

**Departmental Travel Arrangement Instructions**

**(Updated 9-1-21)**

* You cannot travel on university business or have travel funding approved through the department until your Annual Travel Certification Form has been approved by the Department Chair
	+ <https://in.nau.edu/comptroller/travel-forms/>
		- If you would like to be a university authorized driver, please review the “Authorized Driver Program” section on this webpage: <https://in.nau.edu/environmental-health-and-safety/occupational-safety/>
		- If you are unsure if your Defensive Driving Module is still valid, contact Hope.DeMello@nau.edu, and she can verify this information
* You must complete a COE Travel Funding Request whether **you are or are not** requesting travel expense reimbursement.
	+ The COE Travel Funding Request can be located at this link: <https://nau.edu/ed-psych/forms-checklists-manuals/> (General Forms/Travel Related Documentation)
		- This form serves as your EPS Department Record of Absence, and Northern Arizona University record of absence and funding verification
		- Submit the form to Hope.DeMello@nau.edu for processing and Department Chair approval. The Department will return this approved form to you for use when you request travel arrangements through the Employee Service Center
* To submit a travel service ticket, access this link: <https://in.nau.edu/finance-service-teams/>

**STEP ONE:**

* + Click on “Employee Service Center”
		- You will need to authenticate in CAS
	+ Click on “Request Service” (middle option)
	+ Categories: Travel (left hand sidebar)
		- Request Employee Travel Support
	+ Complete OnBase form in detail
		- **IMPORTANT NOTE:**  In the “\*Estimated Total Trip Cost” section, reflect your approved funding total; **NOT** what the total of all estimated trip expenses will be
	+ Upload your approved COE Travel Funding Request
		- Submit

**STEP TWO:**

* + Enter back into the Finance Service Team Website: <https://in.nau.edu/finance-service-teams/>
	+ Click on “Employee Service Center”
		- You may will need to authenticate in CAS again
	+ Click on “Request Service” (middle option)
	+ Click on “Requests” (upper right hand corner of page)
	+ My Tickets Section
		- Click on the travel ticket for which you just submitted a request
		- A new page with the ticket number and title will appear
	+ Click on the “Add Person” under the “Watch List” on first wide white section that reflects who opened the ticket, etc.
		- Manage Watch List window will appear
	+ Enter Hope G DeMello
		- Save