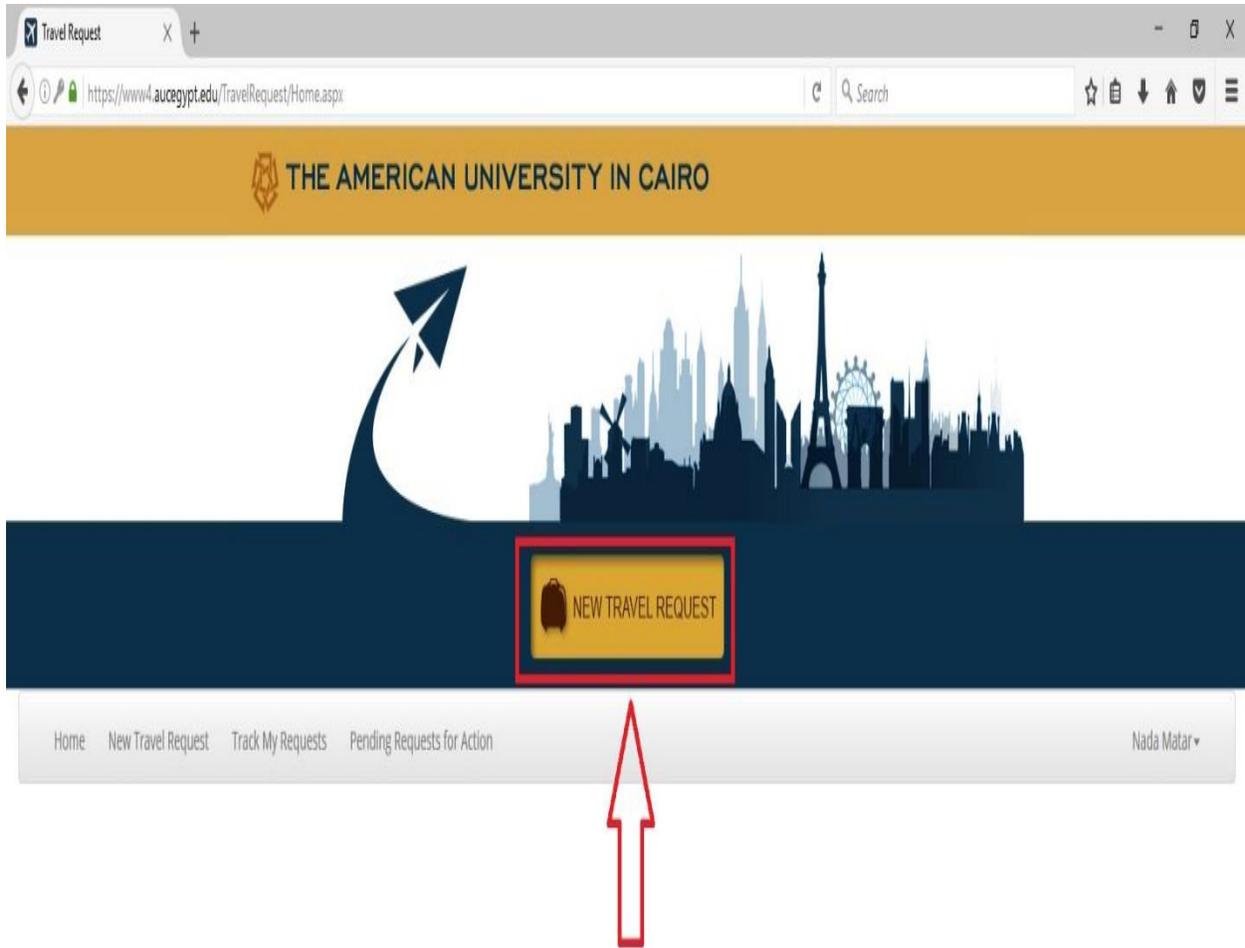


User Name: @aucegypt.edu

Password:

- **First step** is to visit this link to start the new request or track your previous request:
www4.aucegypt.edu/travelrequest
User name and passwords are the same as your AUC e-mail. Then click log in.



- **To start a new request** click on “New Travel request” button shown above.

Passenger Profile

Email: nada_matar @aucegypt.edu

Name **AS IN PASSPORT:** *

Title (Mr / Ms / Dr.) First Name Family Name

Passport No.: *

Nationality: * Egyptian Non-Egyptian Non-Egyptian with Residency

Date of birth: *

Original Home Destination:

Home Phone:

Mobile: *

Extension: *

Passport Copy: * No file selected.

Extra Services:

Seat Assignment: Window Aisle No Preference

Frequent Flyer Number:

Meal Preference: Child Infant Muslim Sea Food Vegetarian No Preference

Other Service Request:

Department: *

Enter one or more auc usernames comma separated

Delegates:

- **Passenger Profile:**
- You are kindly requested to fill your profile only once, which will be the first time you will use this system.
- All fields that has an asterisks (*) are mandatory.
- You will also need to attach a copy of your passport.
- Then click save.

This profile information will be saved for every time you send a request to the Travel Office.

Note:

- Make sure that all information and spelling are correct to avoid any problems.
- You can change information of the profile at any later time.

To Add Delegate to complete your request on your behalf at any stage:

The screenshot shows the 'Passenger Profile' section of the American University in Cairo's travel request system. The user's name is Vivian Mitry, and their email is viva@aucegypt.edu. The profile includes fields for Name (AS IN PASSPORT), Passport No., Nationality (Egyptian), and Date of birth (24/2/1984). The Nationality field is set to 'Egyptian'.

- Go to your name on the right hand side
- Select My Profile

The screenshot shows the 'Add Delegate' form. The 'Department' field is set to 'Travel Office'. The 'Delegates' field is empty, with a placeholder text 'Enter one or more auc usernames comma separated'. A 'Check' button is located below the 'Delegates' field, and a 'Save' button is at the bottom left.

- Then write the username of the person that you want to delegate the requests to
- Click check
- Then click save
- You can have this delegation saved to your profile so that the delegated person can access your request to finalize it.
- You can add this delegate at any time in the middle of your request by the same way.
- You can remove this person from your profile using the same method.

Travel Request Form

Request Information

Request Title*

Request Type* Business Personal

Is External Grant/Gift?* Yes No

Purpose* Home Leave 1st Arrival Final Departure Other

Passenger* Self On Behalf of Others

Requester/Passenger Information

Companions

Requested Services

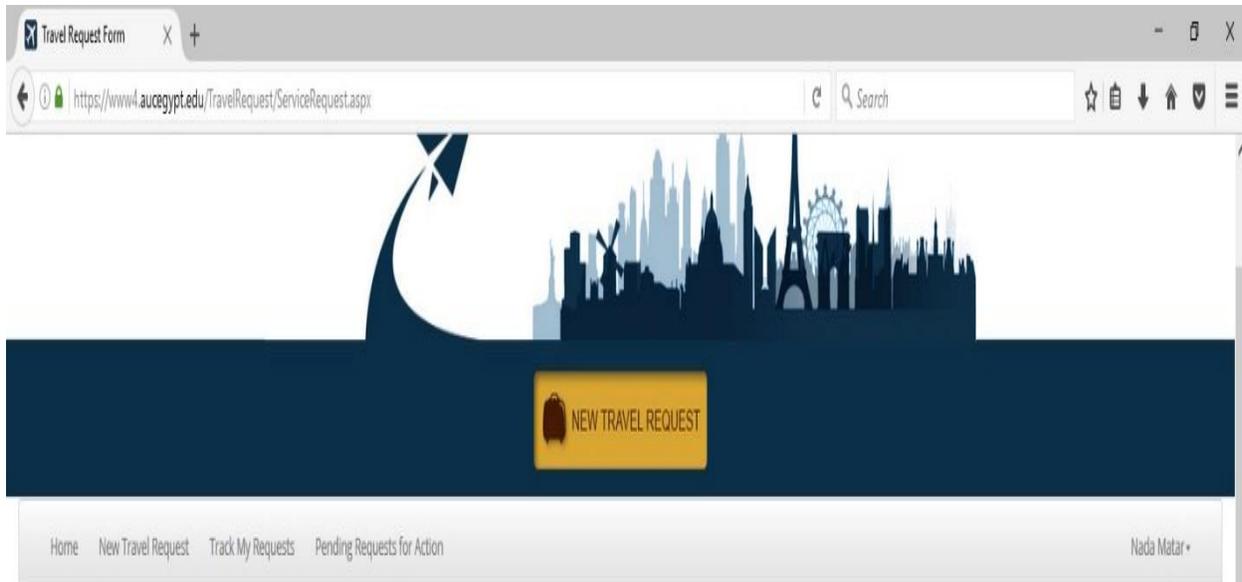
Messages (This section is for communication between requester and travel office)

Message

Add Attachment(s)

I confirm that the names, dates of birth and passport numbers are my responsibility, and that any changes needed after issuing the ticket will cost the passenger extra money.

- **To start a new request** please fill all the following fields:
 - **Request title**
 - **Request type:** Business or personal
 - **Grant or not grant**
 - **Purpose of the trip:** in case of home leave, original home leave destination must be mentioned.
 - **Passenger:** In case you will fill your own request please click on “self”. In case you will fill it for another person, please click on “On behalf of others”.
- Note:** To fill the request for another one, his/her profile has to be filled in advance. Then you need to write his/her AUC e-mail username to retrieve his/her saved information and profile as shown in the below picture.



Travel Request Form

Request Information

Requester: nada_matar

Request Title*

Request Type* Business Personal

Is External Grant/Gift?* Yes No

Purpose* Home Leave 1st Arrival Final Departure Other

Passenger:* Self On Behalf of Others

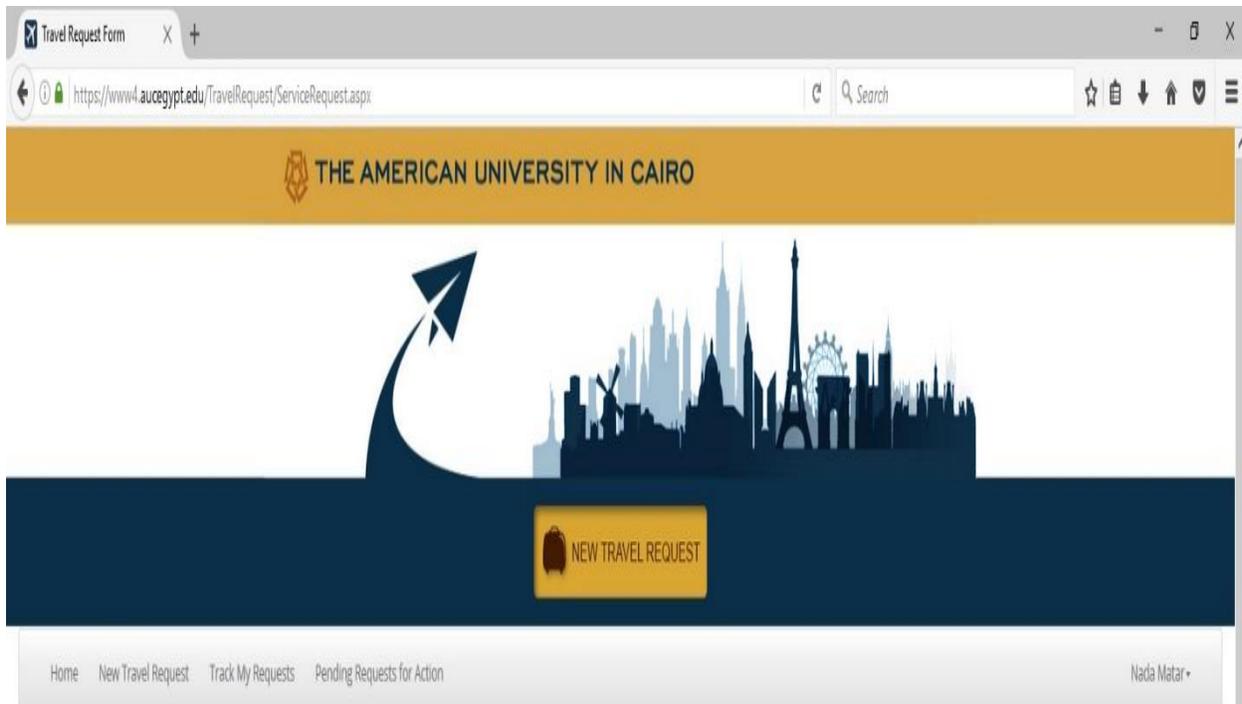
Requester/Passenger Information

Search for Passenger by AUC User Name: **Passenger Not Found?** To make changes in another passengre's profile, they must log in themselves and edit their own information.

Companions

Requested Services

- **To add companion:** click on “Add Companion” button.



Travel Request Form

Request Information

Requester/Passenger Information

Companions

Name **AS IN PASSPORT:** * First Name: Family Name:

Birth Date: * Birth Date:

Passport No.: *

Nationality: * Egyptian Non-Egyptian Non-Egyptian with Residency

Passport Copy: * No file selected.

Travel Date: Return Date:

- Then you will need to enter the details of each companion and click **“Save companion”** to have his/her information saved for this request **only**. You may also click cancel if you decided not to accompany him/her. **Note:** Fields with an asterisks (*) are mandatory.

Travel Request Form X +

https://www1.aucegypt.edu/TravelRequest/ServiceRequest.aspx

THE AMERICAN UNIVERSITY IN CAIRO



NEW TRAVEL REQUEST

Home New Travel Request Track My Requests Pending Requests for Action Nada Matar

Travel Request Form

Request Information	▼
Requester/Passenger Information	▼
Companions	▼
Requested Services	▲

Please select the needed services

Flights

Nile Cruise Arrangement

Hotel Reservations

Car & Bus Reservations

Messages (This section is for communication between requester and travel office)

- **Then you need to choose the requested service.**

Travel Request Form

Request Information
Requester/Passenger Information
Companions
Requested Services

Please select the needed services

Flights

New Flight:

From* City: Cairo Country: Egypt

To* City: New York Country: United States

Departure Date:* 1/4/2017 Return Date:* 16/4/2017

Preferred Carrier: EGYPTAIR

Save Flight Cancel

Nile Cruise Arrangement

Hotel Reservations

Car & Bus Reservations

Messages (This section is for communication between requester and travel office)

Messages

https://www4.aucegypt.edu/TravelRequest/ServiceRequest.aspx#

- **In case of flight request:**
 - Click on flight
 - Enter the departure and arrival dates and destination
 - Click **“Save Flight”**

Requested Services

Please select the needed services

Flights

Delete	Departure Date	Arrival Date	From	To	Preferred Carrier
Delete	22 February 2017	16 March 2017	Cairo/Egypt	Budapest/Hungary	The cheapest

[Add Flight](#)

Nile Cruise Arrangement

Hotel Reservations

Car & Bus Reservations

Messages (This section is for communication between requester and travel office)

Message

Add Attachment(s)

I confirm that the names, dates of birth and passport numbers are my responsibility, and that any changes needed after issuing the ticket will cost the passenger extra money.

- **To Enter another flight** click **“Add Flight”** then enter the new flights then click **“Save Flight”**
You can also cancel the flights that you saved by clicking on **“Delete”**.

Travel Request Form

Request Information

Requester/Passenger Information

Companions

Requested Services

Please select the needed services

Flights

Nile Cruise Arrangement

Trip: * Luxor to Aswan

From Date: * 15/1/2017 To Date: * 18/1/2017

Rooms Needed: *

Number of single rooms:

Number of double rooms:

Number of triple rooms:

Hotel Reservations

Car & Bus Reservations

Messages (This section is for communication between requester and travel office)

Message

- **If your request is for Nile Cruise**, please click on “ **Nile Cruise**” to open its area
Then fill all the needed information about your trip.

Travel Request Form

Request Information
Requester/Passenger Information
Companions
Requested Services

Please select the needed services

Flights

Nile Cruise Arrangement

Hotel Reservations

* Cairo Other

Hotel(s) to check: Sheraton

City/Country:* Hurghada

Check-in:* 20/2/2017

Check-out* 23/2/2017

Rooms Needed:*

Number of single rooms: 1

Number of double rooms:

Number of triple rooms:

Number of family rooms:

* Bed and Breakfast Half Board Full Board All Inclusive

Car & Bus Reservations

<https://www4.aucegypt.edu/TravelRequest/ServiceRequest.aspx#>

- **If your request is for hotel inside Egypt click on “Hotel Reservation” to open its area. Then you will need to fill the needed information.**

Travel Request Form

https://www1.aucegypt.edu/TravelRequest/ServiceRequest.aspx

Request Information

Requester/Passenger Information

Companions

Requested Services

Please select the needed services

Flights

Nile Cruise Arrangement

Hotel Reservations

Car & Bus Reservations

* Car Coaster Big Bus

* One Way Two Ways

Going:

Pick-Up Point:*

Drop-Off Point:*

Pick-Up Time:* Pick-Up Date:*

Returning:

Pick-Up Point:*

Drop-Off Point:*

Pick-Up Time:* Pick-Up Date:*

Additional Information:

Message (This section is for communication between requester and travel office)

- **If your request is for Car or bus** click on **“Car and Bus Reservations”** to fill all the needed data. All field with (*) are mandatory.
Note: This is in case the carpool office cannot fulfil your request.

Travel Request Form

Request Information

Requester/Passenger Information

Companions

Requested Services

Messages (This section is for communication between requester and travel office)

Message

Please get me direct flights only

Add Attachment(s)

Revision sheet 1 - year 1.pdf Select x Remove

Add Delete

I confirm that the names, dates of birth and passport numbers are my responsibility, and that any changes needed after issuing the ticket will cost the passenger extra money.

Submit Request

- You can write anything that you need to mention in your request in the **“Message”** field.
- This field will act the same as an e-mail messages between you and the Travel Office to send/receive anything concerning this request.
- You can also attach more than one document by clicking on **“Add”** and you can also remove it as well.

To submit your request: you need to confirm that all the mentioned information are correct.

Then click **“Submit request”**.

Travel Request Confirmati... X +

https://www1.aucegypt.edu/TravelRequest/Confirmation.aspx?action=RequestCreated&RequestID=187

THE AMERICAN UNIVERSITY IN CAIRO

NEW TRAVEL REQUEST

Home New Travel Request Track My Requests Pending Requests for Action Nada Matar

Request Submitted

Thank you for submitting the request, your request number is: 187

- Once you submitted your request you will get a message that your request has been submitted with a serial number to be able to track it with.

My Submitted Requests

Request Number	Request Title	Request Status	Travel Officer	Request Date	Pending On	View Request
187	Test	Pending on Travel Office	Vivian Mitry	January 15, 2017	Admin (Role)	View Request

- **Track My Requests tab** will have all your requests each one with its status.
 - You can open the request and view it at any time.
 - You can check its status.
 - You can open it and send message to the Travel Office at any time even if the action is not pending on you.

Pending Requests

Home New Travel Request Track My Requests **Pending Requests for Action** Nada Matar

Pending Requests

Request Number	Requester	Passenger	Request Title	Request Status	Request Date	Travel Office Personal	View Request
187	Nada Matar	Nada Matar	Test	Pending on Requester	15 January, 2017 01:32	Vivian Mitry	View Request

- **In case the action is pending on you:**
 - You will find the request under **“Pending Requests for Action”** tab. Click on it.
 - Click on **“View Request”** to open the request and take the necessary action,

Travel Request Form

Request Information

Requester/Passenger information

Requested Services

Messages (This section is for communication between requester and travel office)

Previous Messages

From	Date	Message	Attachments
Nada Matar as Requester	15 January 2017 01:17	Please get me direct flights only	
Yvian Mtry as Travel Office	15 January 2017 01:32	Check attached	ain7.jpg <--- Latest Message

Message

Add Attachment(s)

Accept Travel Office Input Return to Travel Office for Modifications Send Message

- Once you opened the request you will find:
 - The offer of the Travel Office mentioned in the message field.
 - The attachments that they provided if there is any.
 - You will know who is handling your request.
 - The latest message will be highlighted with a different color.

If you want any modifications in the offer they provided, please write whatever you want in the **message field** and click **“Return to Travel Office for Modification”**.

Note:

- This step can be repeated as many times as you need until you are fine with the provided offer.
- You can still send message even after accepting or returning the offer by writing it in the message field and click **“Send Message”** button. However this will not change the status of the request. If it is pending on you it will stay pending on you till you accept or return the offer. If it is pending on the Travel Office it will remain the same till they send you another offer.

For Personal requests:

- Once you confirm the Travel Office input, you just need to attach the form of payment and click **“Accept Travel Office input”** then you will receive your final confirmation from the Travel Office. Or you may receive a message in case there is any change happened and you can still reply to the message.

Travel Request Form X +

https://www1.aucegypt.edu/TravelRequest/ServiceRequest.aspx?RequestID=188&TaskID=67&WorkflowInstanceID=167

NEW TRAVEL REQUEST

Home New Travel Request Track My Requests Pending Requests for Action Nada Matar

Travel Request Form

- Request Information
- Requester/Passenger Information
- Requested Services
- Travel Authorization Form**
- Messages (This section is for communication between requester and travel office)

Previous Messages

From	Date	Message	Attachments	
Vivian Mtry as Travel Office	15 January 2017 01:36	Please find attached recommended tickets	AAIR_Enrollement.docx	<--- Latest Message

Message

Add Attachment(s)

Please click on "Travel Authorization Form" tab and fill it to proceed with the request

- **For Business Requests:**

- You will need to click on the **“Travel Authorization”** tab highlighted above to open the Travel Authorization form and fill it **BEFORE** you click on **“Accept Travel Office Input”** button.

Welcome X Travel Request Form X +

https://www1.aucegypt.edu/TravelRequest/ServiceRequest.aspx?RequestID=188&WorkflowInstanceID=167

Travel Request Form

Request Information

Requester/Passenger Information

Requested Services

Travel Authorization Form

Personal Budget

Personnel Number:* Trip Number:*

Purpose of Trip:*

<input type="checkbox"/> Board Meeting	<input type="checkbox"/> Workshop / Seminar	<input type="checkbox"/> End of Service
<input type="checkbox"/> Staff Recruitment	<input type="checkbox"/> Conference	<input type="checkbox"/> Sabbatical
<input type="checkbox"/> Business Development	<input type="checkbox"/> Home Leave	<input type="checkbox"/> Other

Justification for Trip:*

Fare Type: Business Economy

Business Budget*

Add Expenses

Total estimated cost is subject to +/- 10%

Amount of fare difference to be charged to employee (if any): EGP v

Request Approvals

Please enter area head email for approval * @aucegypt.edu

Please enter PI email for approval * @aucegypt.edu

Messages (This section is for communication between requester and travel office)

- Once you opened the Travel Authorization form you will need to fill all the needed mandatory fields.
 - Click on **“Add Expense”** to enter all the needed data.

Requested Services

Travel Authorization Form

Personal Budget

Personnel Number:* Trip Number:*

Purpose of Trip:*

Board Meeting Workshop / Seminar End of Service

Staff Recruitment Conference Sabbatical

Business Development Home Leave Other

Justification for Trip:*

Fare Type: Business Economy

Business Budget*

Expense Type:*

Fund:*

WBS:*

Cost Center: Must be 5 digits

GL:*

Amount:* EGP

Save Expense Cancel

Total estimated cost is subject to +/- 10%

Amount of fare difference to be charged to employee (if any): EGP

Request Approvals

Please enter area head email for approval * @aucegypt.edu

Please enter PI email for approval * @aucegypt.edu

Messages (This section is for communication between requester and travel office)

- After adding the expenses click on **“Save Expense”** you can add another expense by the same way.
 - Then you will need to enter the email of the authorized person to confirm the request in the field of **“Request Approvals”**. He/she will receive an email to notify him/her that there is a pending case to be approved.
 - Grant cases will need the approval of the area Head and the PI in the same way. Then it will be automatically sent to the Grant’s Office to be approved.
 - Then click on **“Accept Travel Office”**. The request will automatically go to the authorized person to approve (the one that you wrote his/her email) then he/she will click **approved**.

Request Approvals

Please enter PI email for approval * @aucegypt.edu

Previous Approvals

No previous approvals on the travel authorization form has been added.

Messages (This section is for communication between requester and travel office)

Previous Messages

From	Date	Message	Attachments	
Vivian Mitry as Requester	16 January 2017 01:16	hellos	imagesCAGTJLN5.jpg	
Vivian Mitry as Travel Office	16 January 2017 01:18	here you go	46.jpg	<--- Latest Message

Approve Request Reject

Travel Office Notes

offer sent

Save Notes

- The approver will see the above screen with all the information to approve or reject the request. He/she will be notified by e-mail that there is a pending case for his/her approval.

Request Approvals

Please enter area head email for approval * @aucegypt.edu

Please enter PI email for approval * @aucegypt.edu

Previous Approvals

Full Name	User Name	Role	Decision	Date
Anis Metry	anis.zakaria	Area Head	Approved	16 January 2017
Aya Saad	aya_saad	PI	Approved	16 January 2017
Amira Gaber	amira_hg	Grants Office	Approved	16 January 2017

Request Completion Section

Request official documents

Request Documents

Messages (This section is for communication between requester and travel office)

Previous Messages

From	Date	Message	Attachments	
Vivian Mitry as Requester	16 January 2017 01:16	hellos	imagesCAGTJLN5.jpg	
Vivian Mitry as Travel Office	16 January 2017 01:18	here you go	46.jpg	<--- Latest Message

- Once the approvals are done the Travel Office will be notified and they will work on finalizing the request.



 NEW TRAVEL REQUEST

Home New Travel Request Track My Requests Pending Requests for Action

My Submitted Requests

Request Number	Request Title	Request Status	Travel Officer	Request Date	Pending On	View Request
188	Business Request	Pending on Requester	Vivian Mitry	January 15, 2017	Nada Matar (nada_matar)	View Request
187	Test	Completed	Vivian Mitry	January 15, 2017		View Request

- The last phase is when you receive the final reply from the Travel Office with the confirmation of your request.
 - You can still check your request from **“Track my Requests”** tab and its status will be **completed**.
 - You can also send messages to the travel office for any modification or cancellation from the same **Message tab** on the same request that you need to change.