

**Departmental Travel Arrangement Instructions**

**(Updated 8-30-21)**

* 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](mailto: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](mailto: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