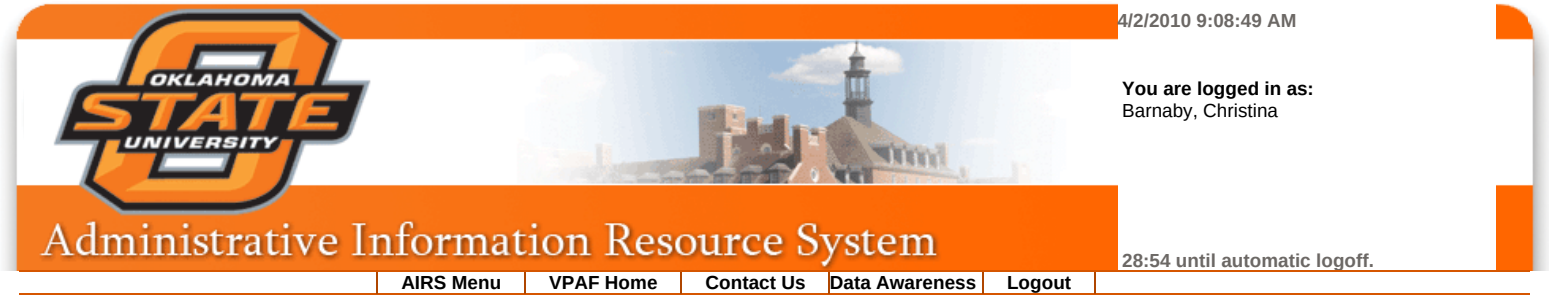
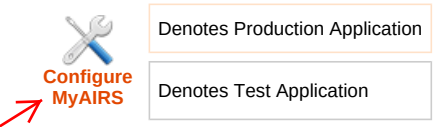


AIRS Menu



Click on the Suitcase Icon to open the main Travel Menu (Note: If this icon is not on your main AIRS Menu, click Configure MyAIRS to set up)

AIRS Tips:
You are automatically logged out of the system after 30 minutes of inactivity.
Clicking on Orange words/phrases and/or Icons moves you through the system.

Please contact accounting with questions concerning travel or AIRS.

4/2/2010 9:09:10 AM

Administrative Information Resource System

You are logged in as:
Barnaby, Christina

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

To approve a travel request or the travel claim click: Awaiting Approval

4/2/2010 9:09:31 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 **Awaiting Approval**

Requests Approval | Vouchers Approval | Claimant Approval | Grants Approval | Accounting Approval

Requests Awaiting Approval

Trip Number	Description	Claimant	Expenses	Delegate

If approving the Out of State or Country Request click: Requests Approval

If approving the Travel Reimbursement Claim click: Vouchers Approval

4/2/2010 9:09:48 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 Awaiting Approval

Click: Process beside the request or claim you wish to approve

Requests Approval | Vouchers Approval | Claimant Approval | Grants Approval | Accounting Approval

Vouchers Awaiting Accounting Approval

Trip Number	Type	Description	Claimant	Account	Status	
586	Out of State	Dr. Lora Cotton-ACOFP	COTTON,LORA DIANNE	AG-1-32171	Pending Accounting Approval	Process
587	Out of State	Dr. Thurman-ACOFP	THURMAN,CHRISTOPHER C	AG-1-32171	Pending Accounting Approval	Process
3044	Out of State	AAO 2010 CONVOCATION	SHAW,HARRIET A	AG-1-32176	Pending Accounting Approval	Process
3066	Out of State	AAO 2010 CONVOCATION	THAI,MARK HAI	AG-1-32176	Pending Accounting Approval	Process
3147	Out of State	ACOFP 2010 Annual Meeting	PETTIT,WILLIAM J	AG-1-45000	Pending Accounting Approval	Process
3230	Out of State	Conyac Jen ACPA10	CONYAC,JENNIFER CHRISTIAN	AA-3-21040	Pending Accounting Approval	Process
3475	Out of State	AAO 2010 CONVOCATION	JOY,KELLEY JEAN	AG-1-32176	Pending Accounting Approval	Process
3686	Out of State	Bible Midwestern Mtg	BIBLE,MEGAN RENE	AB-1-11164	Pending Accounting Approval	Process
3761	Out of State	Miller - AK -2	MILLER,ROBERT V	AA-1-52837	Pending Accounting Approval	Process
3842	Out of State	FMA Conference	TRENNEPOHL,GARY LEE	AJ-1-13500	Pending Accounting Approval	Process
3863	Out of State	CISS 2010	WU,TAO	AA-5-30089	Pending Accounting Approval	Process
3942	Out of State	McMurphy Des Moines	MCMURPHY,CASEY P	AB-1-11165	Pending Accounting Approval	Process
4063	Out of State	Sarah Hall-ACOFP	HALL,SARAH M	AG-1-32171	Pending Accounting Approval	Process
4164	Out of State	ELI Spring Break Trip 2010	DOVERS,CHRISTOPHER AARON	AA-1-22300	Pending Accounting Approval	Process
4383	In State	17289 RR I	PERKINS,CHAUNCEY DION	AA-1-65710	Pending Accounting Approval	Process
4384	In State	17290 RR Ops	PERKINS,CHAUNCEY DION	AA-1-65710	Pending Accounting Approval	Process
4385	In State	18110 RR Ops	PERKINS,CHAUNCEY DION	AA-1-65710	Pending Accounting Approval	Process
4475	Out of State	Mermin - Siloam Springs, AR	MERMIN,JEFFREY A	AA-1-52500	Pending Accounting Approval	Process
4659	In State	PCard Training	PICKARD,ROBERT EDWARD	AB-3-26500	Pending Accounting Approval	Process
4667	In State	C. Teague Tahlequah Meeting	TEAGUE,CHRISSY ANN	AA-5-31870	Pending Accounting Approval	Process

4/2/2010 9:10:03 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 | My Trips | View Trip

View Summary

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

Trip #: 586
Claimant: COTTON,LORA DIANNE

Click the Radio Dial: Approve OR Reject
*If you Reject the system will require a reason to be typed in the Notes: field

Travel Request Approval

Choose One:

- Approve
- Reject
- Hold

Notes:

Save

Once Approved or Rejected, click Save

Approvals

Approved By	Via Delegate	Time	Action
PATTERSON,SHONTAY N		3/30/2010 8:51:41 AM	Submit Voucher
COTTON,LORA DIANNE		3/30/2010 9:11:37 AM	Approve Voucher - Claimant
THURMAN,CHRISTOPHER C		3/30/2010 9:15:43 AM	Approve Voucher
DONNELLY,KAYSE M	DIPBOYE,KELLY DENISE	3/30/2010 2:37:46 PM	Approve Voucher
GOSSELIN,TANYIA JUDY		3/30/2010 3:01:56 PM	Reject Voucher
PATTERSON,SHONTAY N		3/30/2010 3:14:42 PM	Submit Voucher
COTTON,LORA DIANNE		3/31/2010 2:56:21 PM	Approve Voucher - Claimant
THURMAN,CHRISTOPHER C		3/31/2010 2:58:51 PM	Approve Voucher
DONNELLY,KAYSE M	DIPBOYE,KELLY DENISE	3/31/2010 3:05:57 PM	Approve Voucher

Pending Approvals

Name
Accounting

Comments

Name: GOSSELIN,TANYIA JUDY **Time:** 3/30/2010 3:01:56 PM
Need agenda and designated hotel information. Hotel should be reimbursed at $1,337.28.

Name: THURMAN,CHRISTOPHER C **Time:** 3/30/2010 9:15:43 AM
Dr. Cotton participated in required program directors workshop and is an officer and delegate to the ACOFP congress.

4/2/2010 9:09:10 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

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

To set up your Administrative functions click Admin (this is only necessary when needing to make a change, it is NOT required for approvals)

4/2/2010 9:10:30 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 **Admin Menu**

Click Delegate to add a delegate to approve for you during absences

- Delegates
- Email Notification
- Add User to View Department Requests/Vouchers
- Department Head Approval*

* Department Heads can require all Travel Requests/Vouchers for claimants in departments beneath them be approved by them or their delegates

4/2/2010 9:10:42 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 Admin Menu Delegates

My Delegates

Add New Delegate

Click Add New Delegate for set up

Position	Name	Start Date	End Date

I'm A Delegate For

Position	Name	Start Date	End Date

4/2/2010 9:10:55 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 | Admin Menu | Delegates | **Add Delegate**

Enter the position number for your chosen delegate (contact HR or Christina Barnaby for this number)
Enter the Start and End Date for the time frame in which this person will have authority to approve on your behalf
Click Save

Add Delegate

Position Number:

Start Date: 4/2/2010 mm/dd/yyyy

End Date: mm/dd/yyyy

Save Cancel

Employee Name Like: Look Up

No Match!

NOTE: You can have as many delegates as you need, for different time frames. A delegate can also be set up for the entire fiscal year. You, along with your delegate, will receive email notification from AIRS requesting approval.

4/2/2010 9:11:11 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 **Admin Menu**

Delegates

Email Notification

Click Email Notification to turn on or off this function (default is on and it is not recommended this function be turn off)

Add User to View Department Requests/Vouchers

Department Head Approval*

* Department Heads can require all Travel Requests/Vouchers for claimants in departments beneath them be approved by them or their delegates

4/2/2010 9:11:19 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 Admin Menu **Email Notification**

Email Notification

By selecting "Notification Off", all emails concerning requisitions will not be sent.

- ○ **Notification Off**
- ◉ **Notification On**

Save

Click the radio dial beside Off or On as needed
Click Save

4/2/2010 9:11:34 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 **Admin Menu**

- Delegates
- Email Notification
- Add User to View Department Requests/Vouchers
- Department Head Approval*

This function allows you to add a person or department view access to your departments travel requests and travel vouchers

* Department Heads can require all Travel Requests/Vouchers for claimants in departments beneath them be approved by them or their delegates

4/2/2010 9:11:34 AM

You are logged in as:
Barnaby, Christina

Administrative Information Resource System

28:57 until automatic logoff.

- Delegates
- Email Notification
- Add User to View Department Requests/Vouchers
- Department Head Approval*

* Department Heads can require all Travel Requests/Vouchers for claimants in departments beneath them be approved by them or their delegates