

Travel Arranger

-step by step-

- Allows Arranger to add and remove travelers
- Authority can be delegated to prepare TA and TR documents
- Travelers can be assigned or removed by Arranger
- Located on Main Menu
 - Transactions
 - Travel => Travel Arranger

Message Of The Day

This is the Qual1 Environment _____ *** Cloned from Prod on 01/1

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

Travel

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)



Travel Arranger

-step by step-

- **Document Overview**
- Information in the Description and Explanation Field should be entered.
- **Traveler Section**
- Magnifying glass can be used for traveler lookup.
 - This will redirect to the TEM Profile screen and will import all necessary traveler information.
- **Edit Request**
- By checking applicable boxes, authority can be delegated to Arranger to:
 - Resign as arranger for traveler
 - Request to become arranger for TA, TR documents or both by selecting Primary Arranger box

▼ hide

Document Overview

* Description:

Organization Document Number:

▼ hide

Traveler Section

Traveler

Traveler Lookup:

▼ hide

Edit Request

Notification to resign from arranger:

Request to become an arranger:

Please delegate authority to initiate the travel authorization for your trip.

Please delegate authority to initiate the travel Reimbursement, Entertainment and Relocation documents for your trip.

Primary Arranger

▶ show

Ad Hoc Recipients

▶ show

Route Log