

Copy Travel Request

Location(s): myNKU → ESS Travel

Purpose: Reference: http://comptroller.nku.edu/travel/Travel_Request.php

The Copy to Other Employee feature allows the Travel Administrator to enter trip information for a group of travelers with the same destination and estimated cost break-down. This will save time and data entry steps for the Travel Administrator.

1. Highlight the row for the traveler with the completed trip information
2. Highlight the appropriate row under Travel Requests tab on My Trips and Expenses
3. Click Copy to Other Employee

The screenshot shows two parts of the application interface. The top part is the 'Employee List' table, where the row for employee 'Training 28' is highlighted in yellow and has a red circle around its selection checkbox. The bottom part is the 'Travel Requests (2)' tab, where the 'Copy to Other Employee' button is circled in red. Below it, a table of travel requests is shown, with the first row (Trip Number 1858) highlighted in yellow and its selection checkbox circled in red.

Last Name (Surname)	First Name	Personnel assignment	Office
29	Training	000	AC / 60
17	Training	000	AC / 60
28	Training	000	AC / 60

Trip Number	Start Date	End Date	Destination	Reason	Processi
1858	12/09/2013	12/13/2013	Dallas	Student Motivation and Retention (SMR) conference	Approve
10003	06/06/2013	06/07/2013	Lake Cumberland	To attend the Kentucky Public Business Officer's Summer mtg	transferr

4. Select the traveler from the Employee List
5. Click OK

Note: The Overview Trip Data is copied from the initial traveler to the additional traveler

The screenshot shows the 'Employee List' table with three rows. The first row (employee 29) is highlighted in yellow and has a red circle around its selection checkbox. The 'OK' button at the bottom right of the window is also circled in red.

Last Name (Surname)	First Name	Personnel assignment	Office	Telephone No.	Cost Center Name	E-Mail
29	Training	0000	AC / 605	859-572-6455	Off of the Comptroll	TRAINING29@NKU.EDU
17	Training	0000	AC / 601	859-572-7657	Off of the Comptroll	TRAINING17@NKU.EDU
Norse	Chuck	0001	MA / 100	859-572-5133	O&M Plumbing&Sht Met	TN22811@NKU.EDU

6. Click Start

Copy Travel Request

Employee Training 29 (00002619)

Start

Copy From

Personnel No.: * 00003219
 Trip Number: * 0000011858

Information

Start Date: 12/09/2013 End Date: 12/13/2013
 Location: Dallas
 Country: Texas
 Reason: Student Motivation and Retention (SMR) conference

Copy To

New Start Date: * 12/09/2013

7. The General Trip data is reflected
8. Enter any necessary changes
9. Click Review or Save Draft

Copy Travel Request

1 General Data 2 Review and Send 3 Completed

Employee Training 29 (00002619)

Previous Step **Review** Save Draft

Calendar of Trips Attachments (0)

General Data

Start Date: * 12/09/2013 03:00 AM Departure from Home
 End Date: 12/13/2013 10:00 PM Arrival at Home
 Posting Date: 12/09/2013

Destination

Trip Country: United States of America Trip Region: TX Texas
 Destination: Dallas

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

Activity (Planning): Conference
 Reason: Student Motivation and Retention (SMR) conference
 Estimated Costs: 1,750.00 USD
 Comment:

Cost Assignment: 100.00 % Cost Center (NO) Change Cost Assignment

Previous Step **Review** Save Draft

10. Click Save and Send for Approval when all information is accurate

Copy Travel Request

1 2 3
General Data Review and Send Completed

Employee Training 29 (00002619) Start Date 12/09/2013 End Date 12/13/2013

◀ Previous Step Save and Send for Approval

⚠ Trip has already taken place.

Final Action

Save and Send for Approval I want to save my travel request and I confirm that I have entered all

Summary

Estimated Costs 1,750.00 USD

Cost Assignment

1,750.00 USD Company Code NK01 (Northern Kentucky Univ.), Business Area 100 (Northern Kentucky University), Cost

◀ Previous Step Save and Send for Approval

Note: If a budget error occurs, click Previous Step, then click Save Draft