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

You are logged in as:
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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

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

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

Enter the Duty Station (OSU Tulsa or OSUCHS), select the radio dial beside In State or Out of State, and enter the Nature of Official Business (brief description of the travel)

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:
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

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:
Barnaby, Christina

Administrative Information Resource System

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:
Barnaby, Christina

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

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 reimbu

Meals Provided:

Per Diem in Lieu of Lodging:

Additional Comments:

Get Per Diem Rate

Estimated Mileage Reimbursement:

Enter the city in the Location field, the state is selected already for Oklahoma (in state claims)

Enter the Start Date and End Date of the trip

Enter the Meeting Start Date - Time and the Meeting End Date - Time

Enter a brief Description of the trip, Select the Government Car box if a state car was used, Enter the Car Tag number if you drove your personal auto and are requesting mileage reimbursement OR drove a state auto

Enter the number of Meals Provided (the state does not count continental breakfast, boxed lunches, or receptions as meals), Click Per Diem in Lieu of Lodging if no lodging expense will be claimed

Enter any Additional Comments and click Get Per Diem Rate

Destinations Associated with This Trip

Location	Start Date	End Date	Gov. Car	Car Tag	Meals

4/2/2010 9:17:34 AM

You are logged in as:
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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

Destination:

After clicking Get Per Diem Rate, Two things happen:
1. The AIRS system auto fills the correct per diem rate
2. The Add Destination button appears

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:
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

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 the starting location in the Location From field and enter the ending location in the Location To field

Enter the trip Start Date - Time and enter the trip End Date - Time

Enter the Mileage for the first leg of the trip (mileage is from county line to county line and is located by clicking on Oklahoma Mileage Lookup), enter Vicinity miles for those miles over the county line to county line amount

Click Overnight Stay if this trip required lodging and enter any Additional Comments

Click Add Destination Point

Destination Points Associated with This Destination

From	To	Start Date	End Date	Mileage	Vicinity	Overnight

4/2/2010 9:18:54 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

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		

The first leg of the trip will now appear under Add Destination Point

Click Add Destination Point to enter the return leg or a continuance of the trip

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

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 9:19:51 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

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		

The trip should now have both legs recorded on the main Destinations Tab

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
Oklahoma City,OK	Tulsa, OK	3/15/2010	3/17/2010	105.00	0.00	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 9:20:07 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:43 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

Registration

Add Registration

Event Amount Pay Type

Click Add Registration to input registration information (if a registration was processed, this must be input regardless of method of payment)

4/2/2010 9:28:22 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

20:55 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | Registration

Trip Information

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

Registration:

Event:

Amount:

Payment Type: Agency (OSU) Direct Purchase

Account #: AJ 1 16500

Additional Comments:

Enter the Event name, the dollar amount, and click on the drop down arrow to choose Payment Type

The account number used when entering the trip information will default in, if the number is incorrect make changes as needed

Add Registration

Enter and Additional Comments and click Add Registration

4/2/2010 9:29:14 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:49 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 Hotel to input hotel information

Hotel Information

Add a Hotel

Name	Designated	Amount	Pcard	Check In	Nights

4/2/2010 9:29:24 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:59 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Edit Trip | **Hotel**

Trip Information

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

Hotel:

Destination: Oklahoma City

Name:

Amount:

Check In Date: / /

# of Nights:

Designated:

PCard:

Account #: AJ 1 16500

Additional Comments:

Add Hotel

The Destination will auto pull from information entered on the Destination tab

Enter the Name of the hotel, enter the dollar amount paid (lodging and tax ONLY), enter the Check In Date, and enter the # of Nights stayed

Select the box beside Designated (the conference pre-arranged lodging at a discounted rate - supporting documentation is required and should be uploaded in the Attachments tab)
Note: OSU only reimburses the single room rate

PCard is NOT allowed for lodging purchases (this box should not be selected), the Account # will default (change only if needed), add Additional Comments

Oklahoma State University Stillwater, OK 74

OSU-System | OSU-Stillwater | OSU-OKC | OSU-Tu

Click Add Hotel

4/2/2010 9:30:19 AM

You are logged in as:
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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, luggage fees, taxi, 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 per diem calculation and 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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Expense Calculations displayed below for per diem and 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))

4/2/2010 9:33:35 AM

You are logged in as:
Barnaby, Christina

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 the expense occurred

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

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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

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

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

4/2/2010 9:34:31 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:
1. Conference Agenda (if a conference agenda isn't available, this must be notated in the Comments section of Trip Information
2. Designated Hotel Statement listing hotel name, hotel location, and single room rate (if there is no designated hotel, the reimbursed rate is based on the lodging per diem rate for the location - gsa.gov)
3. Per Diem Rate Map (gsa.gov) for the correct location
4. ODOT or Mapquest screen prints for mileage figures (ODOT should be used for figures within the state of Oklahoma)
5. Flight schedule
6. Conference Registration form
7. Mileage Log
8. Personal Pikepass Memo

Potential Receipts for Upload:
1. Registration
2. Lodging
3. Airfare (if purchased with personal funds)
4. Taxi, Shuttle, Parking, Internet, Checked Luggage Fee

4/2/2010 9:34:51 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 | **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

4/2/2010 9:37:11 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:42 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

Assignments

Add Assignment

Name	Vendor

Adding an assignment is only necessary if part or all of the reimbursement should be paid to someone other than the traveler/claimant

To add an assignment click Add Assignment

If no assignments are necessary click Submit for Approval

4/2/2010 9:37:26 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 **Assignment**

Trip Information

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

Type in the Vendor or Person's Name for the assignment and click Search

Assignment:

Search for Existing Vendor:

Search | Enter New Vendor

* Search by CWID or Name

4/2/2010 9:39:18 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:46 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS Travel Menu Edit Trip Assignment

Trip Information

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

Click Select (orange) beside the vendor or person to receive the assignment (reimbursement)

Assignment:

Search for Existing Vendor:

keener Search Enter New Vendor

* Search by CWID or Name

Vendor Number	Name	FEI	Address	Address	City	State	Zip	
V0001326990	CARLSON-KEENER ENTERPRISES INC	*5754	CBA AIR COMPRESSOR SERVICE CO	1024 CARTER ST	AMARILLO	TX	791043202	Select
A0001115980	DEBBIE *KEENER	*2341	700 N GREENWOOD		TULSA	OK	741060702	Select

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

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

4/2/2010 9:39:42 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 | **Assignment**

Trip Information

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

Assignment:

Search for Existing Vendor:
keener [Search] [Enter New Vendor]
* Search by CWID or Name

Address From Vendor File:

Vendor #:	A0001115980
Name:	DEBBIE *KEENER
Address:	700 N GREENWOOD
City - State - Zip:	TULSA , OK 741060702

☐ **Edit Address**

AIRS will automatically pull in the remit-to address information, if it is incorrect click the Edit Address box.

Type	Amount	Assigned To
Lodging	$200.00	☐
Mileage	$107.50	☐
Per Diem	$99.00	☐
Turnpike Tolls	$7.00	☐

Click the box beside the amount to be reimbursed
Add Additional Comments if needed
and
Click Save

Additional Comments:

[Save] [Cancel]

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

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

4/2/2010 9:41:03 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 My Requests Submit Trip Voucher

Trip Information

Trip #: 4928
Description: OACUBO
Start Date: 3/15/2010
End Date: 3/17/2010
Reason: OACUBO Spring 2010 Meeting Oklahoma City, OK

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

Reimbursable Expenses:

Total Trip Cost: $513.50
Total Available for Reimbursement: $413.50
Total Amount to be Reimbursed: $413.50

Type	Relmburse Amount	Reason	Account	Assignment	
Mileage	$107.50		AJ-1-16500		Edit
Per Diem	$99.00		AJ-1-16500		Edit
Turnpike Tolls	$7.00		AJ-1-16500		Edit
Lodging	$200.00		AJ-1-16500	DEBBIE *KEENER	Edit

If no assignments where added and you clicked Submit, AIRS displays this summary page for review

Choose Pre-Route:

	ID	Description	Creator
◉	0	No Pre-Route	
○	395	Computing Approval	christina.barnaby@okstate.edu
○	400	Library Approval	christina.barnaby@okstate.edu
○	678	Debra Black	tanyia.brown@okstate.edu

View Route

If all items are correct, click Submit Trip Voucher

Notes/Special Instructions:

Submit Trip Voucher(s)

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

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

4/2/2010 9:41:25 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