Go to airs.okstate.edu.

Login with your O-key username and password.

The AIRS menu will appear. Click on the travel icon to bring up the travel menu.
New Trip – Click this to enter a new travel request or travel voucher.

Pending Trips/Requests – A list of requests and vouchers that have not been entered but not submitted.

My Trips – List of travels in which the user is the claimant.

View Trips – List of all submitted travel requests and vouchers.

Awaiting Approval – Click this to approve request or voucher as a claimant or as an approver; also used for GCFA and Accounting approval.

Admin – Used for setting up delegates for approval or for turning on and off email notification.

Pre-Routing – Click this option to set-up pre-routes for approvals.
NEW TRIP

Trip Information

Trip Name: Enter name to identify the trip.

Account #: Enter the account number that will pay the voucher.

Trip Start Date: Enter the date the traveler entered travel status.

Trip End Date: Enter the date the traveler completes travel status.

Duty Station: Enter the location of the traveler’s employment.

Travel Type: Choose between in-state and out-of-state travel.
Nature of Official Business: Enter the name of the conference or purpose of the meeting.

Claimant Information

Enter CWID: Enter the campus wide ID of the traveler and click search. Verify the name and remit address that appears. The name of the traveler automatically feeds from HRS and the address feeds from the vendor file in FRS.

If the address is incorrect, click Edit Address and boxes will appear to edit the address (see above). Enter the correct address, city, state, and zip. If the traveler is not set up in FRS, the address of the traveler will be required.

BE SURE TO ENTER THE ZIP + 4 OR THE ADDRESS WILL NOT UPDATE. The Zip + 4 can be found on [www.usps.com](http://www.usps.com) for off-campus addresses and on University Mailing Services website ([www.osuums.com](http://www.osuums.com)) for on-campus addresses.

Click Continue.
The next screen is the out-of-state travel request. This will appear only for out-of-state travel. If in-state is checked, the travel voucher will appear next.

The trip number is automatically assigned by the system. This will be referenced on the FBM in the Ref 1 column as 0000XXX.

Click Edit next to claimant if the claimant is incorrect.

Enter the estimated expenses for airfare, lodging, per diem, transportation, and other expenses. Click the “Prepaid by OSU” check
box next to airfare for prepaid airfare through a state-contracted travel agency OR prepayment by Pcard. Click the “OSU Pcard” check box next to lodging if the hotel is paid by Pcard. Click the link “Per Diem Rate Lookup” to view the GSA website to find the per diem rate for a particular city.

Enter the Nature of Official Business and Meeting Times in the appropriate box under Description of Trip. Enter Destination and estimated dates and times of departure and return in the second box beneath Description of Trip. Any additional comments can be entered under Remarks.

Click Save. Then click Continue.

Select the appropriate pre-route if necessary. Any saved pre-routes that were created will be listed here. Pre-routes can be created at the main travel menu.

Click the View Route button to view the approval route of the request. The claimant does have to approve his/her own request/voucher. The approval route follows the hierarchy listed in AIRS. The routing will be based on the CLAIMANT’S hierarchy.

Click “Submit Trip Request.”
Above is the pending travel request.

The claimant must approve the voucher first, followed by approvers in the pre-route, and then finally by the approvers based on the AIRS hierarchy.

Once approved, all approvals will be listed under Approvals on the request and not under Pending Approvals. An email from AIRS will be sent to the submitter and the claimant notifying them that the travel request has been approved.
The completed request will now appear under the “View Trips” heading on the main travel menu. Click View to see the approved travel request.

Once all approvals have been given for the request, the travel request may be printed for use to purchase an airline ticket through a state-contracted travel agency.

The approved travel request will also list the traveler’s gender and date of birth, which is a requirement to fly, under the claimant section of the request. The gender and date of birth will feed from HRS and will NOT need to be entered manually.

After the trip has been taken, click Pending Trips/Requests on the main Travel Menu. Click the tab for Trips and find the trip number associated with the approved travel request. Click Edit next to the trip to begin work on the travel voucher associated with that request.
See above. This is the first screen of the travel voucher. Notice the tabs across the top noting Trip Information, Destinations, Airfare, Registration, Hotel, Expenses, Attachments, and Assignments. Verify the information listed in Trip Information.

For out-of-state travel, the trip information will be imported from the out-of-state request. For in-state travel, the trip information must be entered manually (see the Trip Information screen on pages 4 and 5).

Click the Destination tab at the top and Click Add a Destination.
Location: Enter the destination city and state in which the official OSU business will take place. Do NOT enter the official duty station location as a destination.

Per Diem Rate: Click Per Diem Rate Lookup for a link to the Per Diem Rate website (www.gsa.gov). The per diem rate box will appear after clicking the button titled “Get Per Diem Rate” below.

Start Date: Enter the start date of travel status.

End Date: Enter the end date of travel status.

Meeting Start Time: Enter the meeting start date and time.
Meeting End Time: Enter the meeting start date and time.

Description: Enter the purpose of travel in this field. This is required.

Government Car: Check this box if a Motor Pool car or other state vehicle was used for travel. By checking this, the traveler will not be able to claim mileage.

Car Tag: Enter the car tag for the personal car or governmental car that was used.

Meals Provided: If a registration fee was charged and meals were provided by the conference, enter the number of meals that were provided by the conference.

Per Diem in Lieu of Lodging: Check this box if the traveler had an overnight stay but stayed with family or friends at no cost to OSU. The system will add $10 per day to the per diem and lodging cannot be claimed.

Click “Get Per Diem Rate” to have the system search by destination city and state to find the correct per diem rate.

If the per diem rate cannot be found, the correct per diem rate may be entered manually. The “Per Diem Rate Lookup” link uses the website, www.gsa.gov for correct per diem rates.
Click “Add Destination” to continue. Several destinations can be added to one trip if multiple stops are needed.

<table>
<thead>
<tr>
<th>Trip Information</th>
<th>Destinations</th>
<th>Airfare</th>
<th>Registration</th>
<th>Hotel</th>
<th>Expenses</th>
<th>Attachments</th>
<th>Assignments</th>
</tr>
</thead>
</table>

Submit for Approval

**Destinations**

Add a Destination

<table>
<thead>
<tr>
<th>Location: Chicago, IL (Edit) (Delete) (Add Comment)</th>
<th>Gov. Car: False</th>
<th>Car Tag: 456abc</th>
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</thead>
<tbody>
<tr>
<td>Start: 3/20/2009</td>
<td>Meals Provided: 2</td>
<td>Per Diem Rate: $84.00</td>
</tr>
<tr>
<td>End: 3/22/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Start Time: 3/20/2009 12:00:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting End Time: 3/22/2009 12:00:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: NACUSD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Destination Point

Comments:

After entering the destination(s), click “Add Destination Point.” A destination point is necessary for each leg of the trip.

For example, an in-state trip to Oklahoma City would include two destination points: one showing Stillwater to Oklahoma City and one showing the return trip from Oklahoma City to Stillwater.

An out-of-state trip with one destination such as Chicago, IL would have four destination points: one for the drive from Stillwater to Tulsa; one for the flight from Tulsa to Chicago; one for the return flight from Chicago to Tulsa; and one for the return drive from Tulsa to Stillwater. Any layovers do not need included for out-of-state destination points.

If a traveler chooses to drive out-of-state instead of fly, only two destination points would be required for a single destination trip. For example, when driving to Kansas City, the first destination point should list from Stillwater, OK to Kansas City, MO. The second destination point should list from Kansas City, MO to Stillwater, OK. One-way mileage should still be included for each leg of the trip. Be sure to attach documentation regarding mileage amounts claimed. Airfare quotes should be listed in the Comment section.
Some trips include multiple destinations. For example, assume a traveler had an in-state travel that included official OSU business in Oklahoma City and Lawton and an official duty station in Stillwater. The Oklahoma City destination would have only one destination point, from Stillwater to Oklahoma City. The Lawton destination would include two destination points: from Oklahoma City to Lawton and from Lawton back to Stillwater. The Oklahoma City to Lawton leg should be included under the Lawton destination so that the Lawton per diem rate would be applied correctly (when the traveler leaves Oklahoma City).

Some travelers submit mileage only over a period of time. These are the steps for submitting several mileage-only trips on one voucher.

NOTE: This works for MILEAGE ONLY, including miscellaneous expenses such as turnpike tolls and parking. If per diem or lodging are being claimed, that particular trip cannot be included.

1. On the Trip Information screen, mention in the Trip Name a month of mileage only is being claimed.

2. Then on the Destinations tab, enter the destination and destination points for the first trip of the period being claimed only. Also, mention in the Description box that a month of mileage is being claimed. On either of the destination points, enter the total number of miles being claimed for the month.

3. Finally scan in the paper addendum form and attach to the travel. The paper addendum form should show each trip during the month and the number of miles claimed for each trip. The total number of miles on the addendum form should match the number of miles entered on the destination point. The paper addendum form can be found on the University Accounting website vpaf.okstate.edu/UA

***This process will affect the system’s ability to prevent multiple trips from crossing travel dates. Thus, it is the department’s responsibility to prevent processing of duplicate travel reimbursements.***
**Location From:** Enter the city and state of the first travel status point.

**Location To:** Enter the city and state of the second travel status point.

**Start Date:** Enter the date and time when travel status was entered for that leg of the trip.

**End Date:** Enter the date and time when travel status ended for that leg of the trip.

**Mileage:** Enter the map miles between the “Location From” city and the “Location To” city. Only enter one-way mileage. For the return trip, enter one-way mileage for that destination point. Click “Oklahoma Mileage Lookup” for a link to the webpage for the Oklahoma Department of Transportation to look up map mileage within Oklahoma. When driving out-of-state, websites such as Mapquest and Yahoo Maps are acceptable. Printouts of these mileages must be attached when driving out-of-state.

**Vicinity:** Enter the number of vicinity miles.
Overnight Stay: Click the check box here if an overnight stay occurred for only for this specific part of the trip. Per diem will not calculate unless unless this box is checked.

Enter Additional Comments if necessary and click “Add Destination Point.”

Enter other destination points as needed. See above.

NOTE: In the example above, the first destination point is for the drive to the airport. Thus the start time and date will be when the traveler begins travel status and end time and date will be when the traveler leaves Oklahoma City. The start time and date of the second destination point should match the end time and date of the first destination point so that no gaps exist in the timeline. The second leg in the trip above will start when the traveler leaves Oklahoma City and end when the traveler leaves Chicago. Repeat this for all destination points.
Click the Airfare tab at the top.

Click “Add Airfare.”

Airfare Code: Choose between Agency (OSU) Direct Purchase, OSU Purchasing Card, or Employee Purchase. Agency Direct Purchase is prepayment through a state-contracted travel agency. OSU Purchasing Card is use of the Pcard. Employee Purchase is the reimbursement to the employee via travel voucher.
Vendor Name: Enter the name of the vendor where the ticket was purchased.

Address: Enter the address of the vendor, if known.

Airlines: Enter the name of the airline.

Amount: Enter the total amount of the ticket.

Account #: Enter the departmental account number that will pay the airline ticket.

Enter Additional Comments if necessary and click “Add Airfare.”

NOTE: Quote information will appear if OSU Purchasing Card is chosen for Airfare Code. See above.

Quote Date: Enter the date that the quote was given from a state-contracted travel agency.

Travel Agency: Enter the name of the travel agency that gave the quote.

Amount: Enter the amount of the quote.

Click Save.
NOTE: When Employee Purchase is chosen as the Airfare Code, the same quote information is required. The traveler will only be reimbursed if Employee Purchase is chosen as the Airfare Code.

After clicking Save, a summary of the airfare information will be given.

Click the Registration tab at the top.
Click “Add Registration” to enter registration information.

Event: Enter the name of the event or conference in this field.

Amount: Enter the total amount of registration.

Payment Type: Click the drop-down menu and choose between Agency (OSU) Direct Purchase, OSU Purchasing Card, or Employee Purchase.

Account #: Enter the departmental account number. This info will feed from the Trip Information section. The account number may be changed here if registration is to be paid from a different account.

Enter Additional Comments if necessary and click “Add Registration.”
A summary of the registration is given after clicking Add Registration.

Click the Hotel tab at the top of the screen.

Click “Add a Hotel”

Destination: Choose the destination city that was entered in the destination field earlier. If only one destination city was entered, only one option will exist.
Name: Enter the name of the hotel.

Amount: Enter the total lodging amount for the entire stay. This includes room rate, taxes, and mandatory fees. This excludes other expenses, such as room service, parking, phone, and internet.

Check-in Date: Enter the date the traveler checked into the hotel.

# of Nights: Enter the number of nights the traveler stayed at the hotel.

Designated: Check this box if the conference had a designated hotel.

Pcard: Check this box if the traveler paid lodging by OSU Pcard.

Account #: Enter the departmental account number.

Enter Additional Comments if necessary and click “Add Hotel.”

Enter additional lodging if necessary.

After clicking Add Hotel, a summary of the lodging expense will be given.
Click the Expenses tab at the top of the screen.

This screen provides a summary of expenses already entered and allows for the entry of local transportation and miscellaneous expenses. Each miscellaneous or local transportation expense should be added as a separate entry here.

Click “Add Expense.”

Destination Point: Click the drop-down menu and choose the destination point in which certain miscellaneous expenses or local transportation expenses have occurred. For example, taxi expenses or rental car expense in Chicago should occur on the Oklahoma City to Chicago trip just as turnpike tolls should be included on the Stillwater to Tulsa portion of the trip.
Type: Click the drop-down menu and choose the type of Miscellaneous Expense or Local Transportation Expense.

Amount: Enter the amount of the expense.

Account #: Enter the departmental account number.

Enter Additional Comments if necessary and click Add Expense.

Click “Add Expense” to enter more miscellaneous or local transportation expenses. Enter each local transportation expense and miscellaneous expense separately.

A summary of all expenses is given on this page. Local transportation and miscellaneous expenses may be edited or deleted on this screen. Other expenses may be deleted as well.

The Total Trip Cost includes all expenses for this trip including expenses that will not be reimbursed. The link for “View Calculations” next to the amount for Total Trip Cost will bring up a page that shows the calculations for mileage and per diem.
The calculations screen shows all items involved in the calculation of per diem in the Per Diem column, such as rate, meals provided, and total days and hours. The calculations in the mileage column shows total miles entered on the destination points, as well as current mileage rate.

Click the Attachments tab at the top of the screen.

Click “Upload File” to attach any scanned documents necessary for travel voucher processing.
Click Browse to find the appropriate scanned documents to attach to the travel voucher. For each scanned document, click the check box under the “Select” column next to the appropriate expense associated with the attachment. Some documents may apply to multiple expenses.

Attachments may be scanned as separate files or as a single file. If attaching separate files, only check the appropriate boxes next to the expenses that are associated with that expense. If attaching a single file, check all boxes next to all expenses.

NOTE: Per diem and mileage require attachments. Mileage printouts from the Oklahoma Department of Transportation are required for most locations. Per diem rate printouts from gsa.gov are required.
Click “Upload File.”

Attach more files if necessary.

Click the Assignments tab if someone other than the claimant paid for expenses for the claimant.

Click “Add Assignment.”

Search for the assignee by Name, Campus-wide ID, or Social Security Number.
A list of vendors could appear when searching by name. Click “Select” in the right column next to the correct vendor. Verify the name and address before selecting the appropriate vendor.

After clicking Select, the information from the FRS vendor file will appear. Click Edit Address to update the address if necessary. Then check the box next to the appropriate expense to be paid to the assignee and click Save.

If the button “Enter New Vendor” is pushed, the travel application asks for the vendor name, address, and FEI/SSN.
Tax ID: Enter the FEI/SSN of the individual or business that paid expenses for the traveler.

Name: Enter the name of the individual or business that paid expenses for the traveler.

Address: Enter the address of the assignee.

City-State-Zip: Enter the city, state, and zip code of the address of the assignee. The ZIP + 4 is required.

Enter Additional Comments if necessary.

Click the check box next to the expenses that are to be assigned. Expenses that are not checked will be paid to the original claimant.

Click the Save button.

**SUBMIT FOR APPROVAL:**

Now that all tabs have been entered, the last step is to click “Submit for Approval.” This link appears beneath the Trip Information tab, and it appears on all tabs. It does not matter which tab you are on when you click “Submit for Approval.”
The system will check for required information and will provide a list of errors. See the example above.

Click the link “Fix Errors” on the right side of the screen if any errors appear.

Go to the appropriate tabs and resolve all errors.

Click “Submit for Approval.”

Review the list of Reimbursable Expenses.
Click on “Edit” next to an expense to manually reduce the reimbursable amount. For example, if per diem is being limited to actual cost, click “Edit” next to per diem.

---

**Reimbursable Expenses:**

Total Trip Cost: $202.92  
Total Available for Reimbursement: $202.92  
Total Amount to be Reimbursed: $202.92

<table>
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<th>Type</th>
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<th>Reason</th>
<th>Account</th>
<th>Assignment</th>
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<tr>
<td>Registration Fee</td>
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<td></td>
<td>AA-2-10100</td>
<td>Edit</td>
</tr>
</tbody>
</table>

---

After clicking Edit, the amount listed in the Reimburse Amount column may be manually reduced. This amount may NOT be increased.

A Reason should be given as to the purpose of reducing the expense. For example, list “cost” or “departmental limit” as a reason to reduce an expense.

The account number may also be changed if the travel expenses should be split between multiple accounts.

Click “Update” to save the changes.

---

**Choose Pre-Route:**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Creator</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No Pre-Route</td>
<td></td>
</tr>
</tbody>
</table>

Click the button next to the appropriate Pre-route if necessary. Click View Route to view the approvers for this voucher.

Click “Submit Trip Voucher(s).”
Pending Trips/Requests

Click Pending Trips/Requests on the Travel menu. The Pending Trips/Requests screen will list all requests and vouchers that have not yet been submitted. This is also used to begin an out-of-state voucher based on an approved out-of-state request.

A list of pending requests is provided on the Pending Requests tab. Pending requests may be edited until they are submitted for approval. Pending requests may also be canceled on this screen.

Clicking the Pending Trips tab will provide a list of pending travel vouchers that have not been submitted.
The pending vouchers can be viewed, edited, or canceled on this screen.

To begin an out-of-state voucher based on an approved out-of-state request, click the Pending Trips tab. Then find the trip with the same trip number as the approved out-of-state request. Click Edit to begin or continue work on the out-of-state voucher.

Click the New Trip at the top of the screen to begin a new request or voucher.
My Trips

Click My Trips on the Travel menu. This will show a list of pending or completed requests and vouchers in which the user is the traveler. Click the appropriate tab to view pending/completed requests or vouchers.

<table>
<thead>
<tr>
<th>Trip #</th>
<th>Description</th>
<th>Account</th>
<th>Est. Expenses</th>
<th>Statuses</th>
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</thead>
<tbody>
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</tr>
<tr>
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<td>$1,070.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>

My Requests tab: Provides a list of pending travel requests.

My Pending Trips: Provides a list of pending travel vouchers.

My Completed Requests: Provides a list of completed travel requests.

My Completed Trips: Provides a list of completed travel vouchers.
View Trips

Click View Trips on the Travel menu. This will show a list of all travels in which the traveler is employed in the user’s department.

Requests tab: View a list of approved and pending travel requests within the department. Click View next to a travel request.

Trips tab: View a list of approved and pending travel vouchers within the department. Click View next to a travel voucher.

The Filter at the top may be used to search for a particular trip number. The filter will allow the user to search by trip number, description, claimant name, or account number.
When viewing a trip, note the addition of the Approval tab. This allows the user to view the route of the approvers and will let the user know who is next to approve the request or voucher.

Also note the View Summary link above the Trip Information tab. Clicking View Summary will show a one-page printable summary of the travel voucher. See below.
Awaiting Approval

Click Awaiting Approval on the Travel menu. This section is for users who need to approve a request or voucher as a claimant or as an approver.

Requests Approval tab: Click on this tab to approve a travel request. Click on Process to approve a travel request.

Vouchers Approval tab: Click on this tab to approve a travel voucher. Click on Process to approve a travel voucher.

Claimant Approval tab: Click on this tab to approve a travel voucher or request as a claimant. Click Process to approve the travel voucher.

Grants Approval tab: This tab is specifically used by GCFA to approve vouchers paid on ledger 5 accounts.

Accounting Approval tab: This tab is specifically used by University Accounting to approve all travel vouchers.

1. If you are the claimant on the voucher or request, click the Claimant Approval tab.

Click Process next to the submitted travel voucher or request.
The link for “View Trip Information” under Trip Information will allow the user to view the submitted travel voucher. The expenses for the voucher are listed beneath the View Trip Information link.

Under the Approval section, the claimant should check all boxes beneath Approval. Then the claimant should check the button next to Approve or Reject. If Reject is chosen, the claimant should type a note in the text section to let the submitter know why the voucher is being rejected. Finally click the Save button.

2. If you are the approver for the travel request, click the Requests Approval tab.

Click Process next to the submitted travel request.
Click the appropriate radio button next to Approve, Reject, or Hold. If Reject is chosen, enter an explanation in the Notes field. Click Save.

3. If you are an approver for the travel voucher, click the Vouchers Approval tab.

Click Process next to the submitted travel voucher.

Click the appropriate radio button next to Approve, Reject, or Hold. If Reject is chosen, enter an explanation in the Notes field. Click Save.
Delegates: Allows the user to give another employee the authority to approve travel for him/her. Delegates may NOT approve for someone as the claimant. A delegate may NOT approve for multiple approvers on the same request/voucher and may NOT approve for their self and approve as a delegate for someone.

Email Notification: Allows the user to disable email notifications from AIRS. Emails are sent when a person is required to approve a request/voucher, when a request/voucher is rejected, or when a request/voucher is approved.

Add User to View Department Requests/Vouchers: Allows the user the authority to give access to view requests/vouchers to employees outside his/her home department. Only a department head may give access.

Department Head Approval: Allows department heads to require all travel requests/vouchers for claimants in departments beneath them be approved by them or their delegates.
Delegates

Click Add New Delegate to set up a new delegate for the user.

To find the position number, use the search tool below. Type an employee’s name and click the “Look Up” button. Click “Select” next to the correct employee. The position number will automatically populate in the Position Number field above. The current date will automatically populate in the Start Date field. Specify an End Date if the delegated authority is for a limited amount of time.

Then click Save.

EMAIL NOTIFICATION
Add User to View Dept Requests/Vouchers

View Access
The following can View Requisitions for: UNIVERSITY ACCOUNTING

<table>
<thead>
<tr>
<th>Position #</th>
<th>Name</th>
</tr>
</thead>
</table>

Department Head Approval

Department Head Approval
Check boxes below to require approval of all Requests and/or Vouchers for all Departments beneath you

- [ ] Requests
- [ ] Vouchers
Pre-Routing

Pre-routing allows the department to add approvers between the claimant approval and the department head/dean approvals.

Click “Add New Pre-Routing” to set up a new pre-route. The user may also edit or delete and pre-existing pre-routes that have been setup.

To add a Pre-route, first type a name to save the pre-route to in the Pre-Route Name box. Then type an employee’s name in the Employee Lookup box if the user does not know the employee’s position number.
Click “Select” next to the employee who should be added to the pre-route. That position number will now appear under Routing to the left of the Employee Lookup. Repeat these steps to add multiple employees to the pre-route.

After all employees have been added, click the button for “Save Pre-Route.”

Viewing the pre-route will verify the employees and the order in which they will approve.

The pre-routes that are saved will appear on the Submit for Approval screen.
Common Solutions to Errors and FAQ’s

1. I attached the scanned receipts but when I submit the system says “Attached for XXXXX Expense Required.” What could be causing this?

The file was probably uploaded but the check box next to the appropriate expense was not clicked. To verify this, go to the Attachments tab and locate the appropriate uploaded attachment. Click Edit next to the attachment and then check the box next to the expense that is requiring the expense. Remember that mileage and per diem attachments are required.

2. I have entered all the information into the travel voucher, but the per diem expense isn’t appearing on the expenses tab. Why is the system not calculating per diem?

When the destination points were entered, it’s likely that the check box for “Overnight Stay” was not checked. This box must be checked on at least one destination point in order for per diem to calculate.

3. I don’t want to claim per diem but I cannot get past the Destination tab. Also how do I lower the amount of per diem to zero?

When entering information on the Destination tab, the only button that appears is “Get Per Diem Rate.” The button for “Get Per Diem Rate” must be checked even if the traveler is not claiming per diem. After clicking this button, verify that a per diem rate is included on the Per Diem Rate line. If the system did not find the city and Per Diem Rate box is blank, the preparer may enter zero for a per diem rate if the traveler does not want to claim per diem. If the per diem rate automatically populates, the preparer may choose not to click “Overnight Stay” on the destination points. This will cause the per diem not to calculate. Also on the Submit for Approval page, the expense amounts may be lowered so the preparer may lower the per diem amount to zero.

4. The system timed out on me and now I can’t find the travel I was working on. What should I do?

Go to Pending Trips/Requests and verify you are looking at the proper tab, either Requests or Trips. If not visible, change the department dropdown box at the top to “View All” departments. Verify the correct tab again and look for the trip number.
5. I entered the traveler’s CWID into the system and I get an error saying the CWID is not related to an employee. What should I do?

Verify that the traveler is an employee of OSU. If the traveler is a student, he/she may not be employed by OSU. If the traveler is not an employee, prepare the travel voucher on a paper travel voucher. Also verify that the employee has activated his/her Okey account. This will cause an error if the Okey account is not activated.
Other Items of Interest:

The online travel application allows anyone in a particular department to view or edit the travel requests/vouchers of anyone else in that same department. This will allow others the ability to make corrections to a voucher should the original submitter be away from his/her office.

Pending Trips/Requests is used to view or edit requests/vouchers that have not yet been submitted. View Trips should be used to view requests/vouchers that have been submitted. If a voucher is rejected, it will no longer appear in Pending Trips/Requests. It can be edited by going into View Trips.

Departments are responsible for maintaining the original receipts for the online travel vouchers. Departments should file the original receipts for a minimum of seven years.

All receipts should be scanned and attached to the travel voucher. This includes receipts that are paid by Pcard as well, such as lodging, airfare, or registration. Clearly mark on the receipt that it was paid by Pcard prior to scanning the receipt.

The online system will apply mileage rates and per diem rates retroactively. The rates will be determined by the dates of travel.