

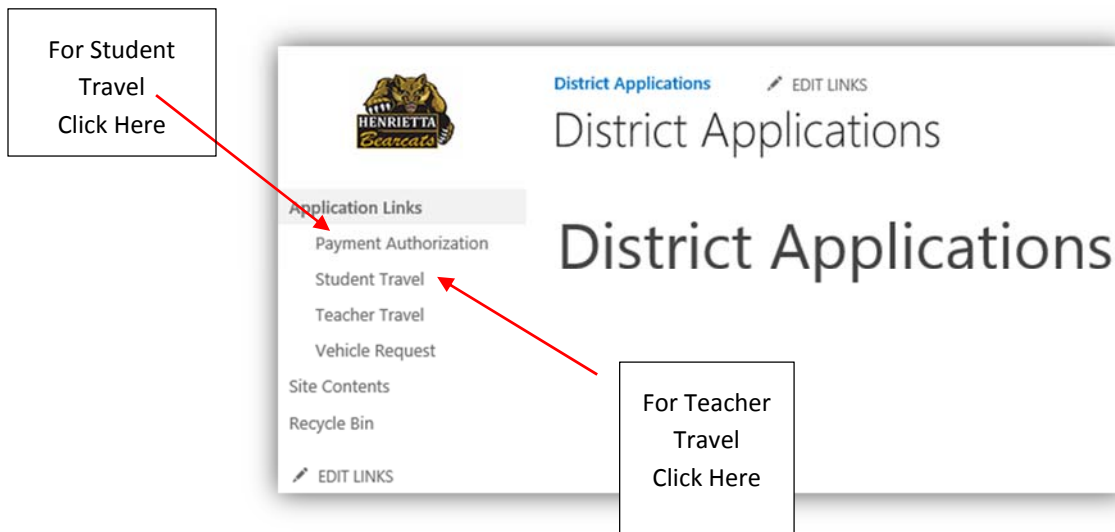
# STUDENT/TEACHER TRAVEL REQUEST

## THINGS TO KNOW BEFORE GETTING STARTED

You will also need to be certain of the travel account codes that will be needed to complete the process

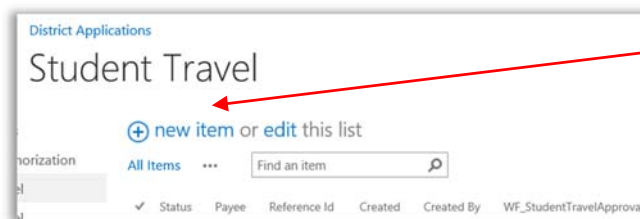
## TO CREATE A TRAVEL REQUEST

To create a Travel request you will be going to the district Sharepoint site. You can either click on this link - [HISD SHAREPOINT](#) or you can visit the Technology section of the school website. From the Technology page look towards the left for the Employee Links page. Click on that link and you will be taken to a page where you can see the link to District Apps. These links will only work when you are on a computer at school, they WILL NOT work from outside the school buildings.



## TO GET STARTED

To start a Travel request click on the + sign by the words "new item" in the upper left hand corner.



Then you will see the new Travel form.

## FILL IN THE REQUIRED INFORMATION.

All of the fields marked with an \* are required fields. The form will not submit without information being added to these fields.

**Student Travel**

No. | Date: 8/7/2014 | Payee: [ ] \*

From Date	To Date	Break	Lunch	Dinner	Explanation
		\$0.00	\$0.00	\$0.00	\$0.00
Other					
					Total \$0.00

**Travel Account Detail**

Account Number: [ ] \* | Amt: [ ] \*

Totals: \$0.00

Attachments: [Click here to attach a file](#)

The calendar buttons will help you enter the date in the proper format.

The prices of the meals have been set by the current reimbursable rate. Please note that the student rate is lower than the teacher rate. So please make sure you are filling out the proper form.

**Student Travel**

No. | Date: 8/7/2014 | Payee: Kellie Harris

From Date	To Date	Break	Lunch	Dinner	Explanation
8/20/2014	8/23/2014	3	4	4	State UIL Event
		\$15.00	\$28.00	\$32.00	\$75.00
Other: Materials needed for event					\$100.00
					Total \$175.00

**Travel Account Detail**

Account Number: 199-11-6411-00-041-5-011 | TravelSubsistence [ ] | 199-11-6399-00-041-5-011 | General Supplies [ ]

Amt: \$75.00 | \$100.00

Totals: \$175.00

Attachments: [Click here to attach a file](#)

Auto calculation of meal prices

Can add additional trip expenses here (hotels, fees, etc.)

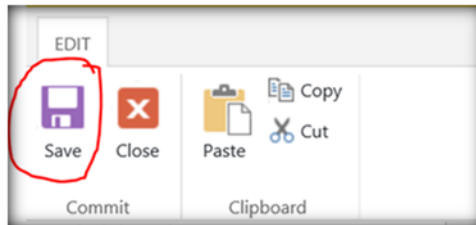
Use drop downs for list of account codes

Upload files if you need to provide documentation

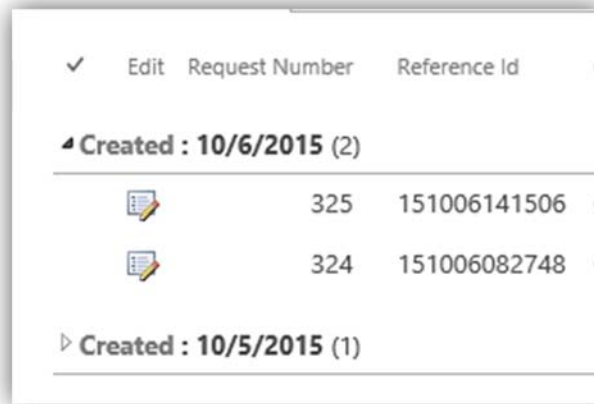
## READY TO SUBMIT?

When you have filled in all of the required information and checked your totals you are ready to submit the request. To submit, look in the upper left hand corner. There you will see a save button. Click on save.

# THE REQUEST IS NOT SAVED UNTIL YOU HAVE CLICKED ON THE SAVE BUTTON.

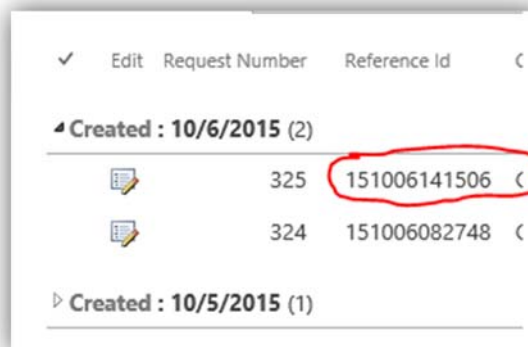


After saving the request you will notice that you have a completed request on your Travel screen.



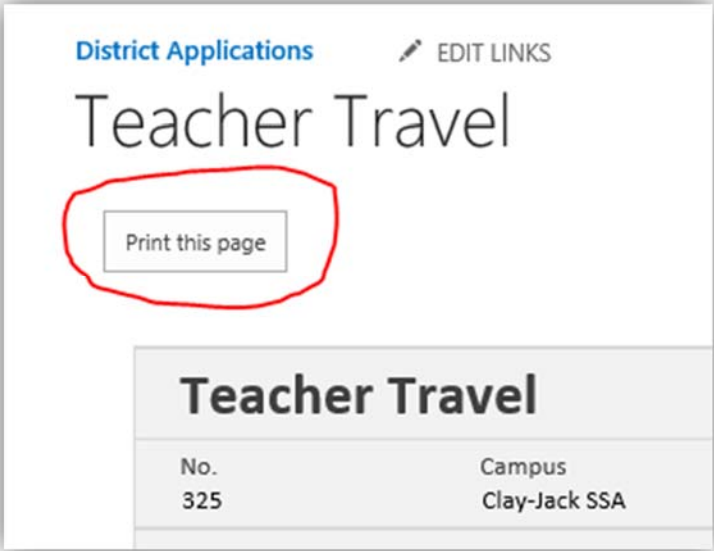
✓	Edit	Request Number	Reference Id	C
<b>Created : 10/6/2015 (2)</b>				
		325	151006141506	C
		324	151006082748	C
<b>Created : 10/5/2015 (1)</b>				

After saving your request, please click on the request number to open your request for printing.



✓	Edit	Request Number	Reference Id	C
<b>Created : 10/6/2015 (2)</b>				
		325	151006141506	C
		324	151006082748	C
<b>Created : 10/5/2015 (1)</b>				

You will now see an active print button in the upper left quadrant of the page. Click on the button and print your request.



The screenshot shows a web interface for 'District Applications'. At the top right, there is a link labeled 'EDIT LINKS' with a pencil icon. The main heading is 'Teacher Travel'. Below the heading, a button labeled 'Print this page' is circled in red. Below the main heading, there is a table with the following content:

Teacher Travel	
No.	Campus
325	Clay-Jack SSA

Please get your form signed and turned into the proper person for approval.