How to Add a Student Traveler to a Department
Instructions for the Travel Coordinator to Add a Student Traveler

Introduction

Travel Coordinators are designated to add a student traveler to a department. The student should be assigned to the department or program for which they are majoring. For those with double majors, minors, undecided, etc., the student should be assigned to the department for which they will likely travel the most. The Business Travel Office asks that each student be assisted by either the department travel coordinator or a faculty mentor during the eform completion process. The Business Travel Office is always available to offer assistance and also has workstations available by appointment, to assist any and all faculty and students in creating travel forms.

Requesting Security Access

1. Go to the TU Financial Services website and click on the Forms Directory link (Fig 1, 1).
   Try the link here http://www.towson.edu/financialservices/forms.html
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2. **Open** the Tiger Travel Student Access Form (Fig 2, 2).

   **Figure 2**

   ![Business Travel Interactive Forms]

   - Travel Advance Request
   - Tiger Travel Mileage Log
   - Dept Cash Fund Replenish Instructions
   - Dept Cash Fund Replenishment Form
   - Travel Authorization Addendum
   - Tiger Travel Student Access Form
   - Travel Expense Voucher Instructions
   - Travel Expense Voucher - Jan 2014 (56 cents)
   - Travel Expense Voucher - Jan 2015 (57.5 cents)

3. **Complete the Tiger Travel Student Access Form** and send to Financial Services (Fig 3, 3). **Note:** The form should be completed on line and then printed for the travel coordinator to sign. A copy should be maintained in the department and the original sent to Financial Services.

   **Figure 3**

   ![Tiger Travel Security Form to add Student to PeopleSoft Financials]
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Adding the Student to a Home Department

The travel coordinator will receive an email message from Financial Services once the student has been given access to the Tiger Travel system. The student will still need to be added to the appropriate home department by the travel coordinator before eforms can be submitted to the workflow for approval. The home department should be either the student’s academic major department or the department for which the student will travel the most.

1. Click the Tiger Travel link on the My TU homepage (Fig 4, 4).

Figure 4

2. Enter your TU login information (Fig 5, 5).

Figure 5
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3. Click on the link to **Add a Student to Department** (Fig 6, 6).

Figure 6

![Travel Home Page](image)

4. Enter either the student’s name or Employee ID (Fig 7, 7) and **Click Search** (Fig 7, 8).

Figure 7

![Add Student Department](image)

5. Enter the 5 digit home department number (Fig 8, 9) and **Click Save** (Fig 8, 10).

Figure 8

![Add/Update Student Department](image)