Student Travel Form

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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

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 student's 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.
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)

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:

**Student Travel Form Route For Approval**

![Sample Email Image]

The following Student Travel Form has been routed to you for approval.

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

Click the following link to approve:

https://myfsstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c/FIU_STUDENT_TRAVEL_MENU,FIU_EX_STRV_APPRV,GR?Page=FIU_EX_STRV_APPR&action=U&EMPLID=5824704&FIU_ST_FORM_REQ_DT=2021-03-03
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.
2. Form should appear, click on “Approve” or “Deny”

**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

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

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

Click on the Find an Existing Value tab

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.

Student Approval Status tab shows approval queue.
FIU Student Form History tab shows all Completed, Denied forms for a student