



Procurement Travel Desk- Quick Tips


How to Look Up a Trip Number

1. Click on the list icon 

Trip Report Form for Employee

Personnel number

Trip Number 

Send Email

Initiator







e-mail

2. A list of ALL trips will appear

3. Click on the Filter button 

Trip Number 500 Entries

Pers.No.	Trip	Begins On	Ends On	Location	Ctr
00000252	0380001406	08/03/2014	08/06/2014	Sand Diego	US
00000252	0380001405	07/29/2014	08/01/2014	Sand Diego	US
00000252	0380000531	03/31/2014	04/03/2014	San Diego	US
00118383	0450001312	02/19/2014	02/23/2014	Sacramento	US
00187502	0380001350	06/01/2014	06/03/2014	SACRAMENTO	US
00187502	0380001330	05/07/2014	05/09/2014	SACRAMENTO	US
00187502	0380001092	04/01/2014	04/02/2014	SACRAMENTO	US

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4. Enter the employee number of the traveler
5. Click on green check

Restrict Value Range

Restrictions

Personnel Number

Trip Number

Restrict number to No restriction

Buttons: [Green Checkmark] [Red X] [Blue X]

6. Double Click on the trip you are looking for

Trip Number 3 Entries

Personnel Number 00000252

Trip	Begins On	Ends On	Location	Ctr
0380001406	08/03/2014	08/06/2014	Sand Diego	US
0380001405	07/29/2014	08/01/2014	Sand Diego	US
0380000531	03/31/2014	04/03/2014	San Diego	US

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7. The Trip Number that you double clicked will populate in the field
8. Check the Send Email box, enter email address and click on execute button



Trip Report Form for Employee

Trip Report Form for Employee

Personnel number	<input type="text" value="930001"/>
Trip Number	<input type="text" value="027000003"/>
<input checked="" type="checkbox"/> Send Email	
Initiator	<input type="text"/>
e-mail	<input type="text" value="joe.traveler@lausd.net"/>