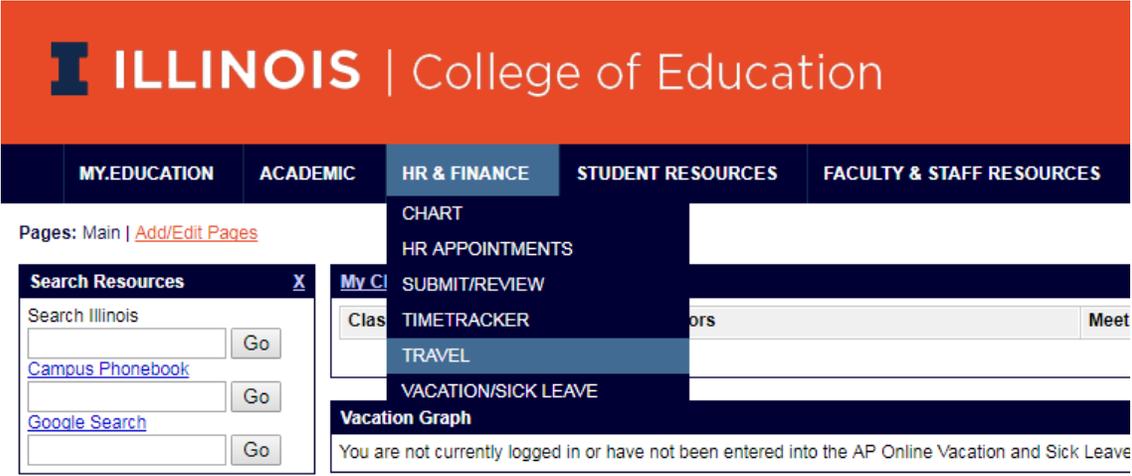
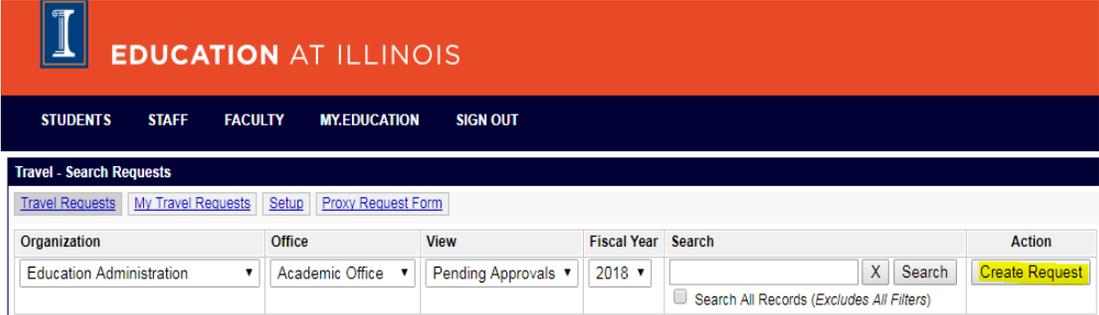


Electronic Notification of Travel Instructions

The College of Education Notification of Travel form is used for both fund and absence approvals. This form should be completed and approved prior to travel.

Create a Request:

Step	Task
1.	Go to my.education.illinois.edu/travel/
2.	<p>Or from the my.education.illinois.edu homepage, hover over HR & FINANCE and select Travel</p> 
3.	<p>Under the Action header, select Create Request <i>*All requests will be created under Education Administration.</i></p> 
4.	<ol style="list-style-type: none"> 1. Select Type 2. Net ID will populate; if you are entering on behalf of someone else you will need to request proxy access (see Proxy Request Form button). 3. Enter phone number 4. Enter supervisor's net ID <i>Faculty: Enter your department assistant's net id (570-schultze; 613-acjones3; 616-jkellogg; 760-ketchum)</i> <i>Staff/Students: If traveling on a grant, enter PI's net ID</i> <i>If traveling on a non-grant, enter your department head or supervisor's net ID</i> 5. Click Continue...

Step	Task																				
5.	<p>1. Select Category of Absence</p> <p>2. Enter trip Dates</p> <p>3. Add a detailed Description of the purpose of travel <i>**This should include Who is traveling, to What (no abbreviations, campus nor auditors know what they mean), When, to Where, and Business Purpose (example of key words: invited, presented, collaborate, attend conference related to, at the request of the PI/Sponsor, etc.)</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Travel - Request</p> <p>Travel Requests My Travel Requests Setup Proxy Request Form</p> <p>1 Personal Information > 2 Absence > 3 Destination(s) > 4 Reimbursement > 5 Accounts > 6 Teaching Assignments > 7 Review & Submit > 8 Completed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category of Absence</td> <td><input checked="" type="checkbox"/> University Travel <input type="checkbox"/> Consulting <input type="checkbox"/> Personal</td> </tr> <tr> <td>Begin Date</td> <td>09/30/2017</td> </tr> <tr> <td>End Date</td> <td>10/05/2017</td> </tr> <tr> <td>Description of Absence/Purpose of Travel</td> <td>Dr. Who traveling to the American Educational Research Association (AERA) February 17-24, 2018, in Washington, DC. This conference is a nationally recognized conference in the field of Education where faculty across the country collaborate on Educational related ideas and research.</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Continue</p> </div>	Category of Absence	<input checked="" type="checkbox"/> University Travel <input type="checkbox"/> Consulting <input type="checkbox"/> Personal	Begin Date	09/30/2017	End Date	10/05/2017	Description of Absence/Purpose of Travel	Dr. Who traveling to the American Educational Research Association (AERA) February 17-24, 2018, in Washington, DC. This conference is a nationally recognized conference in the field of Education where faculty across the country collaborate on Educational related ideas and research.												
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6.	<p>1. Enter Place <i>*This is event, not location, i.e. conference, grant meeting</i></p> <p>2. Enter City, State, and Country of trip destination</p> <p>3. If travel arrangements can be purchased by T-card, please directly contact the Business Office. You do not need to select “yes” on this form.</p> <p>4. Adding documents are optional. This could include conference flyers, meeting agendas, etc.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Travel - Request</p> <p>Travel Requests My Travel Requests Setup Proxy Request Form</p> <p>1 Personal Information > 2 Absence > 3 Destination(s) > 4 Reimbursement > 5 Accounts > 6 Teaching Assignments > 7 Review</p> <p>Destination</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Place</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; padding: 2px;">AERA</td> </tr> <tr> <td style="width: 30%;">City</td> <td style="width: 30%;">State/Province</td> <td style="width: 40%;">Country</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">WASHINGTON</td> <td style="border: 1px solid black; padding: 2px;">District c</td> <td style="border: 1px solid black; padding: 2px;">United States ▼</td> </tr> </table> <p>Do you require travel or lodging purchased by your Office Support Staff and/or a Travel Advance?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Documents and Materials (Optional) New</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">File Name</th> <th style="width: 15%;">File Type</th> <th style="width: 10%;">Size</th> <th style="width: 15%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">No Records Found. Click 'New' to upload a Document.</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">Continue</p> </div>	Place			AERA			City	State/Province	Country	WASHINGTON	District c	United States ▼	File Name	File Type	Size	Action	No Records Found. Click 'New' to upload a Document.			
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7. 1. Select yes if the University is funding any portion of the trip (reimbursements and/or T-card purchases)
 2. Fill in the estimated cost of total trip expenses.
 3. Select if you are receiving any funding from a non-University source.
 4. Select if you are requesting an advance. If yes, please follow up with an email to your Business Office contact with your request.

Travel - Request

[Travel Requests](#) [My Travel Requests](#) [Setup](#) [Proxy Request Form](#)

1 Personal Information > 2 Absence > 3 Destination(s) > **4 Reimbursement** > 5 Accounts > 6 Teaching Assignments > 7 Review

Are you expecting to be reimbursed by the University? Yes No
 Total Estimated Cost of Trip

Do you expect reimbursement from a Non-University of Illinois source? Yes No
 Source Amount

Is cash advance required? Yes No
 Desired Amount Circumstance that warrants a cash advance

8. 1. Select or enter the **CFOP**
**If you select 'View Accounts,' you are able to select FOPs for which you are assigned to in Chart.*
***if you do not know the CFOP, enter 11111-(your org)-11111 as seen below and add a comment with the account title.*
 2. Enter the total estimated cost of the trip in **Designate Amount**
 2. Click **Add** and then **Continue**

Travel - Request

[Travel Requests](#) [My Travel Requests](#) [Setup](#) [Proxy Request Form](#)

1 Personal Information > 2 Absence > 3 Destination(s) > **4 Reimbursement** > **5 Accounts** > 6 Teaching Assignments > 7 Review & Subm

Index	Chart	Fund	Organization	Program	Activity	Valid	Designate Amount	Comment	Action
<input type="text"/>	1	11111	760000	11111	<input type="text"/>	<input type="text"/>	900.00	EPOL ICR	<input type="button" value="Add"/>

9. 1. Review any teaching conflicts the system produces.
 2. Click continue

10. A summary of the information you entered for the trip will appear. Please review and if needed, make changes by clicking **Revisit** next to the section that needs editing.

If all information looks accurate, select **Submit Request** at the bottom of the page.

After submitting, you will be shown a list of all the Notification of Travel requests you have worked on and/or submitted with their progress including approvals.

Please refer to the NOT **Travel ID** (i.e. 201801352) when submitting reimbursement requests for a particular trip.

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