4/2/2010 9:08:49 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:54 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Data Awareness | Logout

AIRS Menu

Configure MyAIRS

Denotes Production Application

Denotes Test Application

Click on the Suitcase Icon to open the Travel Main Menu (if you do not have this icon, click on Configure MyAIRS for set up)

4/2/2010 9:09:10 AM

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Administrative Information Resource System

28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu

- New Trip
- Pending Trips/Requests
- My Trips
- View Trips
- Awaiting Approval
- Admin
- Pre-Routing

Click New Trip to create a new travel voucher or create a new travel request

4/2/2010 9:13:40 AM

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AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu Claimant

Trip Information

Trip Number:

Trip Name: OACUBO

Account #: AJ 1 16500

Trip Start Date: 03 / 15 / 2010

Trip End Date: 03 / 17 / 2010

Duty Station: OSU Tulsa

Travel Type:

- (●) In State
- ( ) Out of State

Nature of Official Business

OACUBO Spring 2010 Meeting Oklahoma City, OK

Enter a Trip Name, choose the campus code from the drop down box, enter the ledger and department number (account), enter the Trip Start Date and Trip End Date--THIS WILL BE THE FIRST DAY IN THE FIRST MONTH OF MILEAGE CLAIMED (BOTH THE START AND END DATES WILL BE THE SAME)

Enter the Duty Station (OSU Tulsa or OSUCHS), select the radio dial beside In State, and enter the Nature of Official Business (MONTHLY MILEAGE LOG, JOB RELATED, SEE ATTACHED--This is the phrase that must be used)

Claimant Information

Enter CWID:

10003537 [Search]

CWID: 10003537
Name: BARNABY,CHRISTINA MICHELLE
Department: BUDGET AND ACCOUNTING
Email: christina.barnaby@okstate.edu
Position: 534047

Enter the employee's CWID number and click Search

Their information should pull up

Address From Vendor File:

Vendor #: A0001157460
Address: 700 NORTH GREENWOOD AVE
City - State - Zip: TULSA OK 741060702

☐ **Edit Address**

Click Edit Address if the correct remit-to address does not pull up
(for all employees at CHS it should be 1111 West 17th, for Tulsa 700 N Greenwood)

[Continue]

Click Continue

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:13:57 AM

You are logged in as:
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28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu Edit Trip

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Trip Information

Trip #: 4928 (Edit) (Add Comment)
Description: OACUBO
Account #: AJ-1-16500
Travel Type: In State
Start Date: 3/15/2010
End Date: 3/17/2010

Claimant: BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING
700 NORTH GREENWOOD AVE
TULSA, OK 741060702
Duty Station: OSU Tulsa
Created By: BARNABY,CHRISTINA MICHELLE

Nature of Official Business:
OACUBO Spring 2010 Meeting Oklahoma City, OK

Click Destinations to enter the destination

Comments

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:16:12 AM

You are logged in as:
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28:38 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Click Add a Destination

Destinations

Add a Destination

4/2/2010 9:16:25 AM

You are logged in as:
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Administrative Information Resource System

28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | Destinations

Trip Information

Trip # - Description: 4928 - OACUBO
Trip Start Date: 3/15/2010
Trip End Date: 3/17/2010

Claimant: BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING

Enter "VARIOUS" in the Location field, the state is selected already for Oklahoma

Destination:

Location:

OK - OKLAHOMA

Per Diem Rate: Per Diem Rate Lookup

Start Date: / /

End Date: / /

Meeting Start Time: / / : AM

Meeting End Time: / / : AM

Description:

Government Car:

Car Tag: * Required if using government car or requesting reimbur

Meals Provided:

Per Diem in Lieu of Lodging:

Additional Comments:

Get Per Diem Rate

Estimated Mileage Reimbursement:

Enter the Start Date and End Date of the trip (should be the first day of the collected mileage AND the start and end date should be the same date) Enter the Meeting Start Date - Time and the Meeting End Date - Time (Both dates will be the same - first date of mileage collection, the times should be 8am - 5pm)

Enter a brief Description of the trip (Monthly Mileage Log for MONTH (S)? and YEAR?), Enter the Car Tag number of your personal auto

Enter any Additional Comments and click Get Per Diem Rate (per diem is not reimbursed for mileage logs)

NOTE: By clicking Get Per Diem Rate the AIRS system will allow you to move forward in the voucher process

Destinations Associated with This Trip

Location	Start Date	End Date	Gov. Car	Car Tag	Meals

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:17:34 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:54 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | Destinations

Trip Information

Trip # - Description: 4928 - OACUBO
Trip Start Date: 3/15/2010
Trip End Date: 3/17/2010

Claimant: BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING

After clicking Get Per Diem Rate do the following:
1. Enter 0.00 as the actual rate
2. The Add Destination button appears

Destination:

Location: Oklahoma City
OK - OKLAHOMA

Per Diem Rate: 66 Per Diem Rate Lookup

Start Date: 03 / 15 / 2010

End Date: 03 / 17 / 2010

Meeting Start Time: 03 / 15 / 2010 05 : 00 PM

Meeting End Time: 03 / 17 / 2010 12 : 00 PM

Description: OACUBO Spring 2010

Government Car: ☐

Car Tag: XXX123 * Required if using government car or requesting reimbursement for mileage.

Meals Provided: 2

Per Diem in Lieu of Lodging: ☐

Additional Comments:

Get Per Diem Rate | Add Destination

Click Add Destination

Estimated Mileage Reimbursement:

Destinations Associated with This Trip

Location	Start Date	End Date	Gov. Car	Car Tag	Meals

4/2/2010 9:17:48 AM

You are logged in as:
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28:58 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Destinations

Add a Destination

Location:	Oklahoma City, OK (Edit) (Delete) (Add Comment)	**Gov. Car:**	False
Start:	3/15/2010	**Car Tag:**	XXX123
End:	3/17/2010	**Meals Provided:**	2
Meeting Start Time:	3/15/2010 5:00:00 PM	**Per Diem Rate:**	$66.00
Meeting End Time:	3/17/2010 12:00:00 PM		
Description:	OACUBO Spring 2010		

Now that the destination is set, click Add Destination Point to enter specific starting and ending points

Add Destination Point

Comments:

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:18:06 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:55 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | Destinations | Destination Points

Trip Information

Trip #: 4928
Claimant: BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING

Destination: Oklahoma City
Start Date: 3/15/2010
End Date: 3/17/2010
Gov. Car: No
Meals: 2

Destination Points:

Location From:

OK - OKLAHOMA

Location To:

OK - OKLAHOMA

Start Date: / / : AM

End Date: / / : AM

Mileage: Oklahoma Mileage Lookup

Vicinity:

Overnight Stay:

Additional Comments:

Add Destination Point

Comments:

Enter "Various" in the Location From field and enter "Various" in the Location To field

Enter the trip Start Date - Time and the trip End Date - Time (the start and end date will be the same and will be the first date for the mileage calculation -- the start time will be 8am and the end time will be 5pm)

Enter the total Mileage (mileage is from county line to county line and is located by clicking on Oklahoma Mileage Lookup or the ODOT website), enter the total Vicinity miles (these are miles over the county line to county line amount)

Enter any Additional Comments and click Add Destination Point

Destination Points Associated with This Destination

From	To	Start Date	End Date	Mileage	Vicinity	Overnight

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:18:54 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu Edit Trip

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Destinations

Add a Destination

Location:	Oklahoma City, OK (Edit) (Delete) (Add Comment)	**Gov. Car:**	False
Start:	3/15/2010	**Car Tag:**	XXX123
End:	3/17/2010	**Meals Provided:**	2
Meeting Start Time:	3/15/2010 5:00:00 PM	**Per Diem Rate:**	$66.00
Meeting End Time:	3/17/2010 12:00:00 PM		
Description:	OACUBO Spring 2010		

This information will now appear under Add Destination Point

Add Destination Point

From	To	Start	End	Mileage	Vicinity	
Tulsa,OK	Oklahoma City, OK	3/15/2010	3/17/2010	105.00	5.00	View Edit Delete Add Comment

Comments:

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:30:19 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:41 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu Edit Trip

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Click on the Expenses tab to view all associated costs

Expenses

Add Expense

Click Add Expense to add additional expenses not listed at the top (ex. turnpike tolls, parking, etc.)

Total Trip Cost: $506.50 View Calculations
Total Available for Reimbursement: $406.50
Total Amount Reimbursable to Claimant: $406.50

Click View Calculations to see the mileage calculation

Type	Amount	Reimburse Amount	Reimburse	Voucher Date	Assigned To
Mileage	$107.50	$107.50	True		
Per Diem	$99.00	$99.00	True		
Registration Fee	$100.00	$100.00	False		
Lodging	$200.00	$200.00	True		

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4/2/2010 9:30:45 AM

Administrative Information Resource System

You are logged in as:
Barnaby, Christina

28:58 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | View Trip | **Expense Calculations**

Expense Calculations displayed below mileage

Total Per Diem for Trip: $99.00
Total Mileage for Trip: $107.50

Mileage and Per Diem

Destination: Oklahoma City OK

PER DIEM

Per Diem Rate:	$66.00
Lieu of Lodging:	$0.00
Total Per Diem Rate:	$66.00
Meals Provided:	2
Per Diem Start:	3/15/2010 3:00:00 PM
Per Diem End:	3/17/2010 2:00:00 PM
Total Per Diem Time:	1 day(s) 23 hour(s)
Per Diem Calculation:	(2 * 66) - (2 * (66 / 4)) = $99.00 *

MILEAGE

Mileage Rate:	0.5
Miles:	210
Vicinity:	5
Total Miles:	215
Reimburse Amount:	$107.50

* (Days * Total Per Diem Rate) - (Meals Provided * (Total Per Diem Rate / 4))

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4/2/2010 9:33:35 AM

You are logged in as:
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Administrative Information Resource System

27:46 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | **Expenses**

Trip Information

Trip #: 4928
Claimant:
BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING

When adding additional expenses, click on the drop down arrow and choose the Destination Point (Various)

Itemized Expenses:

Click on the drop down arrow beside Type and choose the expense type
Enter the expense amount
The Account # auto fills, make changes as needed
Add Additional Comments as needed

Destination Point:	Tulsa, OK - Oklahoma City, OK
Type:	Miscellaneous Charges-Turnpike Tolls
Amount:	7.00
Account #:	AJ 1 16500
Additional Comments:	

Click Add Expense

Add Expense

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:33:51 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:58 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Expenses

Add Expense

Total Trip Cost: $513.50 View Calculations
Total Available for Reimbursement: $413.50
Total Amount Reimbursable to Claimant: $413.50

Type	Amount	Reimburse Amount	Reimburse	Voucher Date	Assigned To	
Mileage	$107.50	$107.50	True			
Per Diem	$99.00	$99.00	True			
Registration Fee	$100.00	$100.00	False			
Turnpike Tolls	$7.00	$7.00	True			View Edit Delete Add Comment
Lodging	$200.00	$200.00	True			

The Added Expense can be Viewed, Edited, Deleted, and Commented on

Continue Adding Expenses as needed

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OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:34:31 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:26 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Attachments

Upload File

Filename	Size

All travel voucher expense must have supporting documents uploaded/attached

The types of files AIRS supports are: PDF, JPEG, Word, Excel

Potential Files for Upload to Mileage Log Claim:

1. Mileage Log Record
2. ODOT screen prints for mileage figures
3. Personal Pikepass Memo
4. Registration Form

Potential Receipts for Upload:

1. Parking
2. Turnpike Tolls
3. Registration

4/2/2010 9:34:51 AM

You are logged in as:
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Administrative Information Resource System

28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | **Upload Attachment**

Trip Information

Trip #: 4928
Claimant:
BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING

Upload:

Click Browse to locate your electronic file
Add any Additional Comments as needed

Browse...

Additional Comments:

Select the box beside the expense your upload is associated with

Choose Expenses associated with this Attachment:

Type	Amount	Select
Per Diem	$99.00	☐
Mileage	$107.50	☐
Registration Fee	$100.00	☐
Lodging	$200.00	☐
Turnpike Tolls	$7.00	☐

Upload File

Click Upload File and repeat the process until all supporting documents are attached

Comments:

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:35:33 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:56 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

After uploading a document and attaching the AIRS system redirects you to the Trip Information tab, simply click Attachments to continue uploading files

Trip Information

Trip #: 4928 (Edit) (Add Comment)
Description: OACUBO
Account #: AJ-1-16500
Travel Type: In State
Start Date: 3/15/2010
End Date: 3/17/2010

Claimant: BARNABY
BUDGET A
700 NORTH GREENWOOD AVE
TULSA, OK 741060702
Duty Station: OSU Tulsa
Created By: BARNABY,CHRISTINA MICHELLE

Nature of Official Business:
OACUBO Spring 2010 Meeting Oklahoma City, OK

Comments

Oklahoma State University Stillwater, OK 74078 fim@okstate.edu

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tulsa | OSU-Okmulgee | OSU-CHS

4/2/2010 9:35:49 AM

Administrative Information Resource System

You are logged in as:
Barnaby, Christina

28:44 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **Edit Trip**

Trip Information | Destinations | Airfare | Registration | Hotel | Expenses | Attachments | Assignments

Submit for Approval

Attachments

Upload File

Filename	Size	
GSA Per Diem Map.pdf	34176	View Edit Delete Add Comment

Attachments can be Viewed, Edited, Deleted , and Commented on

When finished uploading attachments and filling out the required information Click Submit for Approval

4/2/2010 9:41:25 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:57 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu **My Trips**

My Requests | My Pending Trips | My Completed Requests | My Completed Trips

AIRS redirects you to My Trips where your voucher is waiting in queue for claimant signature and approvals

My Requests

Trip #	Description	Account	Est. Expenses	Status			
4929	OACUBO	AJ-1-16500		Submit For Approval	View	Edit	Cancel