The Travel Assistant can create, change, and monitor travel requests and expense reports on behalf of other employees that have been assigned to them.

Log into the portal...
From the ESS tab, click on the Travel Management link.
Next, click on “My Employees.” This option will only be available to those employees assigned to the Travel Assistant role.
The next screen will list all employees that have been assigned to the Travel Assistant.

Click on the employee you wish to work on and travel information for that employee will be displayed.
In the lower portion of the screen, there are separate tabs for Travel Requests and Expense Reports.

To create a new Travel Request, click on the button.

The Create Travel Request screen looks exactly the same whether you’re creating one for yourself or another employee.
To take action on any Travel Request previously entered, click on the appropriate row to access the various options.

The Expense Reports tab works in the same manner.
There is one difference between entry by the Travel Assistant versus entry by the actual employee.

**The Travel Assistant can only Save a Draft of the Request/Expense Report; they cannot Save and Send for Approval.**

By default, “Save and Send for Approval” is selected on this screen. The travel assistant must click on the radio button for “Save Draft” and then the Save Draft button at the top or bottom of the screen.

Upon notification from the travel assistant, the actual traveler must then access this trip (in change mode), review it, and then “Save and Send for Approval.”