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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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 9:15:13 AM

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28:58 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: 04 / 15 / 2010

Trip End Date: 04 / 17 / 2010

Duty Station: OSU Tulsa

Travel Type:

- In State
- Out of State

Nature of Official Business

OACUBO Spring 2010 Las Vegas, NV

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 is 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 9:50:52 AM

You are logged in as:
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Administrative Information Resource System

26:00 until automatic logoff.

AIRS Menu | VPAF Home | Contact Us | Logout

AIRS | Travel Menu | Pending Requests | **Request**

Trip Information

Trip #: 4929
Claimant:(Edit)
BARNABY,CHRISTINA MICHELLE
BUDGET AND ACCOUNTING
Account:
AJ 1 16500

Enter in ALL Estimated Expenses associated with the trip, regardless of method of payment NOTE: No dollar signs or comas should be used.

Estimated Expenses

Airfare:	500.00
Lodging:	200.00
Per Diem (Meals):	100.00
Transportation (Exclude Airfare):	100.00
Registration:	150.00
Other Expenses:	100.00

☑ **Prepaid by OSU**
☐ **OSU PCard**

PCard is NOT an option for the Tulsa campuses of OSU

Per Diem Rate Lookup

Click Per Diem Rate Lookup to get the reimbursable amount by location

Description of Trip

Nature of Official Business, Including Meeting Times:
OACUBO Spring 2010 Las Vegas, NV

Enter a brief description of the trip under Nature of Official Business

Destination, Including Dates and Times of Departure and Return:
Las Vegas, NV departing Tulsa, OK April 15, 2010 @ 1:00 p.m. and returning Tulsa, OK April 17, 2010 @ 5:00 p.m.

Remarks:

Enter the Destination, Including Dates and Times for travel

Enter any additional Remarks

Click Save and Click Continue

Save | Continue

4/2/2010 9:51:22 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 Request**

Trip Information

Trip #: 4929
Description: OACUBO
Account #: AJ-1-16500
Est. Expenses: $1,150.00

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

Choose Pre-Route:

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

Select a Pre-Route if necessary, and any additional Notes/Special Instructions, and Click Submit Trip Request

View Route

Notes/Special Instructions:

Submit Trip Request

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

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

4/2/2010 9:51:38 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 My Trips

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

My Requests

Trip #	Description	Account	Est. Expenses	Status		
4929	OACUBO	AJ-1-16500	$1,150.00	Pending Claimant Signature	View	Cancel

This Request is now listed in My Trips under the My Requests tab.

NOTE: Once approved by all, contact the travel agency and supply them with the T number (automatically assigned by AIRS) to book the flight --This should NOT be done without all approvals--

Once the traveler returns, follow the in state directions for completion of the claim.