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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to <a href="http://my.education.illinois.edu/travel/">my.education.illinois.edu/travel/</a></td>
</tr>
<tr>
<td>2.</td>
<td>Or from the my.education.illinois.edu homepage, hover over HR &amp; FINANCE and select Travel</td>
</tr>
</tbody>
</table>
| 3.   | Under the Action header, select Create Request  
*All requests will be created under Education Administration.* |
| 4.   | 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  
   *Faculty:* Enter your department assistant’s net id  
   (570-schultze; 613-acjones3; 616-jkellogg; 760-ketchum)  
   *Staff/Students:*  
   If traveling on a grant, enter PI’s net ID  
   If traveling on a non-grant, enter your department head or supervisor’s net ID  
5. Click Continue... |
5.  
1. Select **Category** of Absence  
2. Enter trip **Dates**  
3. Add a detailed **Description** of the purpose of travel  
   **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.)  

6.  
1. Enter **Place** *This is event, not location, i.e. conference, grant meeting*  
2. Enter **City, State, and Country** of trip destination  
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.  
4. Adding documents are optional. This could include conference flyers, meeting agendas, etc.
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**

   Are you expecting to be reimbursed by the University?
   - Yes  
   - No

   Total Estimated Cost of Trip: 900.00

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

   Source: [Field]
   Amount: [Field]
   Add

   Is cash advance required?
   - Yes  
   - No

   Desired Amount: [Field]
   Circumstance that warrants a cash advance: [Field]

   Continue

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 111111-(your org)-111111 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**

   Index  | Chart  | Fund  | Organization | Program | Activity | Valid | Designate Amount | Comment | Action |
   ------ | ------ | ----- |------------- | ------- | -------- |------ |----------------- |-------- |------- |
   1     | 111111 | 760000| 111111       |         |          |       | 900.00          | EPOLLICR| Add    |

   Continue  View Accounts

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.