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

Figure 1

About

> TU Home
> About
> Administration
> Administration & Finance Division
> Financial Services
> Accounts Payable
> Accounting Services
> Business Travel Office
> Dun & Bradstreet & ID#
> Forms Directory
> Pay and Payroll Systems
> Payments to Foreign Nationals
> PeopleSoft Financials
> Perkins Student Loans
> Procurement & Reconciliation System
> Student Financial Services
> Staff
> Contact Us

FINANCIAL SERVICES
BUSINESS TRAVEL OFFICE

Tiger Travel e-Forms Go Live March 9, 2015

Towson University’s Financial Services and Office of Technology Services are proud to announce the launch of the new Tiger Travel e-Form System.

Tiger Travel e-Forms transition Towson University from a paper based process to an online workflow that includes electronic forms and online routing for approvals. Travelers will be able to track how far along they are in each approval process.

Tiger Travel Tutorials

Our current business travel process as detailed through the links below will be updated as the new system is implemented.

Travel by university personnel must be in support of a specific program of instruction, research or public service. Travel regulations and reimbursement rates apply to all university travel regardless of source of funds.

- Travel Policy Purpose & Eligibility
- Obtaining Approval to Travel
- Payment Options
- Airfare & Lodging Expenses
- Meal Reimbursement
- Mileage Reimbursement
- Obtaining Expense Reimbursement
- Quick Reference Travel Process
- Quick Reference Misc. Expenses
- Travel Related Services
- Related Web Sites & Resources
- Cottam Club Corporate Travel Program

The Business Travel & Working Fund Service Center is located on the fourth floor of the Administration Building.

Financial Services Training Document
April 28, 2015
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2. **Open** the Tiger Travel Student Access Form (Fig 2, 2).

**Figure 2**

<table>
<thead>
<tr>
<th>Business Travel Interactive Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Advance Request</td>
</tr>
<tr>
<td>Travel Advance Instructions</td>
</tr>
<tr>
<td>Tiger Travel Mileage Log</td>
</tr>
<tr>
<td>Tiger Travel Student Access Form</td>
</tr>
<tr>
<td>Dept Cash Fund Replenish Instructions</td>
</tr>
<tr>
<td>Travel Expense Voucher Instructions</td>
</tr>
<tr>
<td>Dept Cash Fund Replenishment Form</td>
</tr>
<tr>
<td>Travel Expense Voucher - Jan 2014 (56 cents)</td>
</tr>
<tr>
<td>Travel Authorization Addendum</td>
</tr>
<tr>
<td>Travel Expense Voucher - Jan 2015 (57.5 cents)</td>
</tr>
</tbody>
</table>

3. Complete the **Tiger Travel Student Access Form** and send to Financial Services (Fig 3, 3). **Note:** The form should be completed online 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

**User ID Security Form** to be completed by Department Travel Coordinator

**Request Date**

**Send Completed form to Ella Watts, Financial Services, Administration Building, 4th Floor**

**User Information**

**Login ID:** Add PeopleSoft Financials Access Requested Below

**Name:**

**Phone:**

**Email Address:**

**Department Name:**

**Complete mailing address for student reimbursement** (recommend not use campus address):

**Name:**

**Title:**

**Department:**

**Access Requested:**

**Student Access to PS for Travel:**

**Travel Coordinator:**

**Approval:**

**Travel Coordinator Signature:**

**Date:**
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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 forms 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](image1)

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

![Figure 7](image2)

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

![Figure 8](image3)