IF YOU ARE PURCHASING AN AIRLINE TICKET START HERE:

- Faculty or staff member to contact Travel & Transport (292-8182) to get the flight itinerary you would like to purchase – mention to travel agent to send a copy of the reservation to both Kris Bell (kabell@iastate.edu) and Sylvia Anderson (sjander@iastate.edu) via email.
- Sign in to Access+
- Click on Employee Tab
- Click on “Empl Reimbursement” (left side)
- Click on “Start/Cont Travel” (left side)
- Click on “New Rmbrs”
- Follow the prompts after answering the three questions on the front page – typically you will say “yes” to the first question to purchase an airline ticket and say “no” to the second question.
- The next page will ask for the information we need to purchase the airline ticket – dates, destination, travel agent name; account number and the amount of the airline ticket.
- Click “continue” to advance to the next screen where you will fill in the business purpose – tickets will not be purchased if a business purpose has not been listed.

IF NO AIRLINE TICKET IS TO BE PURCHASED START HERE TO INITIATE A REIMBURSEMENT (you will not need to initiate a travel authorization):

- Sign in to Access+
- Click on Employee Tab
- Click on “Empl Reimbursement” (left side)
- Click on “Start/Cont Travel” (left side)
- Click on “Prev Rmbrs” if you previously purchased your airline ticket
- Click on “New Rmbrs” if you are just requesting reimbursement of expenses
- Find the reimbursement that corresponds with the expenses you wish to enter
- Click on “Enter Expenses” (left side) and add information for each date you traveled
- Click on “Route trvl rmbrs” (left side)
- Follow prompts and submit receipts to Kris Bell for uploading into the system
- Watch for an email where you will have to verify the expenses and route the TA