

The travel request site serves as the mechanism to gather information about travel arrangements for a professional development opportunity, an APHL event, to provide the information about the travel request to our travel agency, to serve as a mechanism to track proper approvals for travel related expenses, and serve as the one source of documentation for all APHL related travel. Your adherence to this process is crucial to help ensure APHL is collecting the proper documentation needed for travel related expenses. The travel request site is only to be used for flights for approved opportunities. If the flight you book for an approved opportunity involves personal travel, then you will pay out of pocket for the personal portion and will not be reimbursed. You will need to notify the travel agent of your personal travel by detailing the information in the Traveler Comments box of your flight request. The travel agent will then work with you via phone and/or email to obtain your payment for the personal portion of the trip.

Below are details on the process as they relate to the specific roles in the system, such as the traveler, as well as an explanation of the entire process. Please be sure to follow the process as it is intended as many of the steps are dependent on other actions and failure to comply could result in the process not flowing through the proper channels and travel not being booked properly or at all.

Overview of the Travel Request Process

The travel request process begins with the traveler. The traveler will initiate the request form, entering details about the travel requested, such as the type of travel, dates, location, purpose, expense and program codes and names of those approving the travel. Once submitted, the information is transferred to the travel agency where they will draft a proposed itinerary for the traveler's review. If the traveler accepts the proposed itinerary, the information is then routed to the traveler's APHL Supervisor/Contact to review and approve. Once approvals are received, the travel agency is notified and will issue the ticket. The traveler is then notified that the ticket has been issued. **It should be noted that the travel agency only has 24 hours from the time the proposed itinerary is created to issue the ticket, this means reviews and approvals need to happen in a timely fashion. **PLEASE NOTE: booking a first class ticket is not permitted.**

Travel Request Process Roles

Outlined below are the directions that are important to your role as the traveler. Please read the directions thoroughly from start to finish and submit any requested forms. **Please make sure the flight is the one you want, as once the plane ticket is booked, NO changes can be made as tickets are NON-REFUNDABLE.**

If you have any questions about booking your travel through the APHL Travel Site, please contact the APHL Fellowship Team at fellowships@aphl.org.

The Traveler

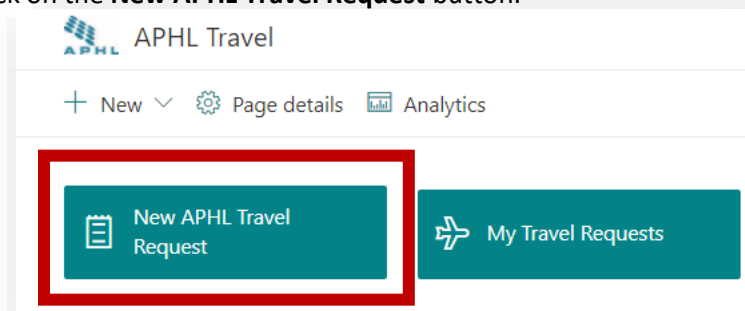
The traveler is the person that will initiate the entire travel approval process. By submitting details about the travel requested, the travel request process will: begin the process flow, route information to the appropriate people, and send notices of information needed as well as status updates.

Before submitting the request, there are a few things to complete to aid in your request.

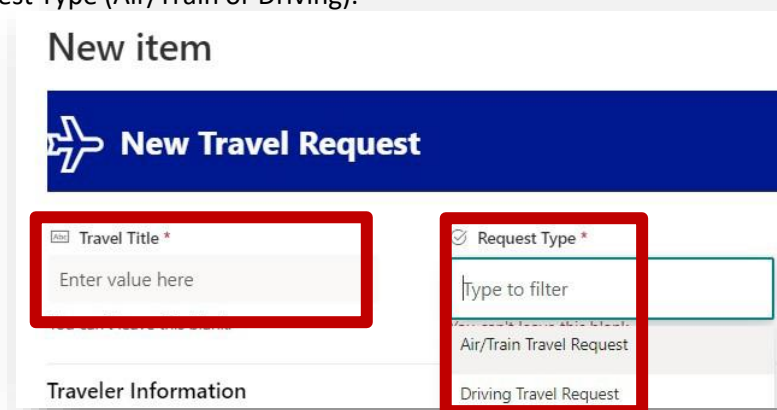
1. Complete the [Global Travel Associate traveler profile](#). This is information needed by the travel agency to properly book your travel. You only need to complete this profile once; the travel agency will keep this information on file for any future travel requests. Here are helpful [instructions](#) on how to complete the traveler profile.
2. Gather the required information for the travel approval request.
 - a. Departure/Arrival Airport or Locations Driving To/From depending on type of request
 - b. Departure/Return Dates
 - c. Travel purpose
 - d. Travel Expense Code - *obtained from the APHL Fellowship and Internship Team*
 - e. Program Number - *obtained from the APHL Fellowship and Internship Team*
 - f. APHL Staff Contact or APHL Supervisor - *obtained from the APHL Fellowship and Internship Team*
 - g. If this is a driving request – provide documentation of the cost of airfare vs driving

To submit your request.

1. Go to the [Travel Site](#). If prompted to log in, use the same credentials as those to log in to other fellowship program related platforms.
2. Click on the **New APHL Travel Request** button.



3. Under Travel Title, enter a specific title that represents the reason you are traveling and select the appropriate Request Type (Air/Train or Driving).

A screenshot of the 'New item' form for a 'New Travel Request'. The form has a blue header with a white airplane icon and the text 'New Travel Request'. Below the header, there are two input fields: 'Travel Title *' and 'Request Type *'. The 'Travel Title *' field is highlighted with a red rectangular box. The 'Request Type *' field is also highlighted with a red rectangular box, and it shows a dropdown menu with three options: 'Air/Train Travel Request', 'Driving Travel Request', and 'Other Travel Request'. Below these fields, there's a section labeled 'Traveler Information'.

4. **Traveler Information:** enter the requested information for all four required fields.

Traveler Information

Traveler Full Name * Enter value here Enter your full legal name	Traveler Email Address * Enter value here The same email as your login	Traveler Date of Birth * Enter value here	Traveler Cell Phone Number * Enter value here
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5. **Approvers Information:** this content varies per fellow, so please obtain this information from the Fellowship Team before trying to book your flight. Answer both questions.

Approvers Information

Supervisor/APHL Contact * Enter a name or email address	☒ Is the supervisor/APHL contact the same as the program number approver?
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6. **Booking Information:** (**ONLY** fill in information for the fields shown below. Leave other fields blank.)

- Departure Date** - accurately fill this in
- Return Date** - accurately fill this in
- Travel Purpose** - briefly describe the specific reason you are traveling
- Traveler Comments** - please complete this box with as many specific details as possible (i.e. *approximately what time you need your departure/return to be, what seat choice you prefer, etc.*). If you know the exact flight(s) you want to be on, include that in this comments box (i.e. *"I would like to depart on United Airlines flight UA757 and return on United Airlines flight UA250"*)
 - If you are booking your flight as part of an approved professional development opportunity, the APHL Fellowship Team will let you know if your professional development balance is low so you can list the balance in the traveler comments box to inform the travel agent that your flight cost needs to be under a certain price
 - This is also where you will provide information if your flight involves personal travel
- Rental car option** - leave this blank, or select **no**

Booking Information			
Departure Date * Enter a date If yes, Supervisor approval is required	Return Date * Enter a date	Travel Purpose Enter value here Provide details about the travel as much as possible	Traveler Comments Enter value here Any comments or notes regarding travel you would like to provide
☒ Will you need a rental car for this trip? 			

7. **Billing Information:** (**ONLY** fill in information for the fields shown below. Leave other fields blank.)

- Program Number:** this content varies per fellow, so please obtain this information from the Fellowship Team before trying to book your flight
- Allocation Percentage:** either leave this blank, or enter 100
- Travel Code:** Select 53170 - Fellow Travel

Billing Information

Program Number * Enter value here Format should be 000-000-00	Allocation Percentage Enter value here If multiple program numbers are used, provide allocation percentage	☒ Travel Code *
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8. **Status:** When you initiate a new booking, the status will auto-populate as “New Travel Request” so leave the status as is at this step.

Status

✓ Status *

New Travel Request

9. **Save:** Click the Save button at the top of the form to submit your request.



Travel Agency Review the request as much as possible

Any comments would like

✓ Will you need a rental car for this trip?

—

If yes, Supervisor approval is required

Billing Information

Abcd Program Number *

Enter value here

Format should be 000-000-00

Abcd Allocation Percentage

Enter value here

If multiple program numbers are used, provide allocation percentage

✓ Travel Code *

—

Status

✓ Status *

New Travel Request

10. When you click **Save** you will receive a confirmation email similar to the one below. The travel agency will be notified of your request and will begin to prepare a proposed itinerary for you.

Your travel request has been submitted. APHL Job x



sp, Admin <admin.sp@aphl.org>
to me ▾

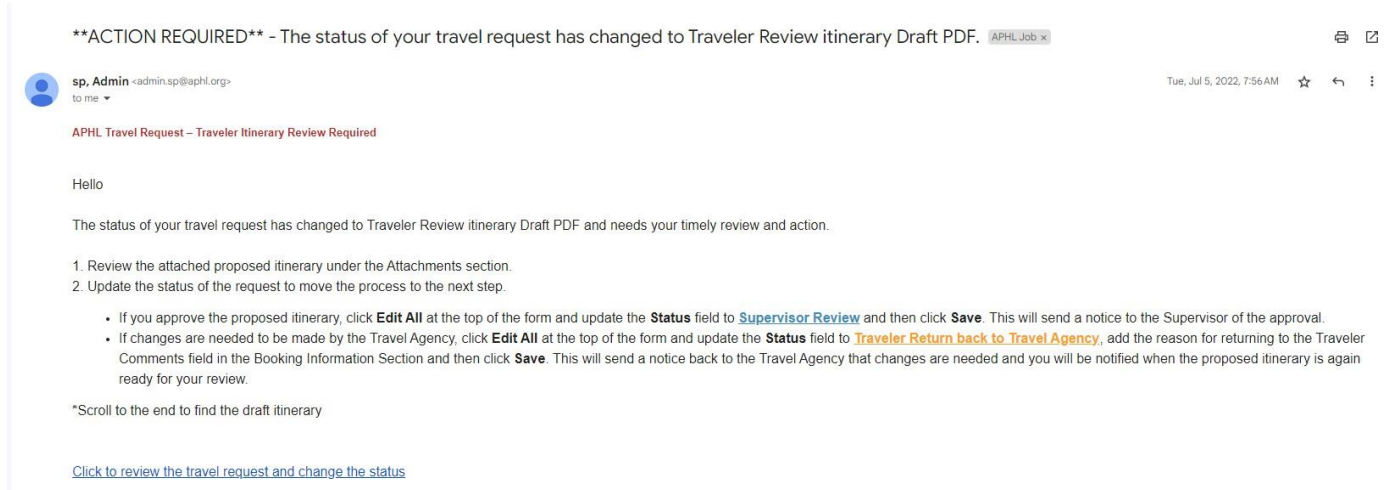
APHL Travel Request

Hello [REDACTED]

Your travel request has been submitted with the status Travel Agency Review.

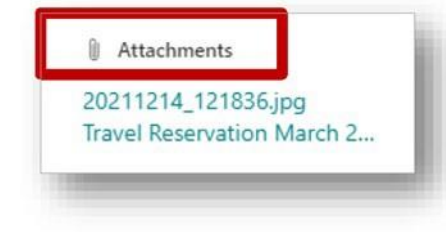
[Click to review the travel request](#)

11. Once the travel agency has a proposed itinerary, you will be notified by email as shown below. Follow the steps in the email. ****It should be noted that the travel agency only has 24 hours from the time the proposed itinerary is created to issue the ticket.** Thus, reviews and approvals need to happen in a timely fashion.

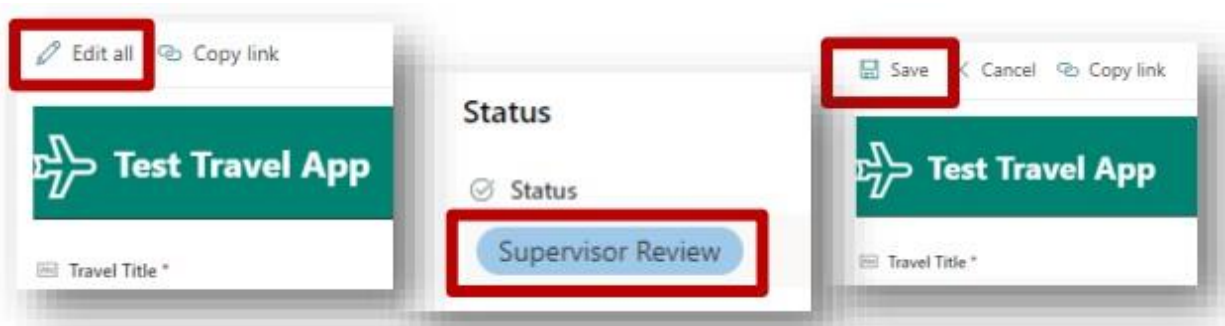


12. Following the steps outlined in the email above

- a. Review the attached proposed itinerary under the Attachments section – from the email, click on the blue link that says “*Click to review the travel request and change the status.*” This will bring you back to your preexisting travel request. Navigate to the bottom of the request where you will find the **Attachments** section. Review the proposed itinerary that is in the Attachments section.



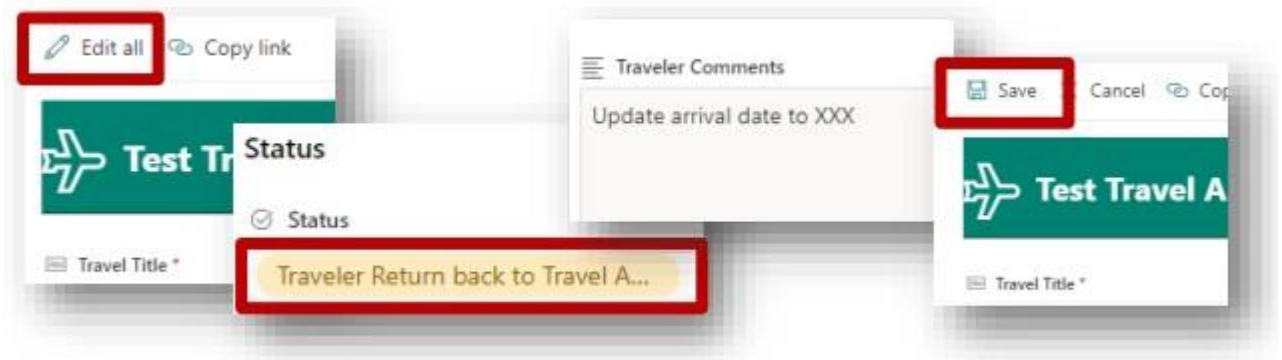
- b. Update the status of the request to move the process to the next step – if you **approve** the itinerary, click **Edit All** at the top of the form. Then, navigate to the **Status** section and update the status to **Supervisor Review**. Then, click **Save** at the top of the form. These steps are shown below.



c. If changes to the itinerary **are** needed, update the status of the request to move the process to the next step.

- i. Click **Edit All** at the top of the form. Then, navigate to the **Status** section and update the status to **Traveler Return back to Travel Agency**
- ii. In the **Traveler Comments Box** in the **Booking Information Section** **BE SURE** to indicate the **EXACT** changes that are needed.
- iii. Then, click **Save** at the top of the form. These steps are shown below.

****If changes are needed, **DO NOT** submit a brand-new request in the system, please instead modify the preexisting request as outlined here.**



Continued from 12.c. - After clicking **Save**, a notice will be sent to the travel agency that changes are needed and you will be notified via email when the updated proposed itinerary is ready for your review. Follow the steps starting at 12.a. to review your updated itinerary, update the status, and move the process to the next step.

If the travel agency needs additional information from you, you will be notified via email. Click the link in the email to navigate to your preexisting travel request and you'll notice the **Status** will have been changed to **Travel Agency Return to Traveler for Edit**. In the **For Travel Agency Only** section you will see the **Travel Agency Comments** box, as shown below, which contains the information that is being requested from you.

For Travel Agency Only

Travel Agency Comments

Enter value here

Click **Edit All** at the top of the form, and then provide the requested information, and then change the **Status** back to **Traveler Return back to Travel Agency** and click **Save** at the top of the form as shown in 12.c.

Once the travel agency updates the information, and proposes an itinerary, you will be notified via email that the proposed itinerary is ready for your review. Follow the steps starting at 12.a. to review your itinerary, update the status, and move the process to the next step.

13. Once you have updated the status to **Supervisor Review** and clicked **Save** at the top of the form, you will wait for an email notification indicating that the supervisor either approves or requires additional information.
- If the supervisor approves, you will receive an email notification. Plus, the system will notify the travel agency of the approval and the process of issuing the ticket will begin. You will receive the email notification below indicating the ticket has been issued and you can find the ticket in the Attachments section of your travel request.
 - If additional information is required, you will provide the information and move the process forward as shown previously.

Your travel request has been approved. APHL Job x

 **sp, Admin** <admin.sp@aphl.org>
to me ▾

APHL Travel Request

Hello

Your travel request has been approved.

[Click to review the travel request](#)

Your travel request status has changed to Ticket issued. APHL Job x

 **sp, Admin** <admin.sp@aphl.org>
to me ▾

APHL Travel Request

Hello

Your travel request status has changed to Ticket issued.

[Click to review the travel request](#)

 **Attachments**

[eInvoice, November 14 for...](#)
[Electronic ticket receipt, N...](#)
[Travel Reservation to WAS...](#)

14. If you need to make changes to a ticket that has already been issued, please **DO NOT** submit a brand-new request to the system. Instead, please reach out to the APHL Fellowship Team and the team will provide you details on how to modify your issued ticket.