

How Do I Edit a Travel Reimbursement?

You have created a Travel Reimbursement and you are wondering why it hasn't been approved yet. Go to the Travel Reimbursement system to inquire on it and it shows unsubmitted. This means you started the Travel Reimbursement, but somehow it was never submitted. In order to submit it you can do the following:




Log into the Travel Reimbursement application through Employee Portal. The screen below will appear:

- ➡ Create a new Travel Reimbursement request
- ➡ Inquiry
- ➡ Approval
- ➡ **NEISD Travel Checklist**

[Click here to view history requests](#)

In process requests listing: (Input by Rebecca Carrasco)

★ New! If you have a scanner, now you can upload the documentation. This is a great alternative to fax!



	Request ID	Emp. Name	Travel ID	Input Date			
View detail	34682	Carrasco, Rebecca	0	12/10/2018	Edit	Print Fax Cover Sheet	Upload Documentation

Click on the Edit option (see red arrow) of the Travel Reimbursement you need to submit and continue with the submission of the Travel Reimbursement.

If you click on View Detail (see yellow arrow), you will only be able to view the Travel Reimbursement and not make any changes or submit the Travel Reimbursement. You must select Edit.

If you login to the Travel Reimbursement screen and you don't see your Travel Reimbursement on that first page, click on the words in red reading "**Click here to view history requests**" (see blue arrow) and your Travel Reimbursement should appear.

You can also go to this page if you created a Travel Reimbursement, but forgot to print the fax cover sheet. Click on Print Fax Cover Sheet (see green arrow) to print the coversheet and fax in the backup. ***You can only print the fax cover sheet if you created the Travel Reimbursement. If someone else created it, they would have to go in and print the coversheet for you to fax in the necessary backup.***