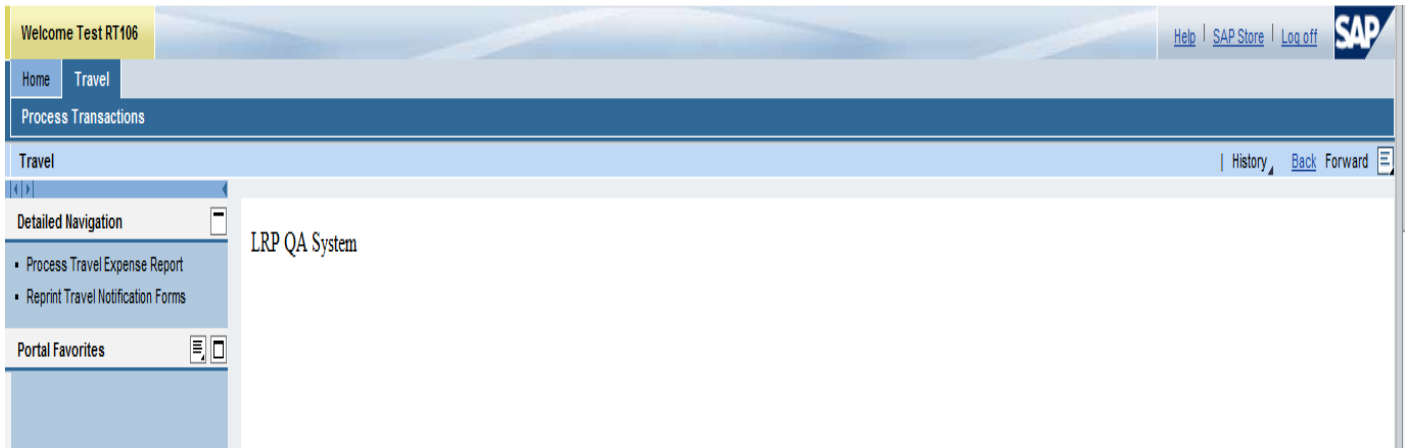
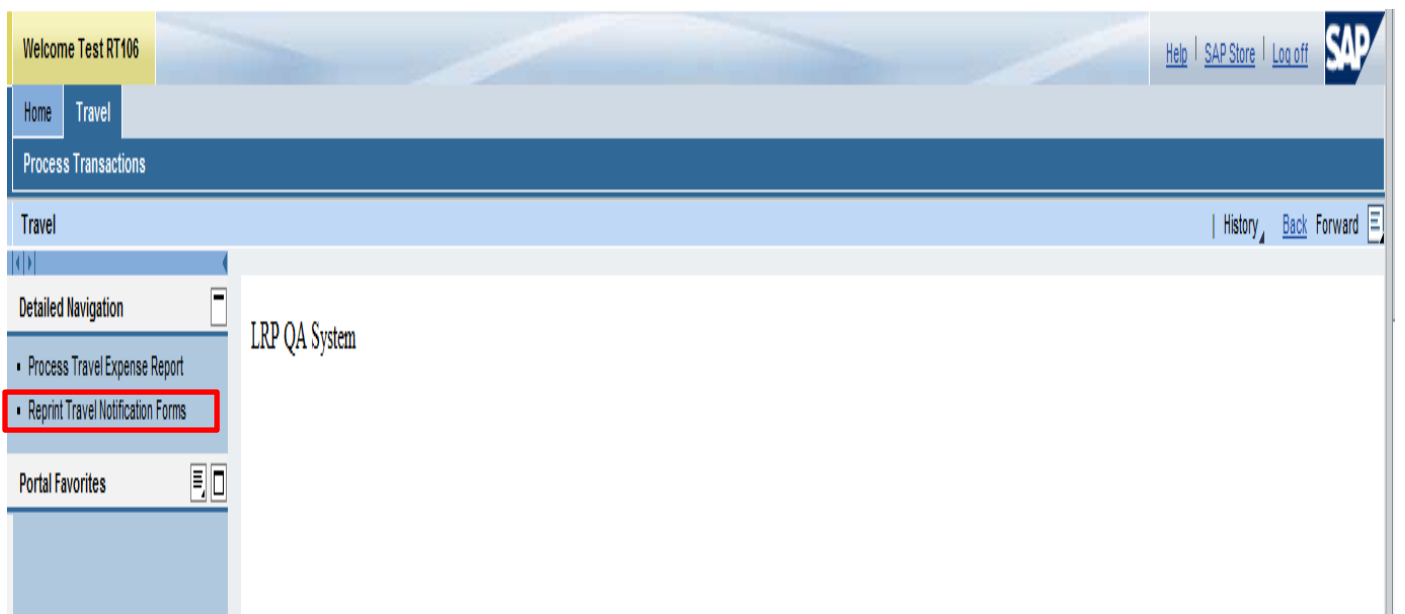


This job aid will guide you on how to reprint (resend) travel notification forms via e-mail for **approved** travel requests.

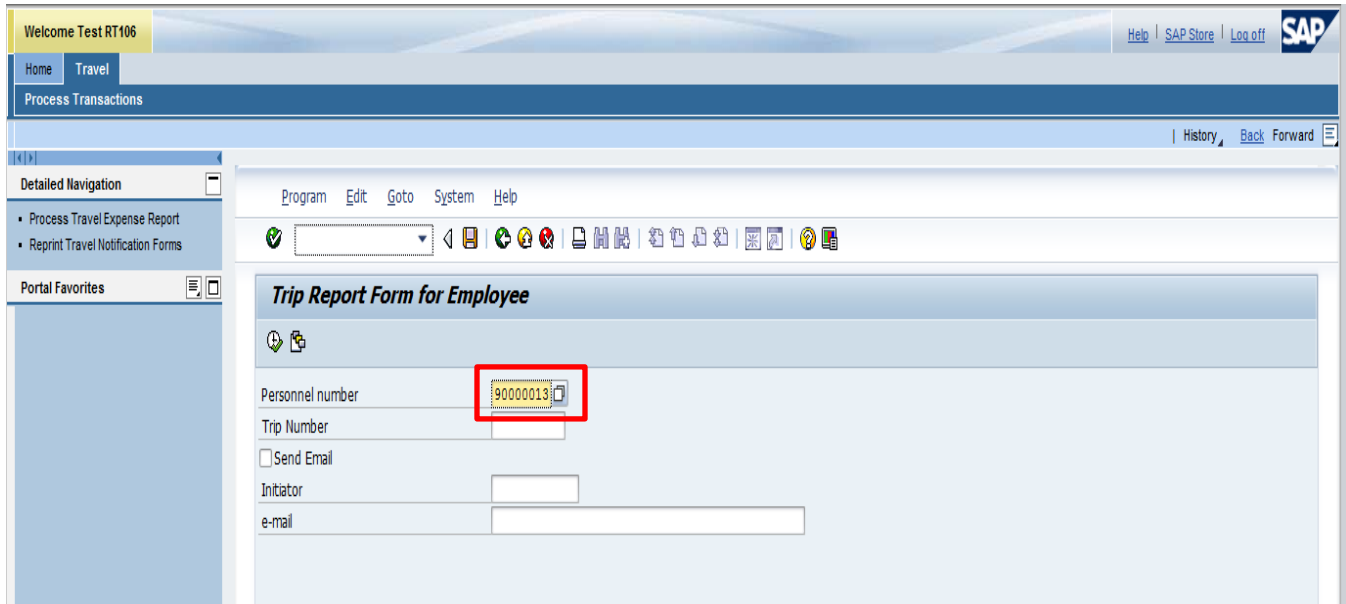
1. Click on the Travel tab.



2. Click on Reprint Travel Notification Forms.



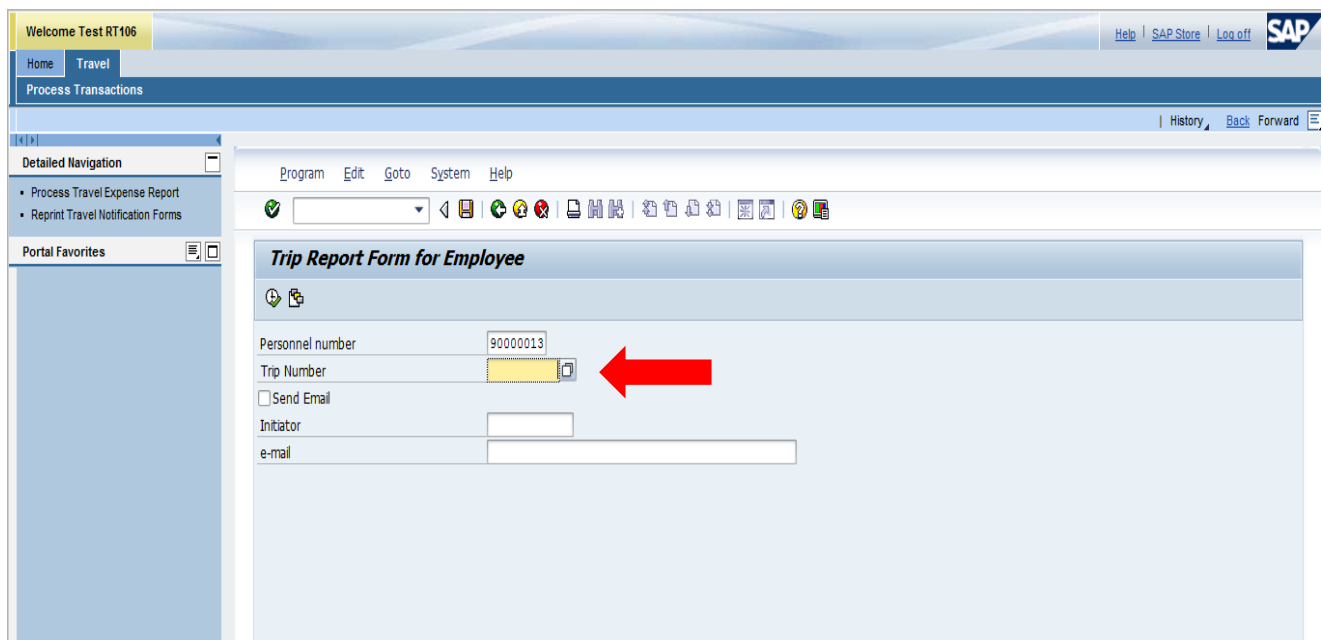
## 3. Enter traveler's personnel number.



The screenshot shows the SAP 'Trip Report Form for Employee' interface. The 'Personnel number' field is highlighted with a red box, containing the value '90000013'. Other fields include 'Trip Number', 'Send Email' (checkbox), 'Initiator', and 'e-mail'.

## 4. Enter the traveler's trip number that you want to reprint.

**Note:** If you do not know the trip number you can search for a traveler's trip number by clicking on the search icon.

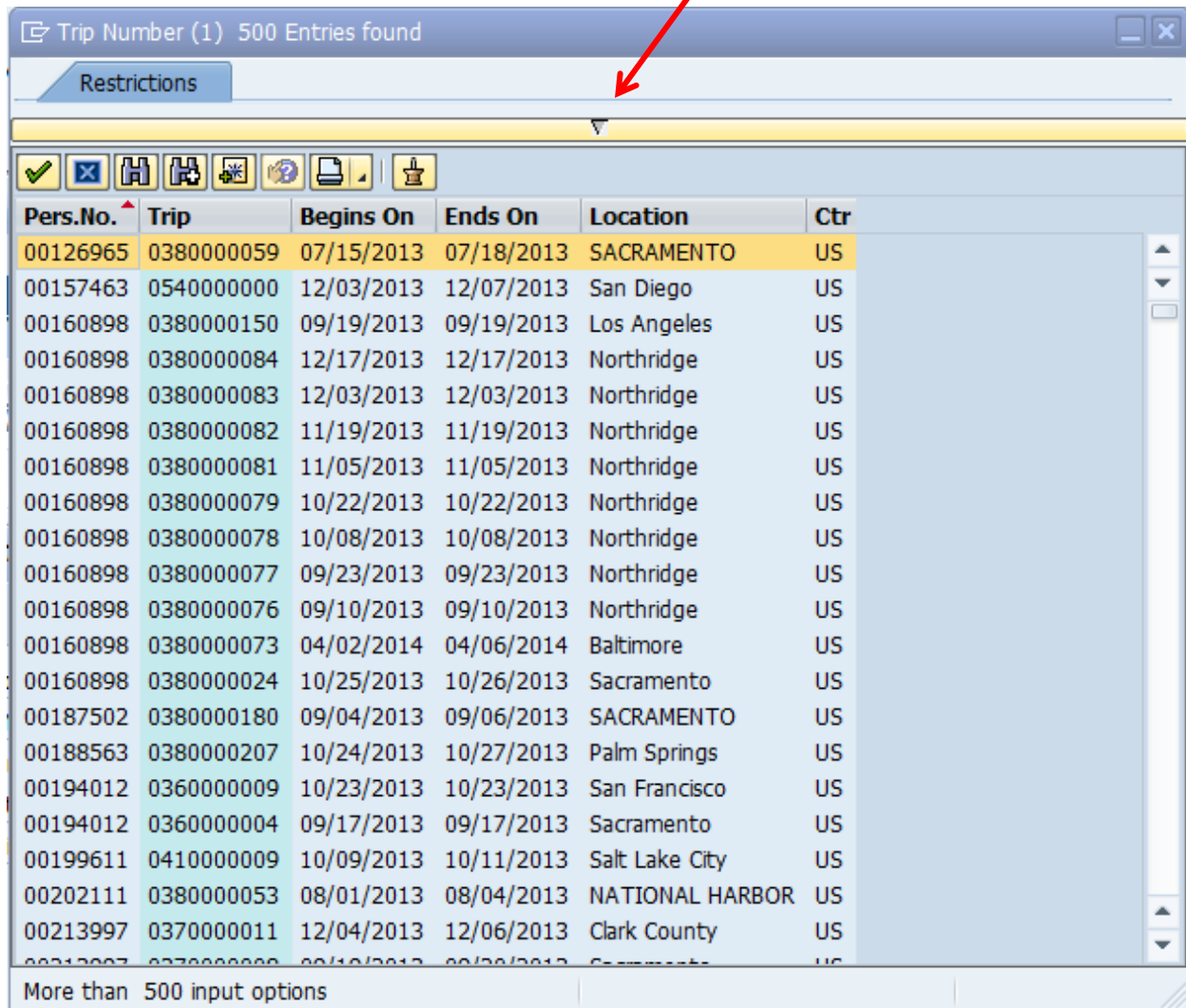


The screenshot shows the same SAP 'Trip Report Form for Employee' interface. The 'Trip Number' field is highlighted with a red arrow pointing to the search icon (magnifying glass) next to it. The 'Personnel number' field now contains '90000013'.

## How to Reprint (Resend) Travel Notification Forms

Updated: 11/19/2013

- A window will pop-up and click on the down-arrow bar to expand the ability to search.

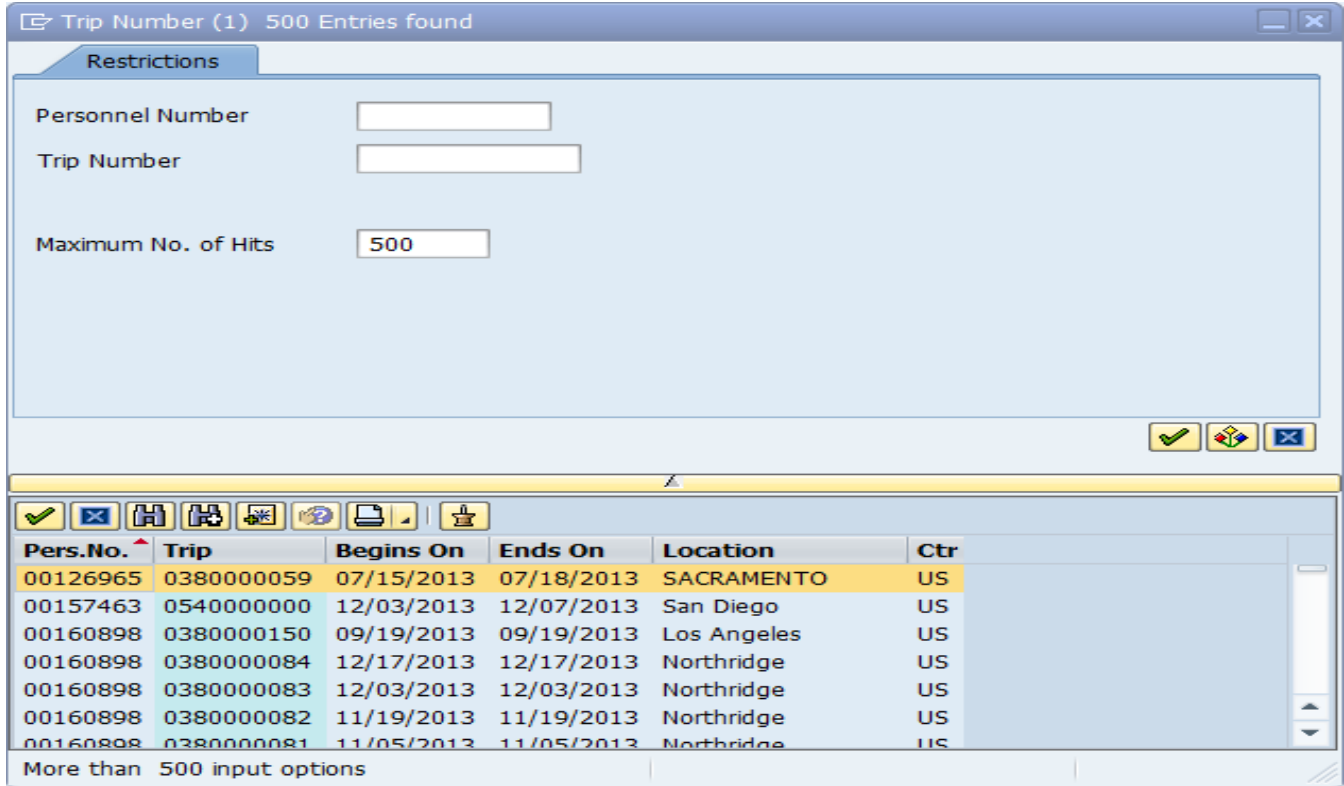


The screenshot shows a window titled "Trip Number (1) 500 Entries found". Below the title bar is a "Restrictions" tab. A red arrow points to a small down-arrow bar in the search area. Below this is a toolbar with icons for checkmark, close, print, save, and others. The main area contains a table with the following columns: Pers.No., Trip, Begins On, Ends On, Location, and Ctr. The table lists various travel entries with dates and locations. At the bottom, it says "More than 500 input options".

Pers.No.	Trip	Begins On	Ends On	Location	Ctr
00126965	0380000059	07/15/2013	07/18/2013	SACRAMENTO	US
00157463	0540000000	12/03/2013	12/07/2013	San Diego	US
00160898	0380000150	09/19/2013	09/19/2013	Los Angeles	US
00160898	0380000084	12/17/2013	12/17/2013	Northridge	US
00160898	0380000083	12/03/2013	12/03/2013	Northridge	US
00160898	0380000082	11/19/2013	11/19/2013	Northridge	US
00160898	0380000081	11/05/2013	11/05/2013	Northridge	US
00160898	0380000079	10/22/2013	10/22/2013	Northridge	US
00160898	0380000078	10/08/2013	10/08/2013	Northridge	US
00160898	0380000077	09/23/2013	09/23/2013	Northridge	US
00160898	0380000076	09/10/2013	09/10/2013	Northridge	US
00160898	0380000073	04/02/2014	04/06/2014	Baltimore	US
00160898	0380000024	10/25/2013	10/26/2013	Sacramento	US
00187502	0380000180	09/04/2013	09/06/2013	SACRAMENTO	US
00188563	0380000207	10/24/2013	10/27/2013	Palm Springs	US
00194012	0360000009	10/23/2013	10/23/2013	San Francisco	US
00194012	0360000004	09/17/2013	09/17/2013	Sacramento	US
00199611	0410000009	10/09/2013	10/11/2013	Salt Lake City	US
00202111	0380000053	08/01/2013	08/04/2013	NATIONAL HARBOR	US
00213997	0370000011	12/04/2013	12/06/2013	Clark County	US

More than 500 input options

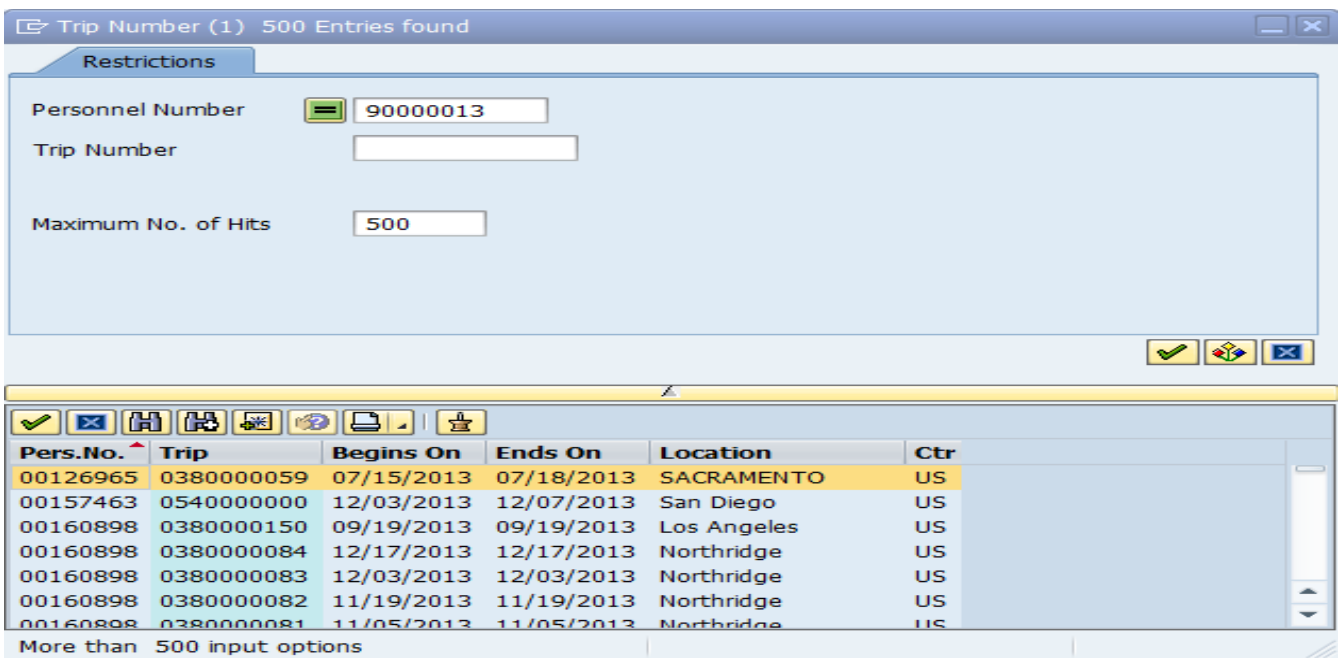
6. The search window expands.



Pers.No.	Trip	Begins On	Ends On	Location	Ctr
00126965	0380000059	07/15/2013	07/18/2013	SACRAMENTO	US
00157463	0540000000	12/03/2013	12/07/2013	San Diego	US
00160898	0380000150	09/19/2013	09/19/2013	Los Angeles	US
00160898	0380000084	12/17/2013	12/17/2013	Northridge	US
00160898	0380000083	12/03/2013	12/03/2013	Northridge	US
00160898	0380000082	11/19/2013	11/19/2013	Northridge	US
00160898	0380000081	11/05/2013	11/05/2013	Northridge	US

More than 500 input options

7. Enter the traveler's personnel number and click the  icon.



Pers.No.	Trip	Begins On	Ends On	Location	Ctr
00126965	0380000059	07/15/2013	07/18/2013	SACRAMENTO	US
00157463	0540000000	12/03/2013	12/07/2013	San Diego	US
00160898	0380000150	09/19/2013	09/19/2013	Los Angeles	US
00160898	0380000084	12/17/2013	12/17/2013	Northridge	US
00160898	0380000083	12/03/2013	12/03/2013	Northridge	US
00160898	0380000082	11/19/2013	11/19/2013	Northridge	US
00160898	0380000081	11/05/2013	11/05/2013	Northridge	US

More than 500 input options

## 8. Travel trips for the traveler are displayed.

**Note:** This search will display all travel trips which may be at various stages of the approval process.

Trip Number (1) 2 Entries found

**Restrictions**

Personnel Number

Trip Number

Maximum No. of Hits


☐ ☐ ☐

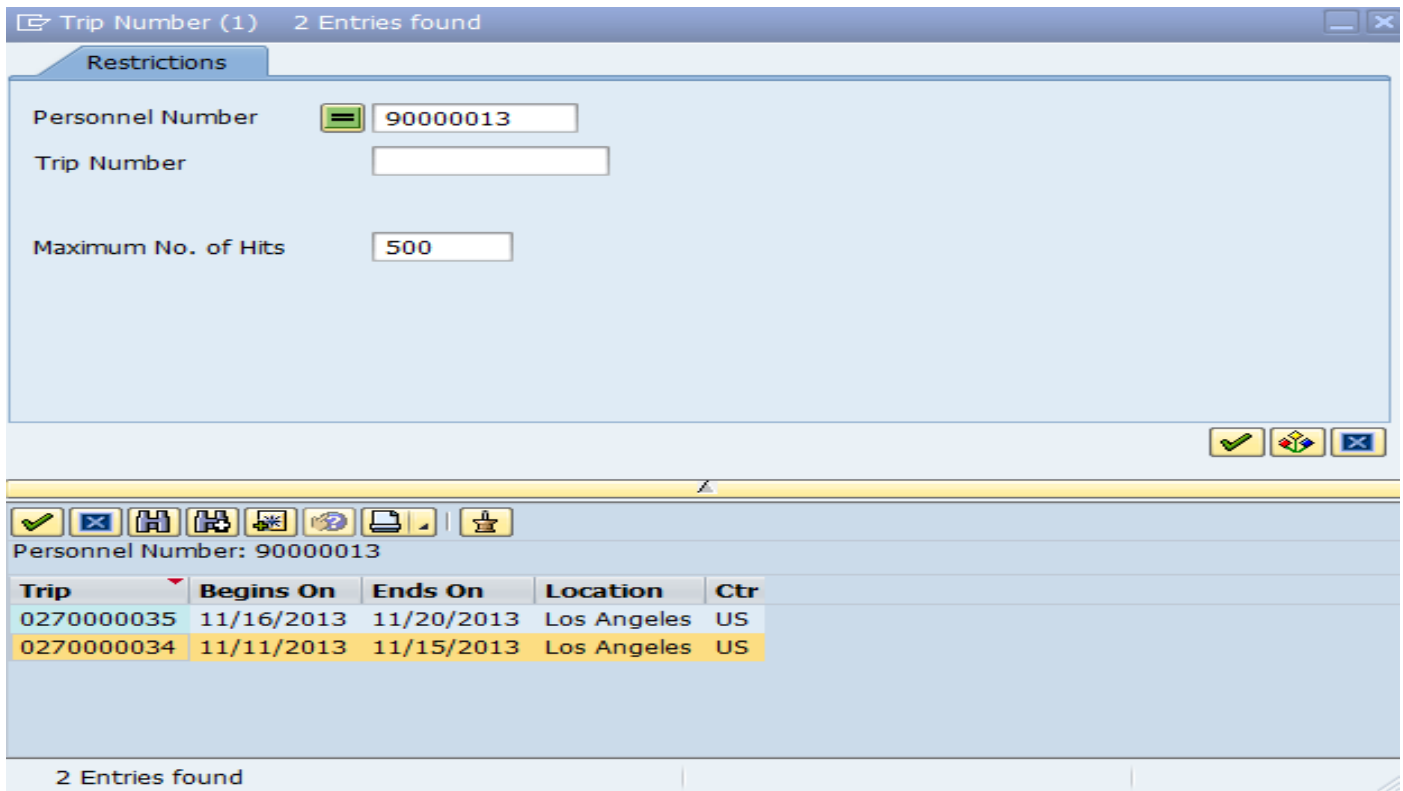
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Personnel Number: 90000013

Trip	Begins On	Ends On	Location	Ctr
0270000035	11/16/2013	11/20/2013	Los Angeles	US
0270000034	11/11/2013	11/15/2013	Los Angeles	US


2 Entries found

9. Highlight the trip you want to reprint and click the  icon.






Trip Number (1) 2 Entries found

**Restrictions**

Personnel Number  90000013

Trip Number


Maximum No. of Hits

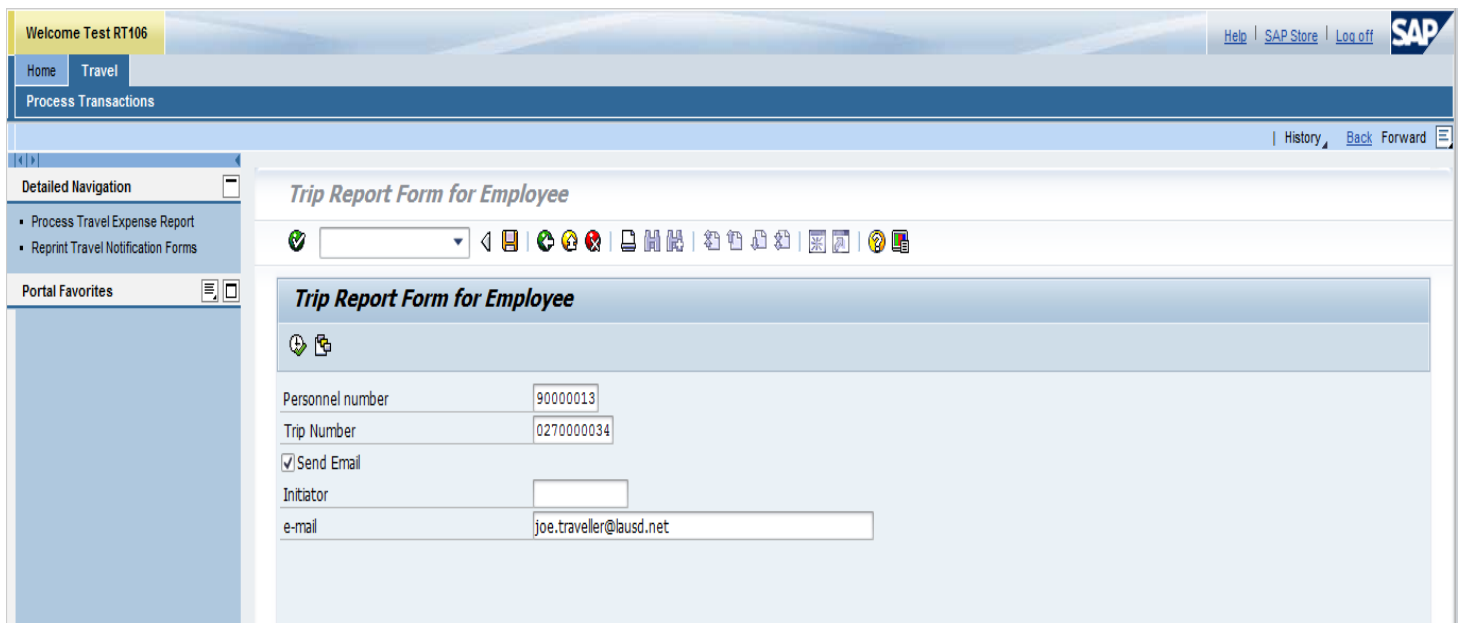
  


Personnel Number: 90000013

Trip	Begins On	Ends On	Location	Ctr
0270000035	11/16/2013	11/20/2013	Los Angeles	US
0270000034	11/11/2013	11/15/2013	Los Angeles	US

2 Entries found

10. The trip number will be populated. Check the Send Email box and type the e-mail address of the traveler (recipient). Click the  icon to execute.






















Welcome Test RT106 [Help](#) [SAP Store](#) [Log off](#) 

Home Travel



Process Transactions

History Back Forward

**Trip Report Form for Employee**

**Trip Report Form for Employee**

Personnel number

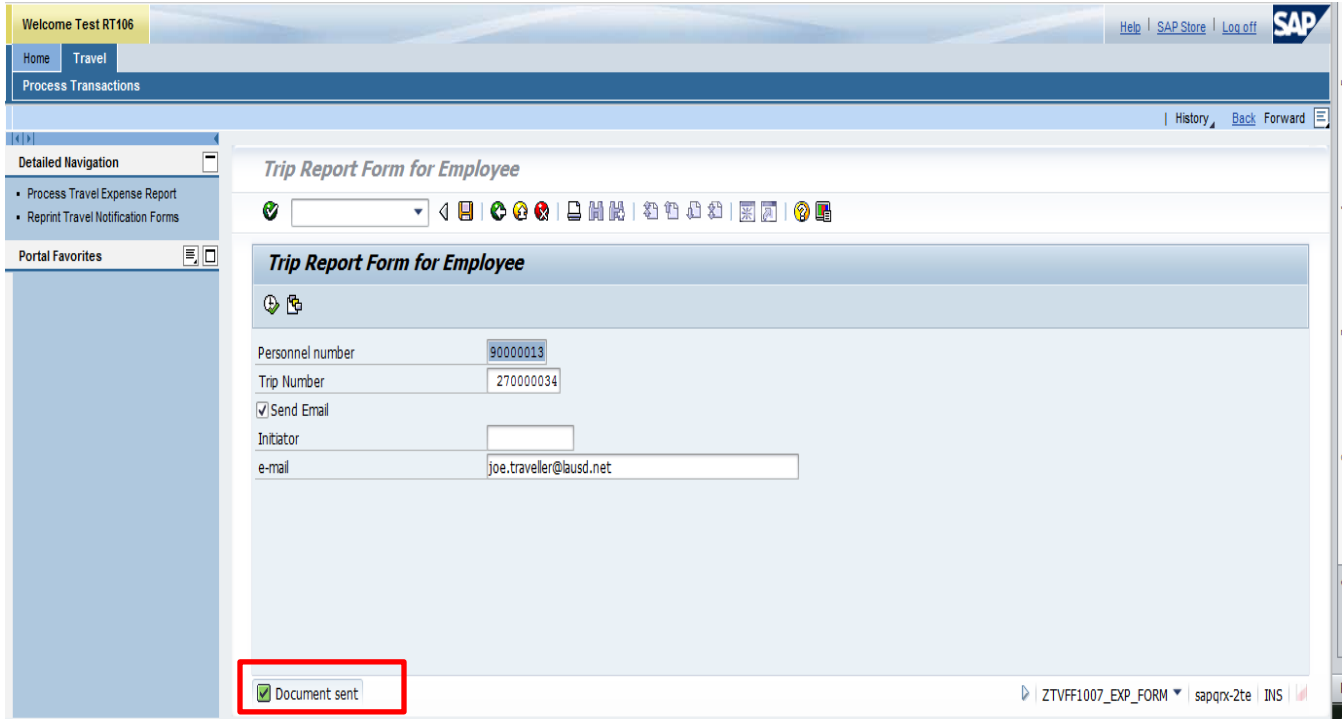
Trip Number

☒ Send Email

Initiator

e-mail

11. Congratulations, you have successfully reprinted (resent) a travel trip notification.

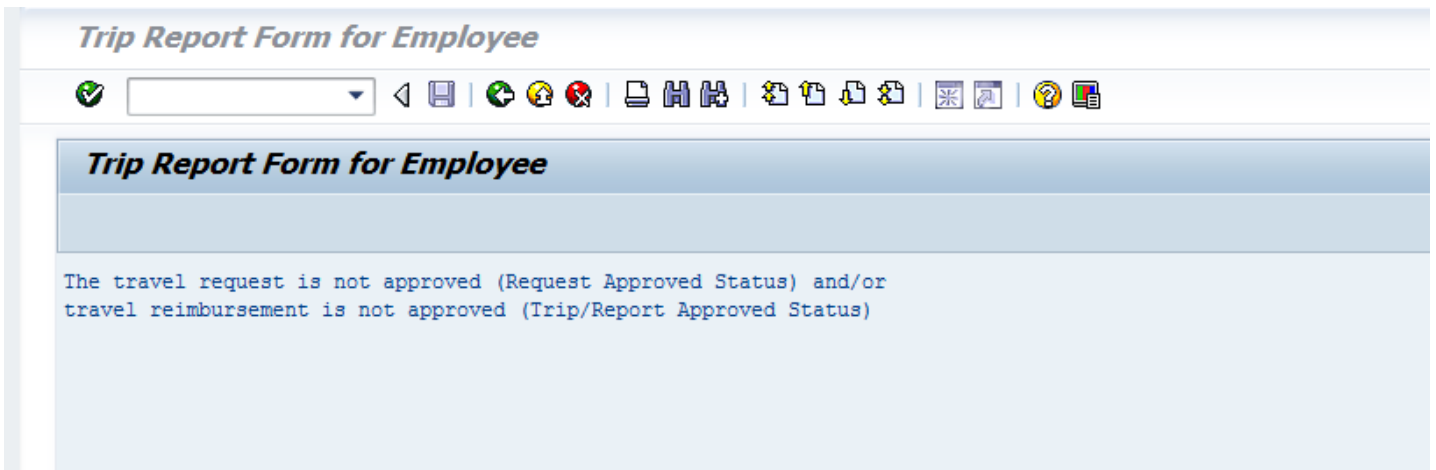


The screenshot shows the SAP 'Trip Report Form for Employee' interface. The form contains the following fields:

- Personnel number: 90000013
- Trip Number: 270000034
- ☒ Send Email
- Initiator: [empty field]
- e-mail: joe.traveller@lausd.net

At the bottom left, a green checkmark icon and the text 'Document sent' are highlighted with a red rectangle, indicating a successful resend operation. The top navigation bar includes 'Home', 'Travel', and 'Process Transactions'. The left sidebar shows 'Detailed Navigation' with options for 'Process Travel Expense Report' and 'Reprint Travel Notification Forms'.

Only approved travel requests and approved travel reimbursements can be printed (resent). Should you try to reprint a travel trip/travel reimbursement that is not approved the following error message will appear:



The screenshot shows the same SAP 'Trip Report Form for Employee' interface, but with an error message displayed at the bottom:

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

The error message is displayed in a blue font on a light blue background. The rest of the form and navigation elements are identical to the previous screenshot.