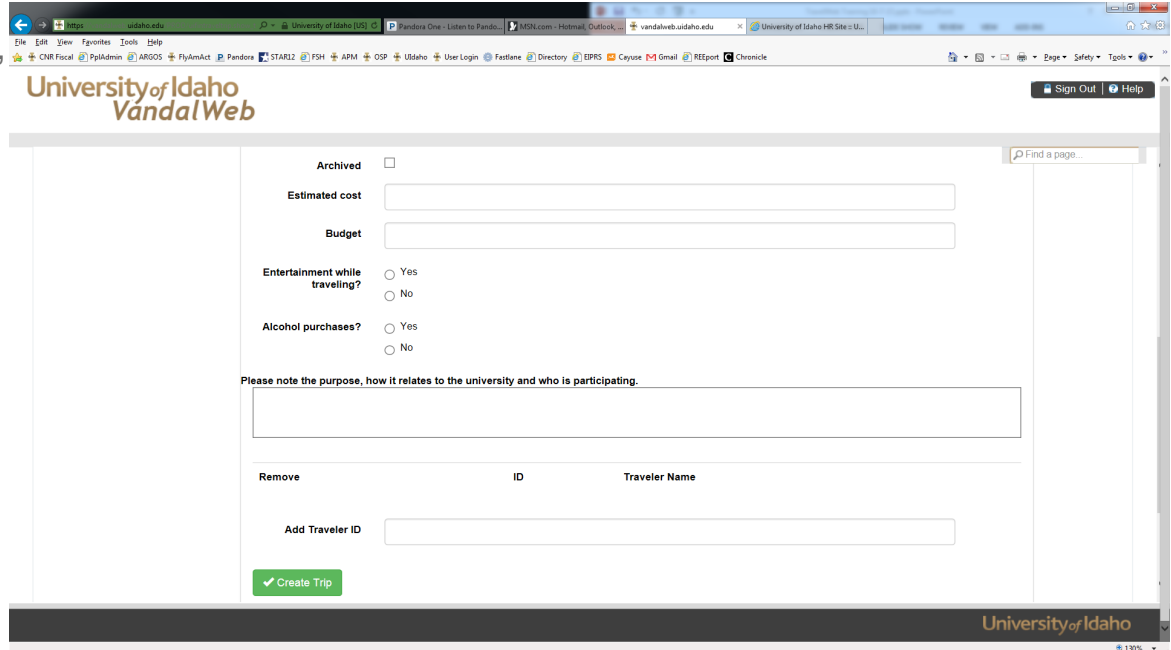
The footer of the page displays 'University of Idaho' and a zoom level of '130%'.



Estimated Cost: Enter the estimated guess of the costs for the trip including per diem, hotel, airfare, mileage, etc. This does not have to be exact.

Budget: Enter the UI budget number which will pay for the travel expenses. If paid by a third-party please list their name here.

There are special rules for third-party funded travel. Remember: All travel for business requires an authorization even if not paid with UI funds.



The screenshot shows a web browser window displaying the University of Idaho VandalWeb interface. The page title is "University of Idaho VandalWeb". The form includes the following fields and options:

- Archived:** A checkbox.
- Estimated cost:** A text input field.
- Budget:** A text input field.
- Entertainment while traveling?:** Radio buttons for "Yes" and "No".
- Alcohol purchases?:** Radio buttons for "Yes" and "No".
- Please note the purpose, how it relates to the university and who is participating.** A large text area.
- Remove:** A column header for a table.
- ID:** A column header for a table.
- Traveler Name:** A column header for a table.
- Add Traveler ID:** A text input field.
- Create Trip:** A green button with a checkmark icon.

The browser's address bar shows "https://vandalweb.uidaho.edu". The page footer includes the University of Idaho logo and the text "University of Idaho College of Natural Resources".

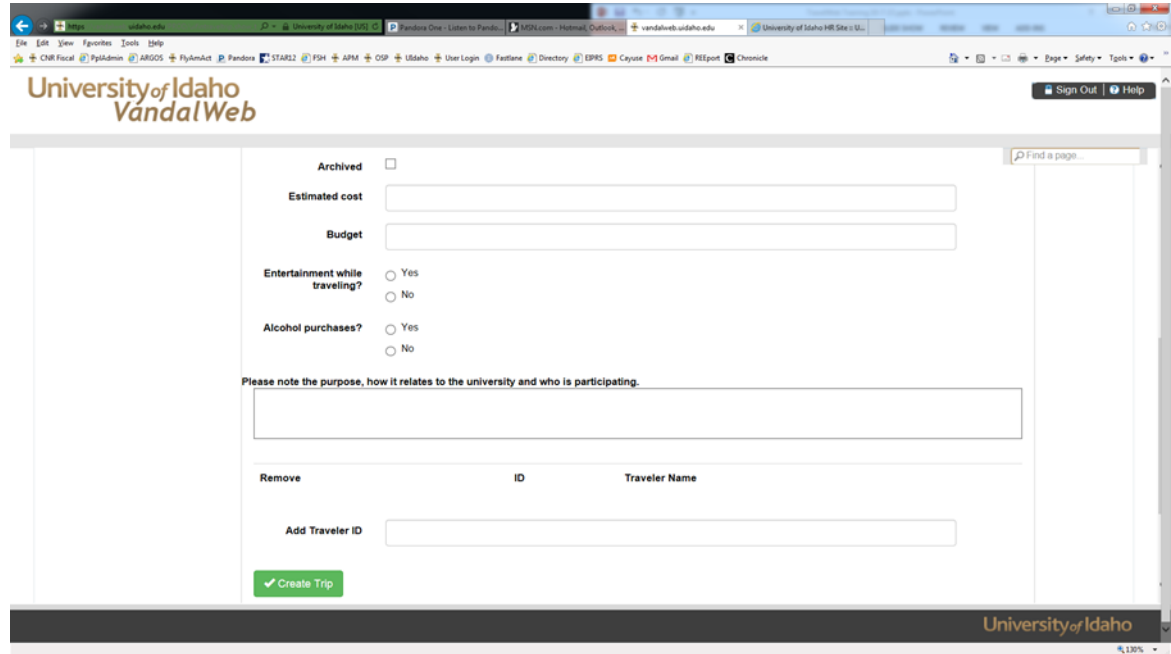


Purpose of Trip: Please describe the purpose of the trip, how it relates to the University, and who is participating. This is your justification for the trip.

Traveler ID: Enter the V# of the Primary traveler.

Travelers outside CNR should submit their own travel requests following their department/college policies. * See last slide for special circumstances such as class field trips, etc.

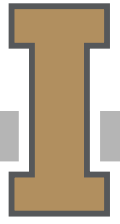
Create Trip: Select the Create Trip button at the bottom.



The screenshot shows a web browser window displaying the University of Idaho VandalWeb interface. The page title is "University of Idaho VandalWeb". The form includes the following fields and options:

- Archived:** A checkbox.
- Estimated cost:** A text input field.
- Budget:** A text input field.
- Entertainment while traveling?:** Radio buttons for "Yes" and "No".
- Alcohol purchases?:** Radio buttons for "Yes" and "No".
- Please note the purpose, how it relates to the university and who is participating.** A large text area for justification.
- Remove** (column header), **ID** (column header), **Traveler Name** (column header).
- Add Traveler ID:** A text input field.
- Create Trip:** A green button with a checkmark icon.

The browser's address bar shows "vandalweb.uidaho.edu". The footer of the page displays "University of Idaho" and a zoom level of "110%".



The next screen will look like this at the top – It will show a Trip Summary of the information you just entered.

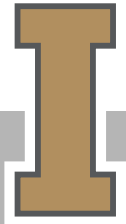
You will see a series of buttons at the bottom. We will discuss these on the next slide.

The screenshot displays the University of Idaho VandalWeb interface. At the top, the browser address bar shows the URL 'http://uidaho.edu'. The page header includes the 'University of Idaho VandalWeb' logo and navigation links for 'Sign Out' and 'Help'. A search bar is located on the right side of the header.

The main content area features a 'TRAVELWEB' logo and a sidebar with three buttons: 'Create New Trip', 'List Current Trips', and 'List Archived Trips'. The central panel is titled 'Trips' and contains a 'Trip Summary' section with the following details:

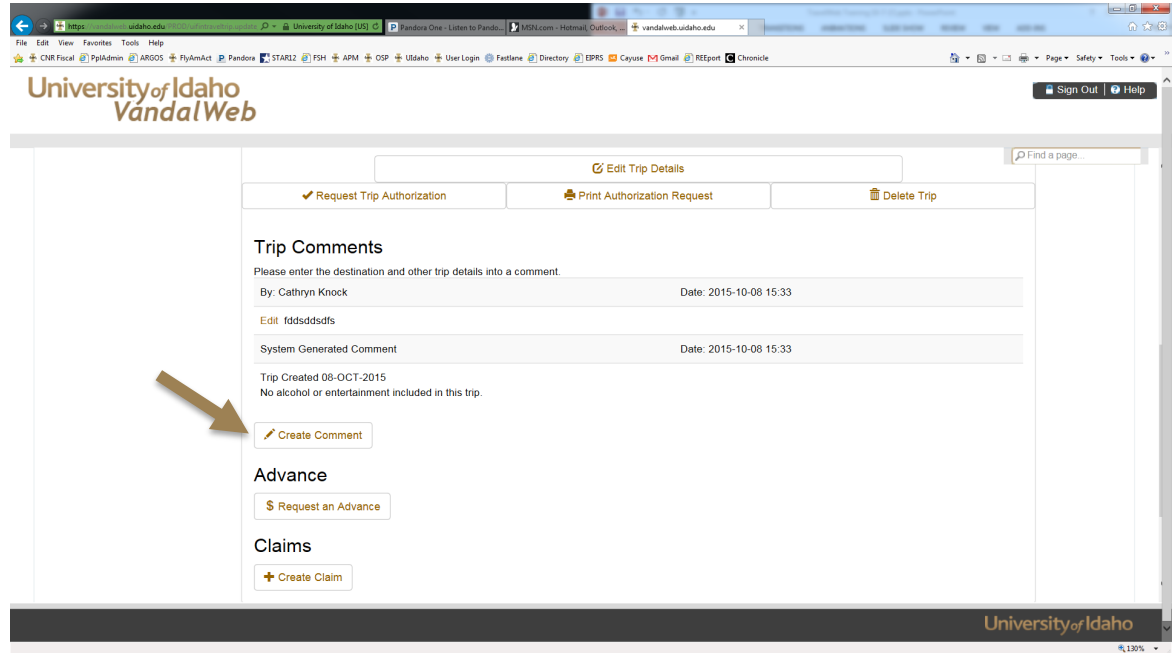
Trip ID	483793
Trip Title	testing the system
Destination	somewhere amazing
Department	CNR Administration
Per Diem Type	In State
Depart Time	10/15/2015 12:00 AM
Return Time	10/16/2015 12:00 AM
Travelers	Knock, Cathryn L.

Below the summary, there are three buttons: 'Edit Trip Details', 'Request Trip Authorization', 'Print Authorization Request', and 'Delete Trip'. The footer of the page displays the 'University of Idaho' logo and a zoom level of 130%.



Trip Comments: Please add any additional CNR travelers in the trip comments unless they have submitted their own travel request (recommended if they will have expenses to claim for reimbursement or clearing from their P-cards). * See last slide for class field trips and other special circumstances.

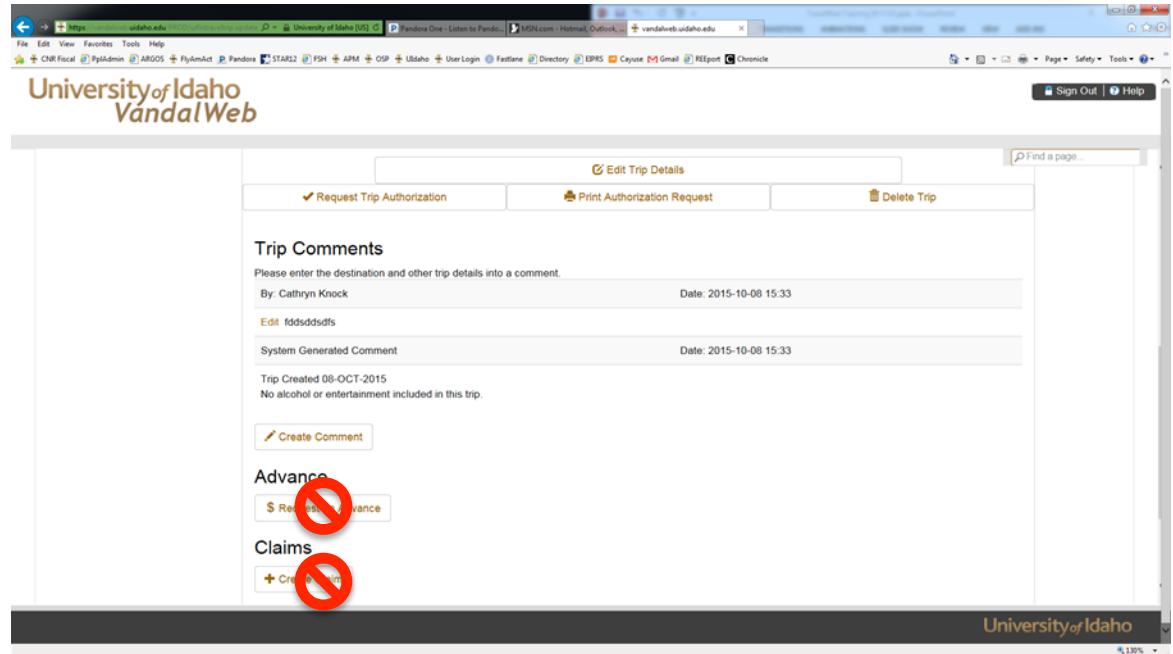
Mixed Personal and Business Travel: Please use the comments to provide details about any mixed business and personal travel. Keep in mind that mixed expenses must be paid out-of-pocket and submitted for reimbursement.



The screenshot shows the University of Idaho VandalWeb interface. At the top, there is a navigation bar with the University of Idaho logo and 'VandalWeb' text. Below this, there are several tabs: 'Request Trip Authorization', 'Print Authorization Request', and 'Delete Trip'. The main content area is titled 'Trip Comments' and contains the following text: 'Please enter the destination and other trip details into a comment.' Below this, there are two comment entries. The first entry is by 'Cathryn Knock' on '2015-10-08 15:33'. The second entry is a 'System Generated Comment' on '2015-10-08 15:33'. Below the comments, there is a 'Create Comment' button with a pencil icon. A brown arrow points to this button. Below the 'Create Comment' button, there are two more sections: 'Advance' with a 'Request an Advance' button, and 'Claims' with a 'Create Claim' button. The bottom of the page features the University of Idaho logo and the text 'University of Idaho'.



DO NOT – Request an Advance or Create a Claim – CNR policy is that only CNR Fiscal employees may process advance requests or submit claims. You should only use the system for submitting travel authorization requests. Work with your CNR Fiscal Specialist if you need a travel advance or need to file a travel claim.



REQUEST AUTHORIZATION

Request Trip Authorization: If everything is the way you want it you can select the Request Trip Authorization Button to move to the next step.

OR

Edit Trip Details: If you found a mistake (like my typo on the Trip Title) or need to make a change you can select the Edit Trip Details button to go back to the previous screen and make changes.

The screenshot shows the University of Idaho VandalWeb interface. At the top, there is a navigation bar with the University of Idaho logo and the text "VandalWeb". Below the navigation bar, there is a search bar and a "Find a page..." input field. The main content area is divided into several sections:

- Navigation Bar:** Contains buttons for "Request Trip Authorization", "Edit Trip Details", "Print Authorization Request", and "Delete Trip".
- Trip Comments:** A section with the heading "Trip Comments" and a sub-heading "Please enter the destination and other trip details into a comment." Below this is a form with a "By:" field (Cathryn Knock), a "Date:" field (2015-10-08 15:33), and an "Edit" button. Below the form is a "System Generated Comment" section with a "Date:" field (2015-10-08 15:33).
- Trip Created:** A section with the heading "Trip Created 08-OCT-2015" and a sub-heading "No alcohol or entertainment included in this trip." Below this is a "Create Comment" button.
- Advance:** A section with the heading "Advance" and a "Request an Advance" button.
- Claims:** A section with the heading "Claims" and a "Create Claim" button.

A large, stylized letter "I" is visible in the bottom left corner of the slide.

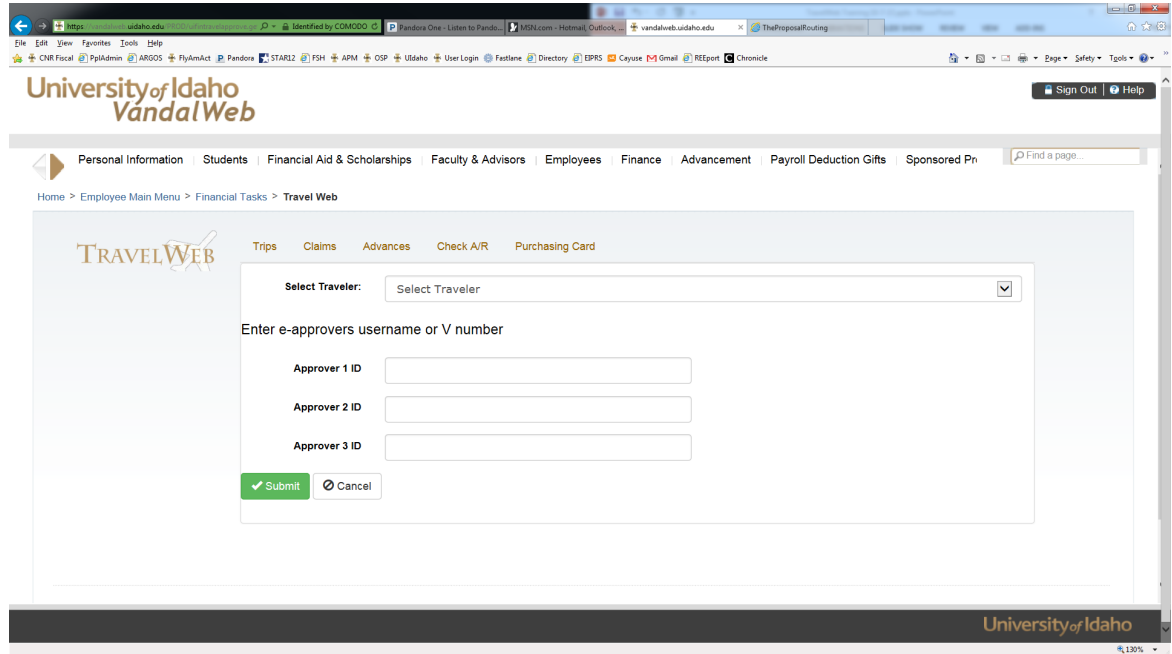
ADD APPROVERS

Select Traveler: Select the name of the traveler in the drop-down menu. This should be your name if you are processing your own authorization.

Approver 1 ID: Your immediate Supervisor. If you are faculty this is your Department Chair. You can use their username (first part of their email) or V#.

Approver 2 ID: This is the Dean's Proxy Erika Crossland (V00549056 or crosslande).

Approver 3 ID: Additional approvers if necessary (for non-CNR budgets, etc.)



The screenshot shows a web browser window displaying the University of Idaho VandalWeb interface. The page title is "University of Idaho VandalWeb". The navigation menu includes "Personal Information", "Students", "Financial Aid & Scholarships", "Faculty & Advisors", "Employees", "Finance", "Advancement", "Payroll Deduction Gifts", and "Sponsored Pn". The breadcrumb trail is "Home > Employee Main Menu > Financial Tasks > Travel Web". The main content area is titled "TRAVEL WEB" and has tabs for "Trips", "Claims", "Advances", "Check A/R", and "Purchasing Card". The "Advances" tab is selected. The form contains a "Select Traveler:" dropdown menu with a checkmark icon. Below it is the instruction "Enter e-approvers username or V number". There are three input fields labeled "Approver 1 ID", "Approver 2 ID", and "Approver 3 ID". At the bottom of the form are two buttons: "Submit" (with a checkmark icon) and "Cancel" (with a close icon).

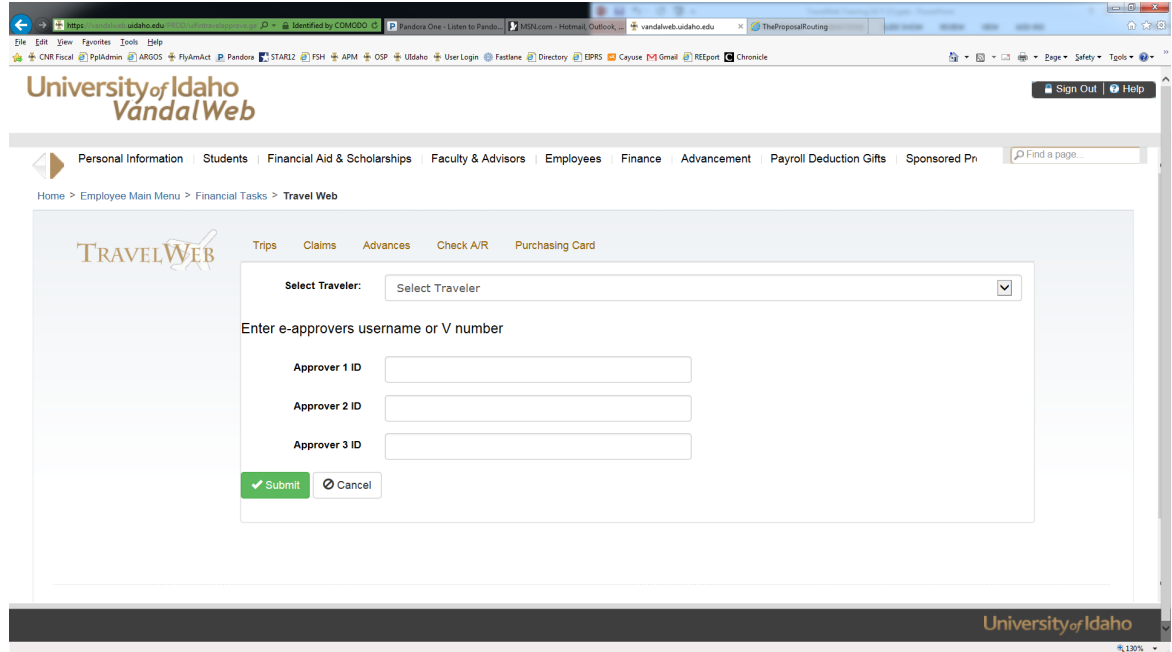


SUBMIT FOR APPROVALS

Submit: Click submit button to begin the routing for approvals.

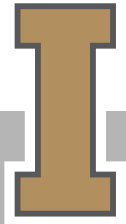
IMPORTANT: YOU ARE NOT DONE YET! You MUST Approve the travel authorization or it will not route for further approvals.

After you click submit there is one more step.



The screenshot shows a web browser window displaying the University of Idaho VandalWeb interface. The page title is "University of Idaho VandalWeb". The navigation menu includes: Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees, Finance, Advancement, Payroll Deduction Gifts, and Sponsored Pr. The breadcrumb trail is: Home > Employee Main Menu > Financial Tasks > Travel Web. The main content area is titled "TRAVEL WEB" and has tabs for: Trips, Claims, Advances, Check A/R, and Purchasing Card. The form contains the following fields and buttons:

- Select Traveler:
- Enter e-approvers username or V number
- Approver 1 ID:
- Approver 2 ID:
- Approver 3 ID:
- Submit:
- Cancel:

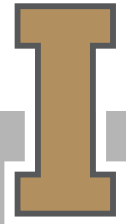


APPROVE YOUR AUTHORIZATION

To approve your authorization so it will route to your supervisor select the Employees Tab at the top again.

I made my screen view smaller so you could see the Electronic Approvals at the bottom where it shows it is pending my approval.

The screenshot displays the University of Idaho VandalWeb interface. At the top, there is a navigation menu with tabs for Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees, Finance, Advancement, Payroll Deduction Gifts, and Sponsored Programs. The 'Employees' tab is highlighted with a brown arrow. Below the navigation menu, there is a search bar and a 'Find a page' button. The main content area is titled 'TRAVELWEB' and contains a sidebar with links for 'Create New Trip', 'List Current Trips', and 'List Archived Trips'. The main content area displays a 'Trip Summary' for a trip with ID 483793. The trip title is 'testing the system', the destination is 'somewhere amazing', and the department is 'CNR Administration'. The trip is for 'In State' and is scheduled for '10/15/2015 12:00 AM' to '10/16/2015 12:00 AM'. The traveler is 'Knock, Cathryn L.'. Below the trip summary, there are buttons for 'Request Trip Authorization', 'Edit Trip Details', 'Print Authorization Request', and 'Delete Trip'. The 'Request Trip Authorization' button is highlighted with a brown arrow. Below the trip summary, there is a 'Trip Comments' section. The first comment is a 'System Generated Comment' with the date '2015-10-08 17:03'. The second comment is an 'Electronic Approvals' comment with the date '2015-10-08 15:33'. The comment text is 'Knock, Cathryn L. -- Pending Approval' and 'Kimer, Lyntne M. -- Pending Approval'. The comment is signed by 'Cathryn Knock'.



Select **Financial Tasks** and now you should see a link that says **Travel Web Approvals**.

Again, these options may show up in a different order on your screen.

Travel Web Approvals: Select this link

The screenshot shows the University of Idaho VandalWeb interface. The user is logged in as Cathryn L. Knock. The main navigation bar includes links for Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees (selected), Finance, Advancement, and Payroll Deduction G. The 'Employees' menu is expanded, showing a grid of options. The 'Financial Tasks' option is highlighted with a brown arrow. The 'Financial Tasks' sub-menu is expanded, showing a list of options. The 'Travel Web Approvals' option is highlighted with a brown arrow. The interface also includes a search bar and a footer with the University of Idaho logo and the text 'College of Natural Resources'.

University of Idaho
VandalWeb

Welcome, Cathryn L. Knock!

Home > Employee Main Menu > Financial Tasks

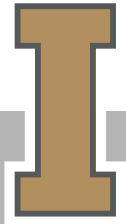
Personal Information Students Financial Aid & Scholarships Faculty & Advisors Employees Finance Advancement Payroll Deduction G

Benefits Payroll Electronic Personnel Action Form (EPAF) Employee Information

Financial Tasks UI Administrative Tasks Finance Query for Non-Banner Users Purchasing Service Contract

- Claim Voucher Entry
- Pending Approvals
- Travel Web
- Student Fee Payment and Student Resource Application Approvals Pending
- Claim Voucher Approval
- Pending Travel/Purchasing card claims
- Travel Web Approvals
- Asset Change Requests
- Finance Self Service for Non-Banner Users
- Purchasing Card Statements
- Journal Document Imaging

University of Idaho
110%



You should now see the travel authorization (and any other documents that are awaiting your approval.)

Select the hyperlinked Trip ID to open the authorization.

University of Idaho
VandalWeb

Personal Information | Students | Financial Aid & Scholarships | Faculty & Advisors | Employees | Finance | Advancement | Payroll Deduction Gifts | Sponsored Pn

Home > Employee Main Menu > Financial Tasks > Travel Web

TRAVELWEB

Trips | Claims | Advances | Check A/R | Purchasing Card

Pending Claim/Advance Approvals

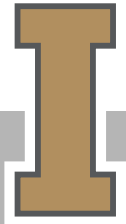
You have no pending claim/advance approvals.

Pending Trip Authorizations

Trip ID	Department	Trip Title	Destination	Travelers	Depart	Return
T00483793	CNR Administration	testing the sytem	somewhere amazing	Knock, Cathryn L.	10/15/2015	10/16/2015

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University of Idaho



You can now view the Travel Authorization with the button at the top.

To **Approve** and **route** to the next approver select the **Approve** radio button.

Then click the green **Submit** button on the bottom to route to the next person.

The screenshot displays the University of Idaho TravelWeb interface. At the top, there are navigation tabs for 'Trips', 'Claims', 'Advances', 'Check AR', and 'Purchasing Card'. The main heading is 'Travel Authorization T00483793'. Below this, a message states: 'Please approve or return the Travel Authorization. If it is returned, notification will be sent to the creator for review and resubmission.' A button labeled 'View Travel Authorization' is highlighted with a brown arrow. The 'Approves for this Travel Authorization' section lists 'Knock, Cathryn L. -- Pending Approval' and 'Kibner, Lynne M. -- Pending Approval'. The 'Department info' section includes 'Dept Name: CNR Administration', 'Dept Contact: Knock, Cathryn L.', 'Phone: 208-885-6873', and 'Zip: 131'. The 'Trip Comments' section contains system-generated comments and dates. The 'By approving this Travel Authorization, I certify that the travel is necessary and directly related to the conduct of University business.' section has two radio buttons: 'Approve' (selected) and 'Return for Revision'. Below this is a 'Comments:' text area. A checkbox for 'Email Traveler (Knock, Cathryn L.)' is present. At the bottom, there is an 'Email Other:' field and a green 'Submit' button, which is also highlighted with a brown arrow. The University of Idaho logo is visible in the bottom right corner.



IS MY TRAVEL APPROVED?

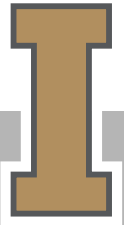
You will know you have approval when you receive an email from the system with the following:

Approved, KS Pregitzer, ec

If you have not received this email it can mean one of two things.

1. That the travel has not fully routed through all the approvals, or
2. That I may have forgotten to send the email (it is a manual process and I do miss it sometimes)

So, how do you know which it is? Follow the next steps to check on your authorization.



CHECK ON YOUR AUTHORIZATION

Log in to VandalWeb following the steps on slides 3-7. You can then search for your trip with any of the options shown on this page. Scroll to the bottom and click the search button.

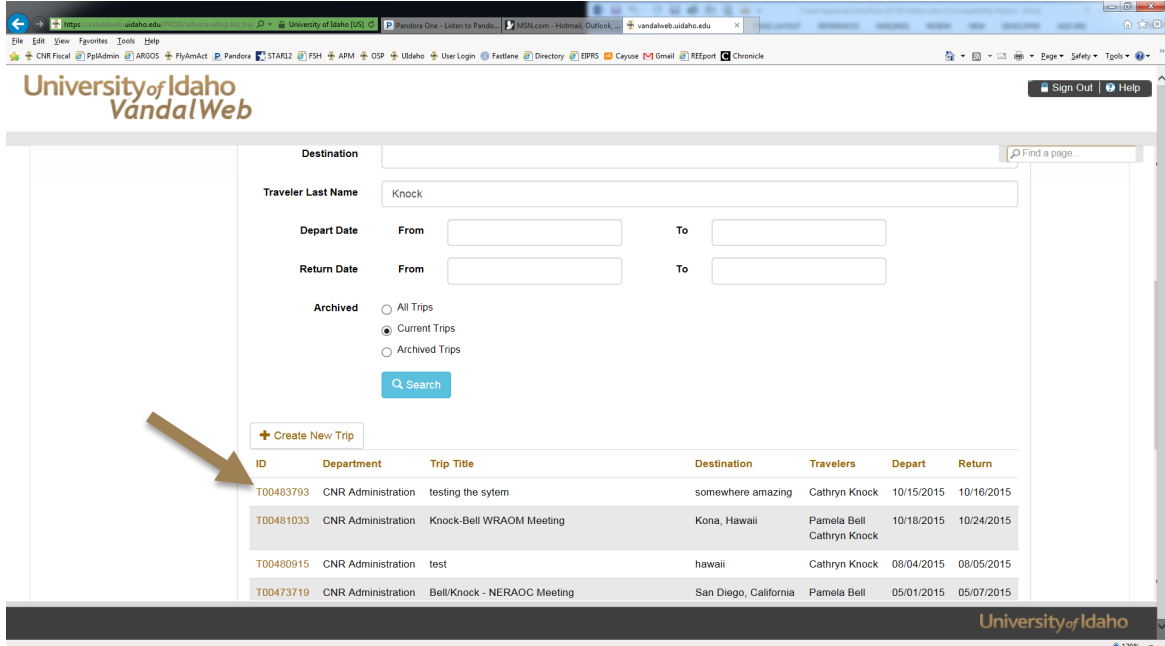
The screenshot displays the University of Idaho VandalWeb interface. The page title is "University of Idaho VandalWeb". The navigation menu includes: Personal Information, Students, Financial Aid & Scholarships, Faculty & Advisors, Employees, Finance, Advancement, Payroll Deduction Gifts, and Sponsored Programs. The breadcrumb trail is: Home > Employee Main Menu > Financial Tasks > Travel Web. The "TRAVELWEB" logo is visible in the top left of the main content area. On the left side, there are three links: "Create New Trip", "List Current Trips", and "List Archived Trips". The "Trip Search" form contains the following fields and options:

- Trip ID:
- Department:
- Trip Title:
- Destination:
- Traveler Last Name:
- Depart Date: From To
- Return Date: From To
- Archived: All Trips, Current Trips, Archived Trips
- Search:

At the bottom of the form, there is a "Create New Trip" link and a table header with columns: ID, Department, Trip Title, Destination, Travelers, Depart, and Return. The University of Idaho logo and "100%" zoom level are visible at the bottom right of the browser window.



Find the trip you are looking for and click on the hyperlinked Trip ID #.



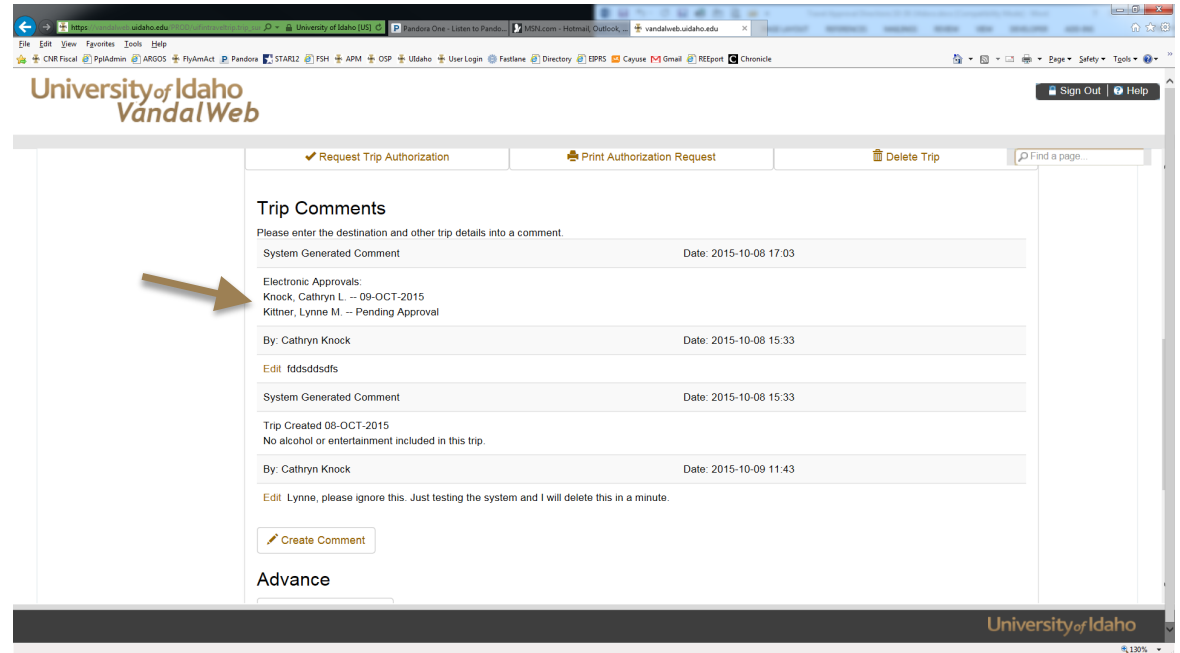
The screenshot shows the University of Idaho VandalWeb interface. At the top, there is a navigation bar with the University of Idaho logo and "VandalWeb" text. Below this is a search form with fields for "Destination", "Traveler Last Name", "Depart Date", and "Return Date". There are also radio buttons for "Archived" status (All Trips, Current Trips, Archived Trips) and a "Search" button. Below the search form is a "Create New Trip" button. A table lists several trips with columns for ID, Department, Trip Title, Destination, Travelers, Depart, and Return. A brown arrow points to the first row of the table, which has a hyperlinked Trip ID.

ID	Department	Trip Title	Destination	Travelers	Depart	Return
T00483793	CNR Administration	testing the sytem	somewhere amazing	Cathryn Knock	10/15/2015	10/16/2015
T00481033	CNR Administration	Knock-Bell WRAOM Meeting	Kona, Hawaii	Pamela Bell Cathryn Knock	10/18/2015	10/24/2015
T00480915	CNR Administration	test	hawaii	Cathryn Knock	08/04/2015	08/05/2015
T00473719	CNR Administration	Bell/Knock - NERAOC Meeting	San Diego, California	Pamela Bell	05/01/2015	05/07/2015



Scroll down and you can see the Electronic Approvals status and determine if it is still pending in someone's queue. You can see in this case that Cathryn has approved this but it is still waiting for Lynne Kittner to approve.

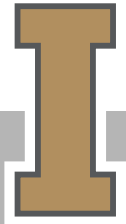
If all names have a date (and one of the names is Erika) then it means the confirmation email was missed being sent.



The screenshot shows the University of Idaho VandalWeb interface. At the top, there are navigation links for "Request Trip Authorization", "Print Authorization Request", and "Delete Trip". Below this is a "Trip Comments" section with the instruction: "Please enter the destination and other trip details into a comment." The comments are as follows:

- System Generated Comment (Date: 2015-10-08 17:03)
- Electronic Approvals:
Knock, Cathryn L. -- 09-OCT-2015
Kittner, Lynne M. -- Pending Approval
- By: Cathryn Knock (Date: 2015-10-08 15:33)
- Edit fdddsdids
- System Generated Comment (Date: 2015-10-08 15:33)
- Trip Created 08-OCT-2015
No alcohol or entertainment included in this trip.
- By: Cathryn Knock (Date: 2015-10-09 11:43)
- Edit Lynne, please ignore this. Just testing the system and I will delete this in a minute.

At the bottom of the comments section is a "Create Comment" button. Below the comments is an "Advance" button. The browser's address bar shows "http://udaho.edu" and the page title is "University of Idaho VandalWeb".



Field Trips, Non-CNR Budgets, etc.

SPECIAL CIRCUMSTANCES

* Some special circumstances require special handling

- Class Field Trips
 - The leader of the trip should put the authorization on for the trip and list themselves as the primary traveler. They will then just include a comment that the class list will be kept on file in the department. There is no need to list all the students.
- Travel by CNR faculty/staff/students paid for on a non-CNR budget
- Other departments may not authorize your right to travel. However, CNR does not have authority to authorize you to use their funds, either. The way to deal with this is to process your authorization through our college as normal and find out who their budgetary approver is and add them in the approvals. They should be listed either directly before or after Erika Crossland in the approvals.
- Travelers from different colleges
 - Travelers from different colleges should each process their own travel authorization requests following their college policies and within their college. This is the only way to ensure all college policies for travel are followed and to ensure that the college/dept. for each traveler will have access to the authorization for claims processing later. It is still a good idea to list the additional travelers in the comments in case our college ends up processing their reimbursement.



PLEASE LET US KNOW IF YOU
HAVE ANY QUESTIONS!

