Choose the instructions for the practice you selected:

- Traveler
- Travel Coordinator
- Travel Administrator
**Traveler Practice Instructions**

Please note: Navigation within the practice is slightly different from the live TRES environment. For example, in the practice you cannot tab to a field, you must use your mouse. Also, you will only be able to enter information in the fields listed below.

*Enter/select the information listed for the fields below:*

Travel Certifier: Beverly Beaver

Trip Identifier: SanDiego060111

Trip description: Learning and teaching conference in San Diego.

Business Purpose/Notes: Conference in San Diego 6/1-6/4 for learning and teaching.

Depart time: 9am

Return time: 12pm

From/to date: 06/01/11-06/04/11

City/State: San Diego, CA

Conference included lunch on 6/2 and 6/3

Drove from Corvallis to Portland and back – use default mileage and round trip check box, no need for notes.

Other expenses – enter in the order listed below:

1. Type: Car Rental; From Date: 06/01/11; To Date: 06/04/11; Amount: 254.69
2. Type: Lodging Tax; From Date: 06/01/11; To Date: 06/03/11; Notes: $20/night; Amount: 60.00
3. Type: Other – Explain; From Date: 06/01/11; To Date: 06/04/11; Notes: Baggage fee, $25 per bag, round trip; Amount: 100.00
4. Type: Other – Explain; From Date: 06/01/11; To Date: 06/03/11; Notes: Conference hotel overage, $30/night; Amount: 90.00

Note: Once you have entered all details and click calculate total, your grand total will be $1270.06.

Complete the process by Submitting the document for approval.
Travel Coordinator Practice Instructions

Please note: Navigation within the practice is slightly different from the live TRES environment. For example, in the practice you cannot tab to a field, you must use your mouse. Also, you will only be able to enter information in the fields listed below.

*Enter/select the information listed for the fields below:*

Traveler’s ID: 933000008

Travel Certifier: Beverly Beaver

Trip Identifier: SanDiego060111

Trip description: Learning and teaching conference in San Diego.

Business Purpose/Notes: Conference in San Diego 6/1-6/4 for learning and teaching.

Depart time: 9am

Return time: 12pm

From/to date: 06/01/11-06/04/11

City/State: San Diego, CA

Conference included lunch on 6/2 and 6/3

Drove from Corvallis to Portland and back – use default mileage and round trip check box, no need for notes.

Other expenses – enter in the order listed below:

1. Type: Car Rental; From Date: 06/01/11; To Date: 06/04/11; Amount: 254.69
2. Type: Lodging Tax; From Date: 06/01/11; To Date: 06/03/11; Notes: $20/night; Amount: 60.00
3. Type: Other – Explain; From Date: 06/01/11; To Date: 06/04/11; Notes: Baggage fee, $25 per bag, round trip; Amount: 100.00
4. Type: Other – Explain; From Date: 06/01/11; To Date: 06/03/11; Notes: Conference hotel overage, $30/night; Amount: 90.00

Print Preview to view the T-Doc.

Complete the process by Submitting the document for approval.
Travel Admin Practice Instructions

Please note: Navigation within the practice is slightly different from the live TRES environment. For example, in the practice you cannot tab to a field, you must use your mouse. Also, you will only be able to enter information in the fields listed below.

Enter/select the information listed for the fields below:

Traveler’s ID: 933000008
Trip Identifier: SanDiego060111
Trip description: Learning and teaching conference in San Diego.
Business Purpose/Notes: Conference in San Diego 6/1-6/4 for learning and teaching.
Depart time: 9am
Return time: 12pm
From/to date: 06/01/11-06/04/11
City/State: San Diego, CA
Conference included lunch on 6/2 and 6/3.
Drove from Corvallis to Portland and back – use default mileage and round trip check box, no need for notes.
Other expenses – enter in the order listed below:

1. Type: Car Rental; From Date: 06/01/11; To Date: 06/04/11; Amount: 254.69
2. Type: Lodging Tax; From Date: 06/01/11; To Date: 06/03/11; Notes: $20/night; Amount: 60.00
3. Type: Other – Explain; From Date: 06/01/11; To Date: 06/04/11; Notes: Baggage fee, $25 per bag, round trip; Amount: 100.00
4. Type: Other – Explain; From Date: 06/01/11; To Date: 06/03/11; Notes: Conference hotel overage, $30/night; Amount: 90.00

Accounting:
- Accounting line 1: Index: QBA035, Acct: 39515, Amount: 1270.06
- Accounting line 2: Travel advance: Fund: 120001, Acct: A3150, Amount: -500.00
- Claiming only total: 770.06

Print Preview to view/ print t-doc.
Create invoice.