



Traveler & Approver Demonstrations



Recorded Demonstrations

This information paper provides access (just select the links below) to two recorded sessions of instructors presenting introductory demonstrations of the MyTravel electronic travel system. They are:

1. The [Travel and Request demonstration](#), which shows a Traveler how to create and submit a trip request. Specifically, it demonstrates how to:
 - Navigate the MyTravel home screen.
 - Update your personal profile.
 - Perform Delegate actions:
 - Assign a Delegate to work on your documents.
 - Log on as a Delegate to work on another person's documents.
 - Make air, rental car, and lodging reservations.
 - Create a trip request by completing the header screen.
 - Add reimbursable expenses and payable allowances.
 - Add and allocate costs to lines of accounting (LOAs).
 - Submit your trip request for approval.
2. The [Expense demonstration](#), which shows a Traveler how to create and submit a TDY expense report and a local travel expense report, and an Approver how to approve both trip requests and expense reports. Specifically, it shows:
 - Travelers how to:
 - Navigate the MyTravel Expenses screen.
 - Create an expense report for TDY or local travel by completing the header screen – then, for TDY only:
 - Importing an approved itinerary.
 - Updating your meals and incidental expense (M&IE) allowances.
 - Linking the expense report with a trip request.
 - Add (and when necessary, itemize) expenses.
 - Clear alerts (errors).
 - Attach receipts.
 - Add and allocate costs to LOAs.
 - Submit expense reports for approval.
 - Approvers how to open, review, and return or approve trip requests and expense reports.

**Recorded
Demonstrations**
(continued)

If you're seeing this document in printed form, just enter the following URLs in a web browser to watch the recorded demonstrations:

- Travel and Request: <https://youtu.be/97rrmgbq1jg>
- Expense: <https://youtu.be/mW7lUpHb3Nc>