STOP!

If you are purchasing your tickets through Travel & Transport, you must **FIRST** contact them and select your flight.

The next step is to start the AccessPlus portion found in this document.

**TRAVEL & TRANSPORT**
515.292.8182
Log in to AccessPlus (http://accessplus.iastate.edu).

Select the uBusiness tab.
Select the **Empl Reimbursement** menu item (left hand side of screen).

**Extra Data:**
For the purposes of the purchasing office, travel is part of the reimbursement system. So, all travel related filings go under employee reimbursement.
Select the **Start/Cont Travel** menu item (left hand side of screen).
Select the New Rmbrs button.

Extra Data:
ALL Out Of State Travel Authorizations, regardless of mode of transportation, are started by clicking the New Rmbs button.
Make the following selections:

Will airline ticket be purchased through contracted agency?
Yes  
(If you select No, you will proceed to page 8 of the tutorial when you click the continue button. See note below.)

Does this trip require authorization?
Yes  
(ALL out of state travel requires authorization.)

Question 3 could be either yes or no. See notes below if you need help deciding.

Extra Data:
It is not required that you purchase your ticket through a contracted agency, BUT you will be responsible for any and all issues related to your travel. We recommend using the preferred method – arrange your air travel through Travel and Transport.

ALL out of state travel requires an authorization.

It is possible that your trip will not have reimbursable expenses. This would happen if some other entity is picking up the tab for your trip. In that scenario, select No to the question regarding reimbursable expenses.
There is a lot of information to fill in on this page. Note the red marks highlighting the required fields.

**Depart Date**
(This will prepopulate so don’t forget to put in the REAL date of your travel)

**Return Date**
(This will prepopulate so don’t forget to put in the REAL date of your travel)

**Flight Depart City**

**Flight Dest City**
(Note that this is where your airplane lands, not your ultimate destination.)

**Campus Delivery**
(The drop down menu will allow you to select the Agronomy Building. Choosing OFF-CAMPUS DELIVERY requires you to fill in the address information in the fields titled Other Dlvr)

**Fnd Acct Sc Proj**
(In the Est Amt field enter the quoted airline ticket amount.)

Click the **Update/Save** button, then check your information. Click the **Continue** button to proceed.
Example of a completed page.
If everything is correct, click the **Continue** button.
Most of this page should be prepopulated from your previous entries. Double check the information and complete the Justification/Description/Vacation Days field.

Purpose – select the appropriate option from the drop down menu.

Course Coverage Needed – is someone covering your teaching responsibilities while you are away?

Persons Providing Coverage – who will be teaching your courses while you are out of town? (note that this is unnecessary if you selected NO under Course Coverage Needed.)

Click the Continue button to proceed.
Estimate the expenses for each entry. None of the following fields are required though you should estimate applicable expenses.

- Other Airfare
- Car Rental
- Mileage (If you drive your own vehicle to an event, you should estimate the mileage in this field.)
- Lodging
- Meals (You can find the reimbursement rates under Meals at the following link: Allowable Expenses)
- Registration (Use your P-Card for registration fees. If you are forced to use personal funds, i.e. cannot be paid with credit card, enter the amount here.)

1. Click the **Enter** button to update the **Reimbursable Totl**. 2. Enter this number in the **Amount** field.

If everything is correct, click the **Continue** button.

**Extra Data:**
Note that if you are travelling out of state using your own vehicle and wish to claim mileage, you will need an airline ticket quote which needs to be entered in the **Other Airfare** field.
This is your last chance to double check all information before submitting the travel authorization.

(IF you find a mistake and need to make a change, click Travel Dates/Purpose in the left hand column.)

When you are satisfied the information is correct, click the Send E-mail button to route the request to Mary Davis for processing.