

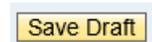
Save Draft

Location(s): myNKU → ESS Travel

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

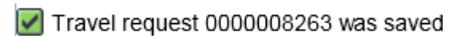
Save Draft is a new feature for ESS Travel. Using the Save Draft feature creates a trip number but **does not** begin the workflow process, **does not** commit funds, and **does not** check the budget to ensure funds are available. Save Draft is available on both the Travel Request and the Travel Expense Report.

Click Save Draft to save the entered information to return and complete the request at a later time.



Note: If you receive a “hard error”, the error must be corrected before Save Draft is functional. If you are unsure of how to correct the error, delete the line and then click Save Draft.

A confirmation message will be reflected



The Travel Requests or Expense Reports tab will not reflect a Processing Status and Approval Status reflects Request Open because the request has not yet been submitted for approval.

My Trips and Expenses (16 Training, 00004322)

All My Travel Requests (1) All My Trips (0) All My Expense Reports (0)							
View: [Standard View] Display/Print Change Copy Delete Create New Travel Request							
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	
11804	02/10/2014	02/15/2014	Phoenix	Blackboard conference	Draft	Request Open	

To retrieve a Travel Request that was saved as a draft

1. Click My Trips and Expenses

[My Trips and Expenses](#)

Display, change, copy, or cancel one of your existing travel requests or expense reports.

2. Select the appropriate tab; Travel Requests or Expense Reports
3. Highlight the row that reflects the desired trip
4. Click Change

All My Travel Requests (1)							All My Trips (0)	All My Expense Reports (0)			
View: [Standard View]							Display/Print	Change	Copy	Delete	Create New Travel Request
Trip Number	Start Date	End Date	Destination	Reason	Processing Status						
11804	02/10/2014	02/15/2014	Phoenix	Blackboard conference	Draft						

5. Click Review when all information has been entered



6. Click Save and Send for Approval

Employee 16 Training (00004322) Start Date 02/10/2014 End Date 02/15/2014

◀ Previous Step Save and Send for Approval

Final Action

Save and Send for Approval I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

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 Center

◀ Previous Step Save and Send for Approval

7. A confirmation message will be reflected

 Travel request 0000008277 was saved