

New Coordinator Training

Session One

PREPARING FOR TRAVEL

Introduction

- Travel Authorization Creation
- Making Travel Arrangements
- Completing Travel Authorization

Travel Authorization Creation

- Getting Started
- JList Requirements
- Getting a Trip Number

JList Requirements

- Traveler must be in JList
 - Active with current dates on site
- To add traveler JList info.
 - Contact Sue Ewing at ext. 7687
- To change traveler info in JList
 - Send email to jris@jlab.org

GETTING TRIP NUMBER

- Choose Traveler's Name
- Enter Purpose
- Enter Dates of Travel
- Enter destination
- Trip Number will be issued
- Make reservations through CI TRAVEL
 - CITravel.com Under Corporate – Create Travel Request
 - Trip Manager www.tripmanager.com/xo
 - Lisa Gelhaar ext. 7269

MAKE TRAVEL ARRANGEMENTS

- Contact CI TRAVEL
 - CITravel.com
 - Under Corporate – Create Travel Request
 - Trip Manager
 - www.tripmanager.com/xo
 - Call Lisa Gelhaar ext. 7269

SUBMIT TA TO TRAVEL

- Complete TA and click SUBMIT
- PRINT TA
- Get authorized POA signature
- Make copy for your records
- Send original to Travel
 - Need in Travel within 3 business days of making airline reservations.

Summary

- Created a Travel Authorization
- Got a Trip Number
- Made Travel Arrangements
- Submitted TA to Travel

Where to Get More Information

- Second Training session
 - Expense Report Preparation
- Review Admin Manual & FTR
 - Links from travel webpage
- Ask other Travel Coordinators for help
- Call: Carol (x7519)
Gloria (x7437)