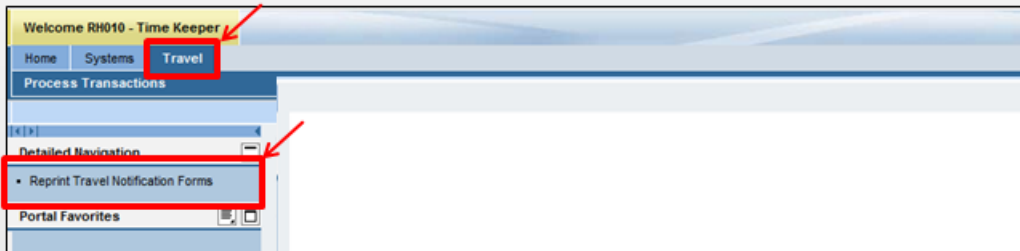



Procurement Travel Desk- Quick Tips

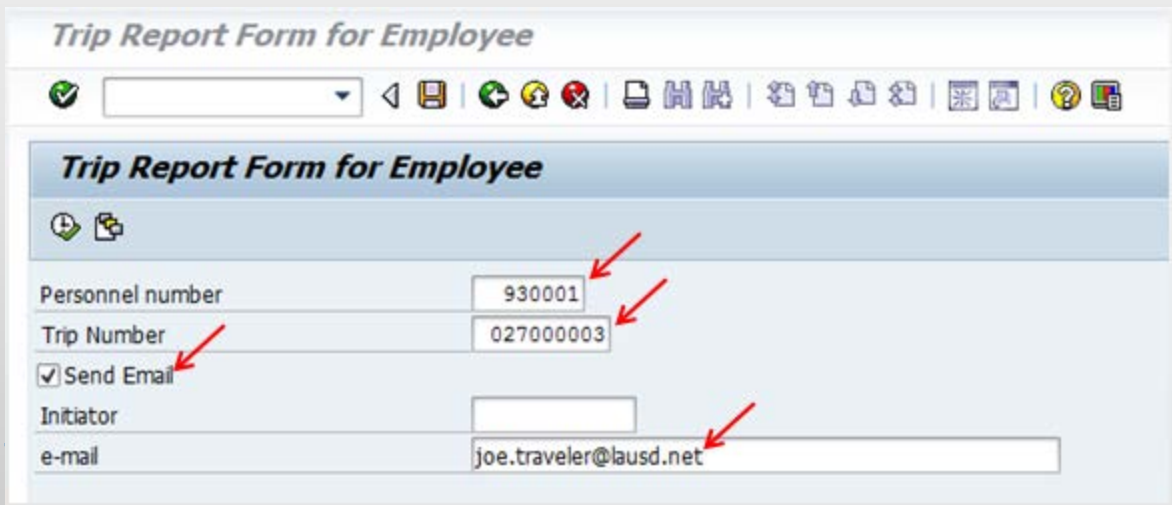
How to Reprint Travel Notification (ATRN)

This job aid will guide you on how to reprint (resend) travel notification forms via e-mail for **approved** travel requests.

1. Click on Travel Tab
2. Click on Reprint Travel Notification Forms



3. Enter employee number of traveler and Trip Number (Quick Tips- How to Look Up a Trip Number)
4. Check the Send Email box and enter your email address
5. Click on the execute button 



A screenshot of the 'Trip Report Form for Employee' form. The form has a title bar and a toolbar with various icons. The main content area contains several input fields and a checkbox. Red arrows point to the 'Personnel number' field (containing '930001'), the 'Trip Number' field (containing '027000003'), the 'Send Email' checkbox (which is checked), the 'e-mail' field (containing 'joe.traveler@lausd.net'), and the 'Execute' button icon.

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

Procurement Travel Desk- Quick Tips

How to Reprint Travel Notification (ATRN)

6. Check your email for the reprinted Travel Notification
7. You will receive a message similar to the one below
8. Open the PDF attachment for a copy of the official ATRN

Subject: Approved Actual Travel Expenses Notification

Message Approved Actual Travel Expenses Notification.PDF (22 KB)

Your Actual Travel Expenses for Trip# 0450001312 have been approved.
 Your total reimbursable amount for this Trip is \$0.00. This will be reflected in your next Regular scheduled payroll.
 Please contact Accounts Payable customer service at 213-241-4800 or via email at accounts-payable@lausd.net with any questions.

Sample of ATRN

Approved Travel Request Notification



Trip ID# : 0370000012
 Location :
 Personnel Number :
 Employee Number :
 Name of Employee :
 e-mail :
 Entered By : Procurement Customer Service
 Contact Information: 562-654-9009

Begin Date of Trip : 04/26/2014
 End Date of Trip : 04/28/2014
 Location : San Diego
 Region : CA
 Country : US
 Trip Type :
 Trip Activity :
 Name of Activity :

Fund Lines	Fund	Functional Area	Cost Center	Internal Order	WBS Element	Reimbursable Amount

9. If the trip has not been created or is not in Approved status the following message will appear

The travel request is not approved (Request Approved Status) and/or travel reimbursement is not approved (Trip/Report Approved Status)