

Student Travel Form

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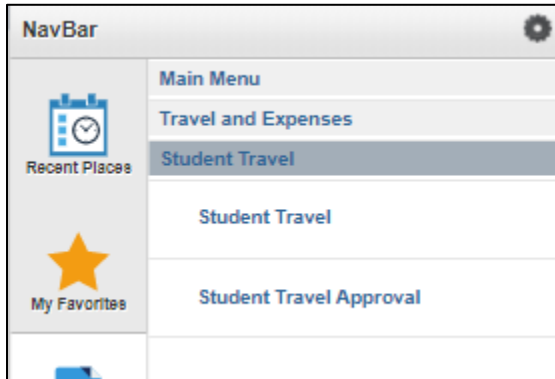
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Student Travel Form

Enter Student Travel Form

This form can only be used for students that are not FIU employees. It should be used to create new or update travel profile for students.

Navigation: **Main Menu > Travel & Expense > Student Travel**



In the Add a New Value tab

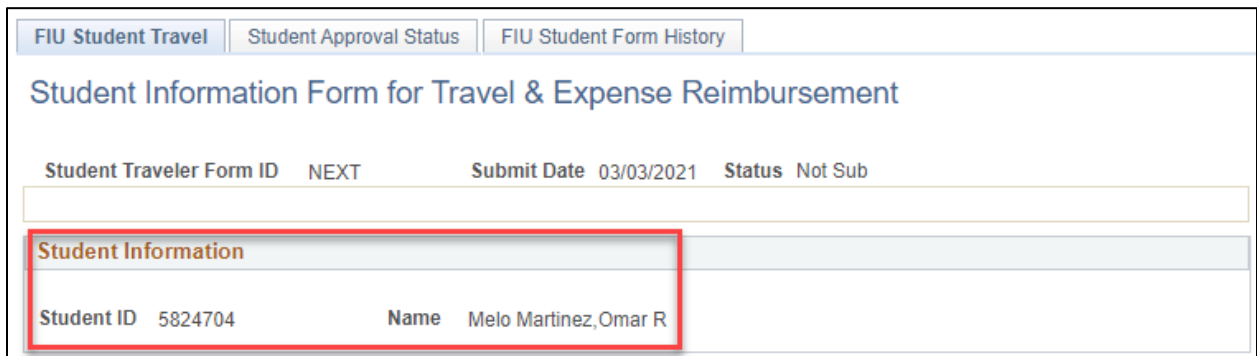
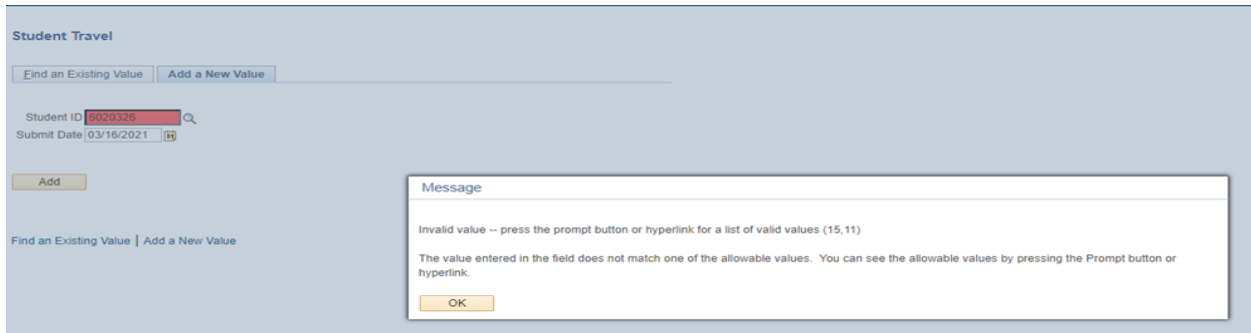
1. **Empl ID**= Student's Panther ID
2. **Submit Date** = Today's Date

A screenshot of the 'Student Travel' form. At the top, the title 'Student Travel' is displayed. Below it are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being active. The form contains two input fields: 'Student ID' with a search icon and 'Submit Date' with a calendar icon and the date '03/02/2021'. Below these fields is an orange 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. Click "**ADD**"

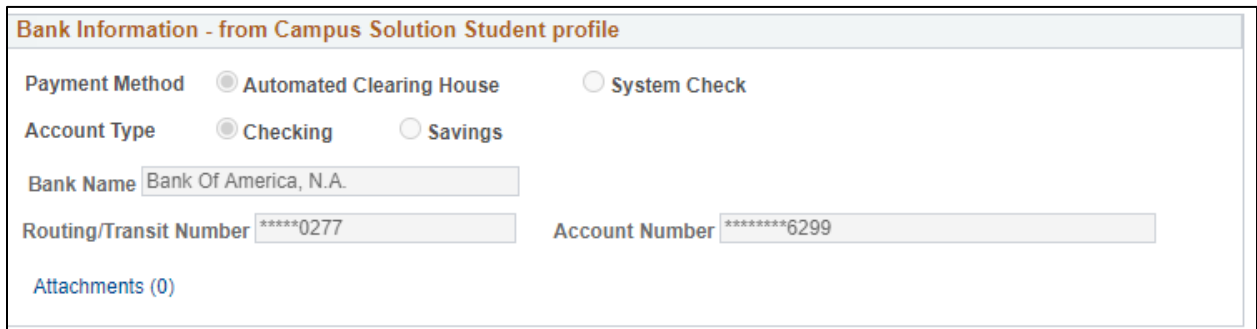
Student Travel Form

Note: If you receive the below error message, the student is also an employee and the Student Travel form cannot be used. The student (employee) must add the submitter as a proxy.



4. Banking Information section defaults to the students banking information in Campus Solutions

Note: If the student has “system check” as payment method in campus solutions the payment method will default to “System Check”.



The [attachment](#) link is available but not required.

5. Select an activity or project number in the “**Speedtype**” field; the remaining ChartField values will auto populate.



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6. Enter “**Proxy PID**”, for those who will create Travel transactions on behalf of the student. Please note the proxy cannot be the student nor their supervisor. You can assign multiple proxies.
7. Enter “**Person Authorizing Travel PID**” (HR supervisor for the student)

The screenshot shows a web interface for a 'Request for Proxy' form. It features two main sections: 'Request for Proxy' and 'Person Authorizing Travel'. Each section has a search input field and a 'Name' label. The 'Request for Proxy' section includes a 'Proxy PID' input field with a magnifying glass icon. The 'Person Authorizing Travel' section includes a 'Supervisor ID' input field with a magnifying glass icon. At the bottom, there are three buttons: 'Submit' (orange), 'Approve' (grey), and 'Deny' (grey). The interface also includes navigation links like 'Find | View All' and 'First 1 of 1 Last'.

8. Upon completion, Submit the form.

Once the form has been submitted, the person authorizing the travel referred to as HR supervisor receives a notification email (sample below) with a link to approve/deny the student travel form. If approved by the HR Supervisor, the form routes to the **Business Unit Head** for approval.

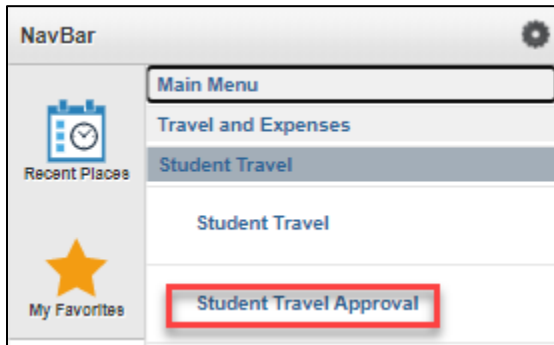
Below is a sample email HR supervisor & Business Unit Head will receive:

The screenshot shows an email notification titled 'Student Travel Form Route For Approval'. The sender is 'fin-panthersoft@fiu.edu' (Bianchi Rosario). The email body states: 'The following Student Travel Form has been routed to you for approval.' It lists the following details: Student ID: 5824704, Student: Melo Martinez, Omar R, Effective Date: 2021-03-03, and Form ID: 00000005. It includes a link to approve: https://myfsstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU.FIU_EX_STRV_APPRV.GBL?Page=FIU_EX_STRV_APPR&Action=U&EMPLID=5824704&FIU_ST_FORM_REQ_DT=2021-03-03. The email also features standard email actions: Reply, Reply All, Forward, and a menu icon. The date and time are 'Tue 3/2/2021 11:09 AM'.

Student Travel Form

Approving/Denying Student Travel Form

Navigation: **Main Menu > Travel & Expense > Student Travel Approval** or link in email notification



1. Click on “Search” to view all forms routed to you as the HR supervisor or Business Unit Head for approval and select student travel request.

The screenshot shows the 'Employee Self Service' interface for 'Student Traveler Approvals'. At the top, there is a breadcrumb trail: '< Employee Self Service' and 'Student Traveler Approvals'. Below this is a 'Student Travel Approval' tab. The main heading is 'Student Traveler Approvals'. Underneath, there is a 'Search Requests' section with three input fields: 'Student ID', 'Submit Date', and 'Student Traveler Form ID'. Each field has a search icon. Below the fields are 'Search' and 'Clear' buttons. A red box highlights the 'Search' button, with a red number '1' below it. Below the search section is a 'Student Travel Requests' section with a table. The table has three columns: 'Student ID', 'Submit Date', and 'Form ID'. There are two rows of data. The second row is highlighted with a red box, and a red number '2' is placed next to the 'Student ID' value '5824704'. The table also includes a search icon and pagination controls showing '1-2 of 2'.

Student ID	Submit Date	Form ID
0002319	03/01/2021	00000004
5824704	03/03/2021	00000005

Student Travel Form

- Form should appear, click on "Approve" or "Deny"

Student Information Form for Travel & Expense Reimbursement

Student Traveler Form ID: 00000005 | Submit Date: 03/03/2021 | Status: Pend Appr

Student Information
 Student ID: 5824704 | Name: Melo Martinez, Omar R

Bank Information - from Campus Solution Student profile
 Payment Method: Automated Clearing House | System Check
 Account Type: Checking | Savings
 Bank Name: Bank Of America, N.A.
 Routing/Transit Number: ****0277 | Account Number: *****6299

Chartfield Information
 Speedtype: | Site: 01 | Fund: 211 | Program: 61 | Bud Ref:
 GL Unit: FIU01 | Department: 110401000 | Activity Nbr: 1104120006 | Project:

Request for Proxy | Find | View All | First | 1 of 1 | Last
 Proxy PID: 2672249 | Name: Rosario Mingo, Bianchi

Person Authorizing Travel
 Supervisor ID: 6143913 | Name: Bandres, Aquiles

Comments

Buttons: Submit, Approve, Deny, Return

Note: Comments are required when denying the student travel form

Once form is approved by HR Supervisor it routes to the Business Unit Head for approval

Student Travel Approval

EMPLID=5638624, FIU_ST_FORM_REQ_DT=2020-12-09: Pending

Approval Student Travel

Approved
 Bandres, Aquiles
 Person Authorizing Travel
 12/09/20 - 12:59 PM

Pending
 Brophy, Katharine Ann
 Business Unit Head



Action History





Access Request Status	Action By	Last Update Date/Time	Comments
Submitted	Rosario Mingo, Bianchi	12/09/2020 11:15:32AM	
Approved	Bandres, Aquiles	12/09/2020 12:59:52PM	

Upon approval from the Business Unit Head of the Student Travel Form, proxy will receive email notification below:

Student Travel Form

Student Travel Form Approved

 fin-panthersoft@fiu.edu
To  Bianchi Rosario

 Reply  Reply All  Forward 

Tue 3/2/2021 11:17 AM

The following Student Travel Form has been approved. Please allow one business day in order to enter Travel and Expense transactions.

Student ID: 5824704
Student: Melo Martinez,Omar R
Effective Date: 2021-03-03
Form ID: 00000005

Click the following link to review the student travel form:

https://myfsstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU.FIU_EX_STRV_ENTRY.GBL?Page=FIU_EX_STRV_ENTRY&Action=U&EMPLID=5824704&FIU_ST_FORM_REQ_DT=2021-03-03

Proxies please note: You cannot enter travel transactions on the student's behalf until their profile has been validated in PantherSoft Financials. The profile validation job runs at **noon and 4p.m.** Monday through Friday.

Student Travel Form

Student Travel Form Inquiry

Navigation: **Main Menu > Travel and Expenses -> Student Travel**

Click on the **Find an Existing Value** tab

The screenshot shows the 'Student Travel' search page. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with three dropdown menus: 'Student ID begins with', 'Submit Date =', and 'Access Request Status ='. A text input field for 'Limit the number of results to (up to 300):' contains the value '300'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

You can Search for the Student ID, Submit Date or Access Request Status.

On the top of the form there are 3 tabs, FIU Student Travel, Student Approval Status and FIU Student Form History

FIU Student Travel tab shows Pending Approval, Completed(Approved), or Denied forms

The screenshot shows the 'Student Information Form for Travel & Expense Reimbursement'. At the top, there are three tabs: 'FIU Student Travel' (selected), 'Student Approval Status', and 'FIU Student Form History'. The form displays the following information:

- Student Traveler Form ID: 00000003
- Submit Date: 01/11/2021
- Status: Pend Appr

The form is divided into several sections:

- Student Information:** Fields for Student ID and Name.
- Chartfield Information:** Fields for Speedtype, Site (01), Fund (211), Program (61), Bud Ref, GL Unit (FIU01), Department (110401000), Activity Nbr (1104120006), and Project.
- Bank Information:** Radio buttons for Payment Method (System Check selected, Automated Clearing House) and Account Type (Checking selected, Savings). Fields for Bank Name, Routing/Transit Number, and Account Number. A note states: 'You must provide a copy of a voided check or savings deposit slip with this form.' Attachments (0).
- Request for Proxy:** A table with columns for Proxy PID, Name, and a 'Find | View All' link. The table contains one row: Proxy PID 6290752, Name Carmicheal, Pamela Lynette. Navigation links for 'First', '1 of 1', and 'Last' are present.
- Person Authorizing Travel:** Fields for Supervisor ID (6143913) and Name (Bandres, Aquiles).

At the bottom of the form are buttons for 'Submit', 'Approve', 'Deny', and 'Return'. At the very bottom, there are links for 'FIU Student Travel', 'Student Approval Status', and 'FIU Student Form History'.

Student Approval Status tab shows approval queue

Student Travel Form

[FIU Student Travel](#) | [Student Approval Status](#) | [FIU Student Form History](#)

Approval Student Travel

EMPLID=00000001, FIU_ST_FORM_REQ_DT=2021-01-11:Pending

Approval Student Travel

Pending
 Bandres,Aquiles
 Person Authorizing Travel

→

Not Routed
 Brophy,Katharine Ann
 Business Unit Head

Action History

Access Request Status	Action By	Last Update Date/Time	Comments
Submitted	Rosario Mingo,Bianchi	01/07/2021 3:33:31PM	

[FIU Student Travel](#) | [Student Approval Status](#) | [FIU Student Form History](#)

FIU Student Form History tab shows all Completed, Denied forms for a student

[FIU Student Travel](#) | [Student Approval Status](#) | [FIU Student Form History](#)

Student Form History for Travel & Expense Reimbursement

Student Form History Information

Panther ID: _____ Name: _____

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#)

First 1-2 of 2 Last

Entered By	Name	Student Traveler Form ID	Form Request Date	Status	Status Date
1 2672249	Rosario Mingo,Bianchi	00000002	01/08/2021	Denied	01/07/2021
2 2672249	Rosario Mingo,Bianchi	00000001	01/07/2021	Completed	01/07/2021

[Return](#)