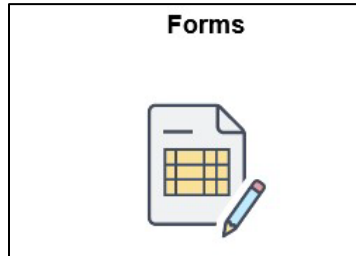


Travel Advance Card Request Job Aid

1. Log into **Gemini**
2. Select **Forms** tile



3. Select **One Card and Travel**
4. Select **"Travel Advance Card"**
5. Select **"Add a New Value Tab"**
6. **Justification**: Provide justification for Travel Advance Card Request
7. **Agreement**: Please read through agreement before checking box
8. **Dept ID**: Search and select department, this will determine the Fiscal Officer
9. **Dept Approver**: Search and select department approver
10. **Fiscal Officer**: Default from above
11. **School/Division**: Default from above
12. **Cost Center**: Provide Cost Center to be charged for Travel Advance Card transactions.
13. **Total Amount Requested**: Credit line requested for travel.
14. **Travel Card Reconciler**: Search Person to reconcile the Travel Advance Card transactions.
15. **Travel Card Approver**: Search Person to approve the Travel Card transactions.
16. **Card Type**: Select Student Group or Individual
17. **Traveler Information**: Search Traveler ID which will default to the traveler's name, enter travel dates.

NOTE: For student groups, select the + button to add student names and dates.

Traveler Information					
Traveler ID	Traveler Name	Start Date	End Date		
<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="+"/>	<input type="button" value="-"/>

18. **Agreement**: Read entire agreement and check box agreeing to terms of Travel Advance Card program.
19. **Save**
20. **Submit**: the form will route to the chosen Department Approver and then Fiscal Officer will be alerted for approval.