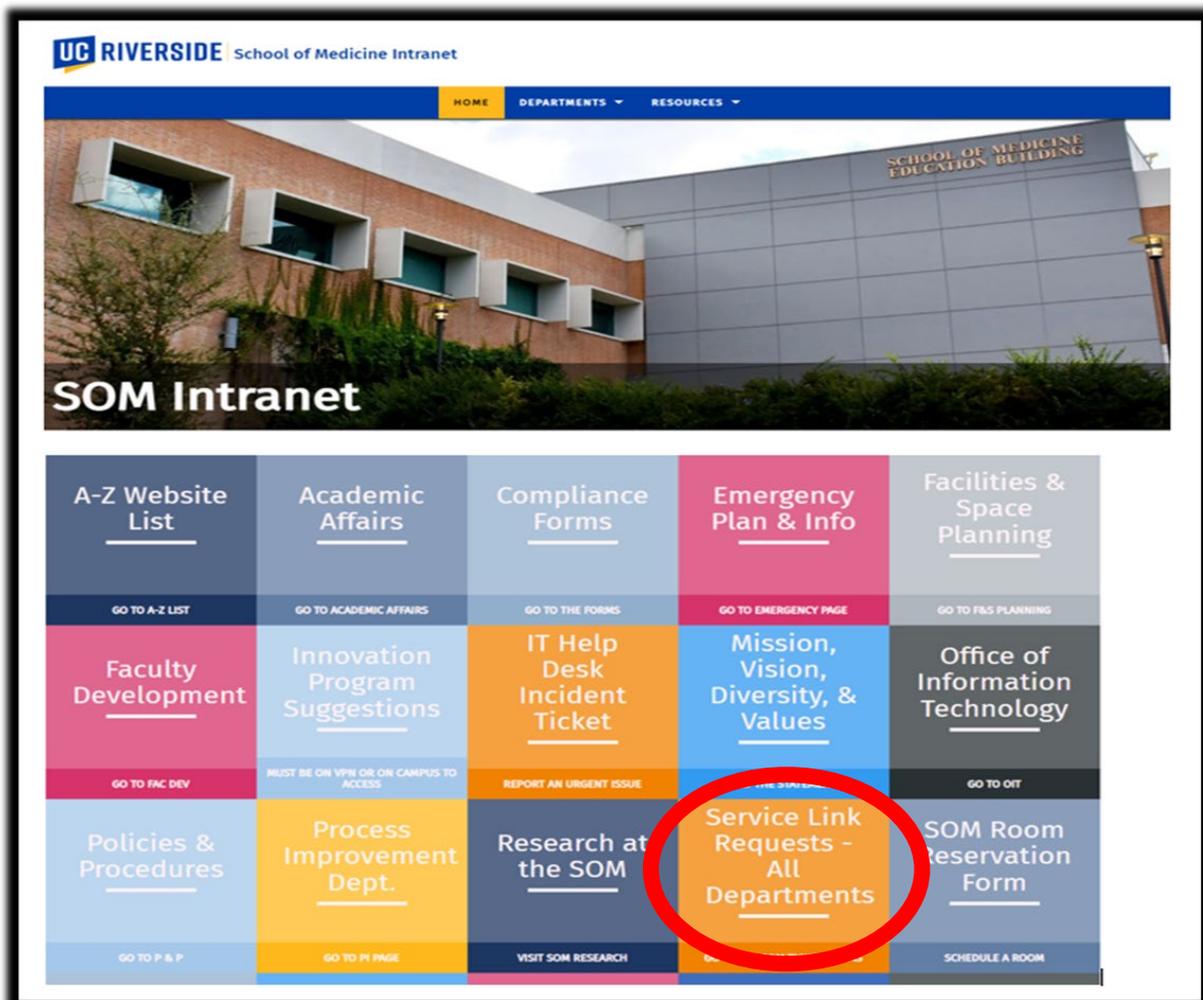


SOM Business Operations Travel Request Form Process

Purpose: The purpose of this document is to outline the process for entering a Travel request using the ServiceLink form. This process applies to both Pre-Trip Authorizations and Post-Travel Expense Reimbursements.

Entering a request

1. On the SOM Intranet Homepage <https://medschoolintranet.ucr.edu/> select “ServiceLink Requests- All Departments”



2. In the Categories list, select "Business Operations." In the Service Catalog section select "Travel Request."

The screenshot shows the UC Riverside SOM Intranet interface. At the top, there is a navigation bar with links for "SOM INTRANET", "MY DASHBOARD", "UCPATH SERVICELINK", "CHANGE TENANT", and a user profile for "KW KRISTEN WEST". Below the navigation bar is a breadcrumb trail: "Home > SOM > Business Operations" and a search box. On the left side, there is a "Categories" sidebar with a list of categories and their respective counts: Human Resources (5), Business Operations (7), Facilities (2), Faculty Development (1), OIT Security (4), OIT Services (14), Service Now Support (1), and Sponsored Research and Prog... (1). The "Business Operations" category is highlighted with a red box. The main content area is titled "Service Catalog" and has a sub-header "Business Operations". It displays a grid of service cards. The "Travel Request Form" card is highlighted with a red box. The card contains the following text: "Travel Request Form", "This form is used for both pre-travel arrangements and post-travel reimbursements.", and a "View Details" link.

Categories

- Human Resources 5
- Business Operations 7**
- Facilities 2
- Faculty Development 1
- OIT Security 4
- OIT Services 14
- Service Now Support 1
- Sponsored Research and Prog... 1

Service Catalog

Business Operations

- Entertainment Preapproval Form**
View Details
- Fund Transfer Requests / Fund Swap Requests**
View Details
- Generic Request for SOM Business Operations**
Please use this form for general UCR SOM Business Operations request.
View Details
- Procurement Commodity Request**
View Details
- Procurement Service Request**
View Details
- Reimbursement Request**
Reimbursement Request
View Details
- Travel Request Form**
This form is used for both pre-travel arrangements and post-travel reimbursements.

3. Complete the form.
 - a. The requestor details will auto populate.
 - b. Attach an FAO approved travel request form found here:
https://medschoolintranet.ucr.edu/sites/default/files/2022-08/travel_request_form.pdf
 - c. Add any additional comments that the transactor should be aware of.
 - d. If any request requires someone to be notified, instructions for adding names to the watchlist is detailed in the next section of this user guide.
 - e. **If there are any personal travel days included in the travel booking, include this information in the comments section.**
 - f. Once complete, select submit.

Search the Service Catalog 

Travel Request Form

This form is used for both pre-travel arrangements and post-travel reimbursements.

All travelers are required to complete their travel profile in Concur before a trip. [Please use this link to assist you with profile settings.](#) If you plan to use Business Operations to assist with your travel arrangements, be sure to assign your travel specialist as a delegate in Concur, to book travel and receive emails on your behalf.

User Information

Requestor 

 Kristen West  

Email

kristen.west@ucr.edu

Phone

(951) 827-4610

Department

 SOM Finance & Administration 

Role

Business Operations and HR Project/Polc

Today's Date

03/22/23 

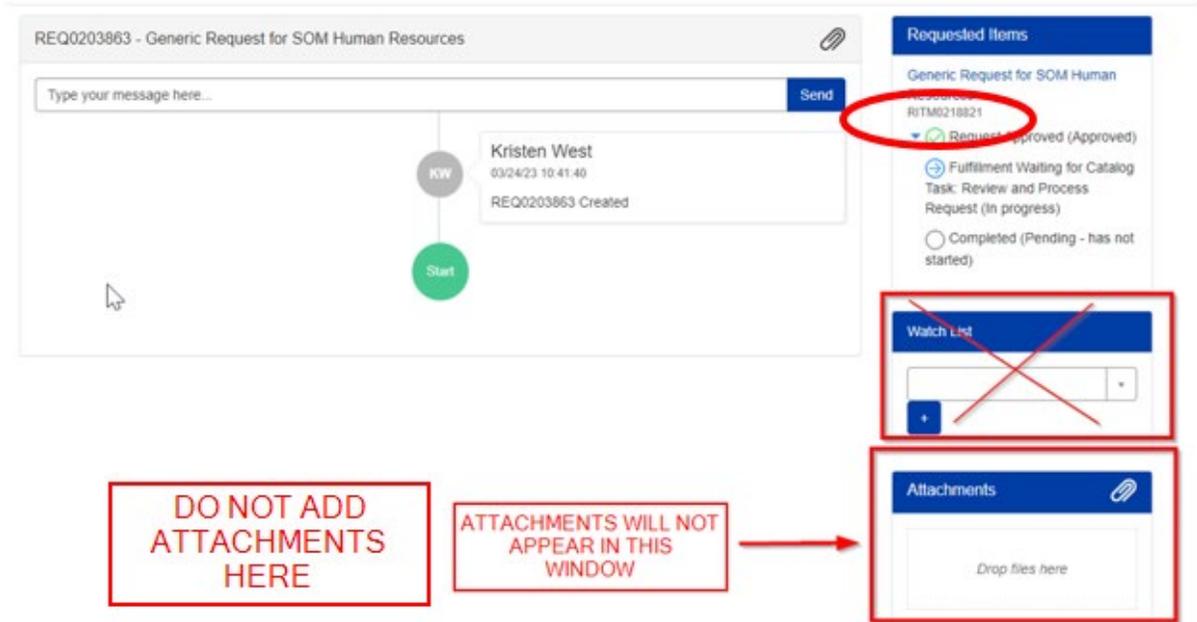
Additional Comments

*Please attach an FAO approved Travel Request Form. All documents pertaining to your request can be attached in bottom right corner.

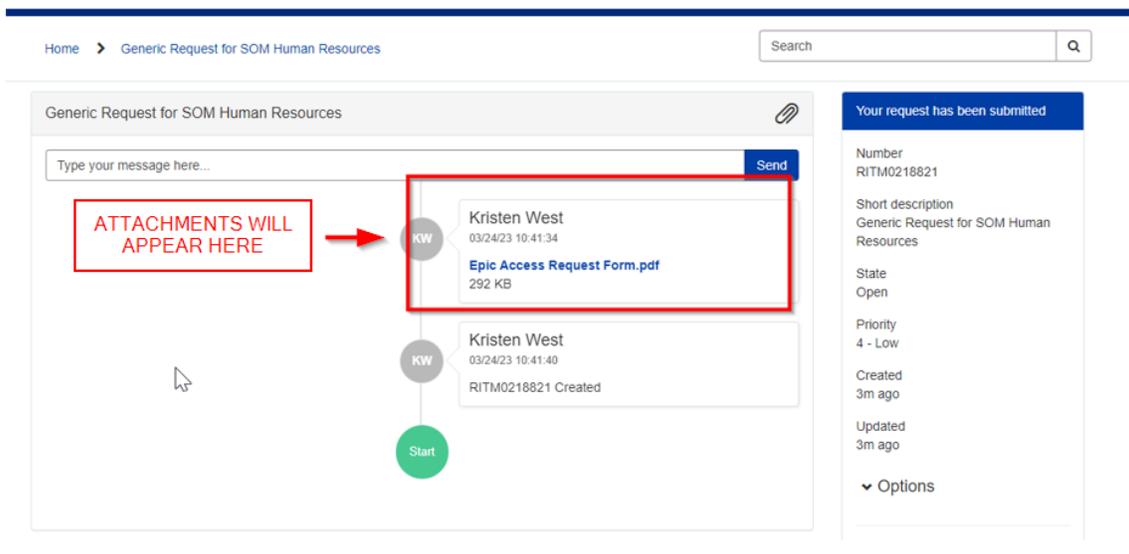
 

  Add attachments

- After submission the following screen will provide you with the RITM number that was created for the Business Operations Team to review. Note: Do not add someone to the watchlist from this screen. Also, your attachments may not appear from this screen. Click on the RITM number (circled in red below) and this will take you to a new screen.



- After clicking on the RITM number, the screen pictured below will appear. In this screen the attachments should appear, and additional staff may be added to the watchlist by scrolling down.



6. Add to the watchlist by typing first name, last name, and plus sign. Any attachments that were previously added will appear in this window. New attachments can be added by clicking on the paper clip on this page.

Role
Business Operations and HR
Project/Polic

Description
TEST WATCHLIST

*Tickets are picked up within
4 hours (M-F 9-5)*

Watch List

▼

+

Attachments 

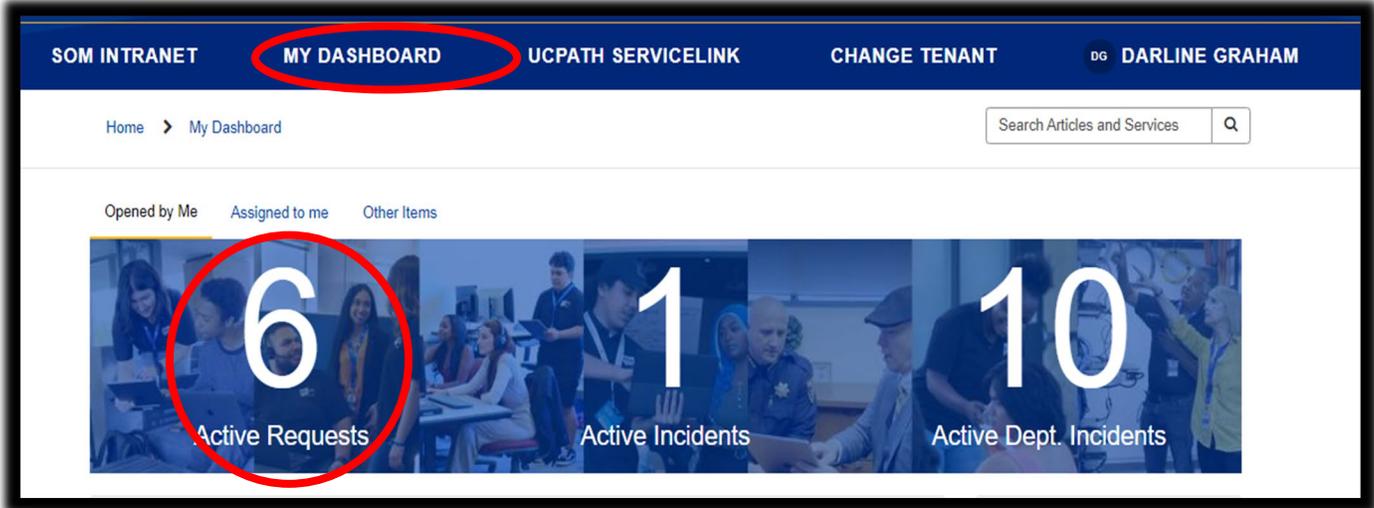
 Epic Access Request Form.pdf
(291.7 KB)

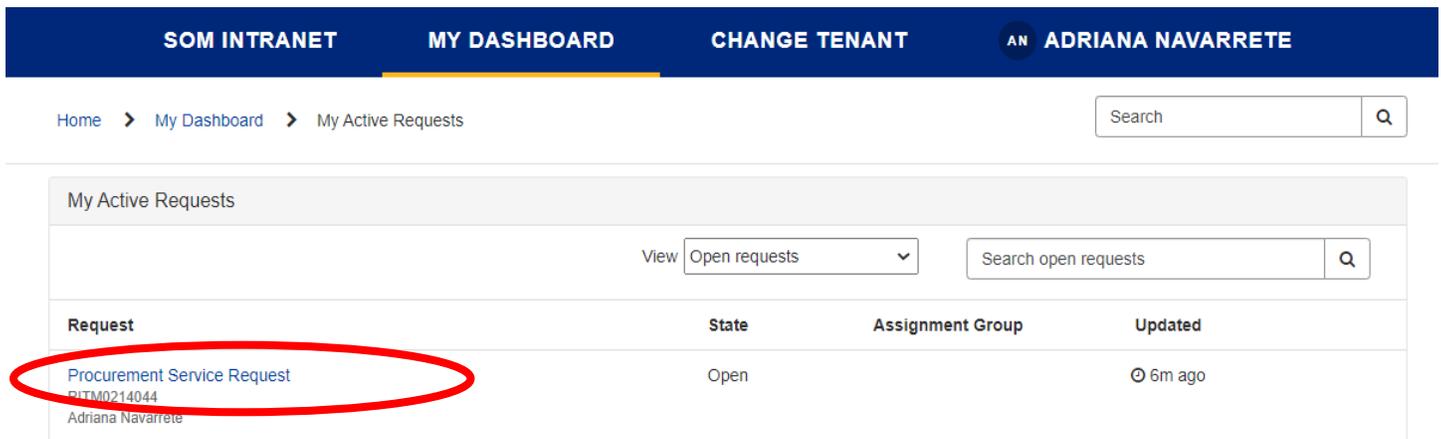
4m ago

Viewing a Request

1. In the main ServiceLink portal go to “My Dashboard,” select “Active Requests.”



2. All active requests will be displayed. Click on the request.



3. After clicking on the request, the status updates and comments will be displayed.

SOM INTRANET **MY DASHBOARD** **CHANGE TENANT** **AN ADRIANA NAVARRETE**

Home > My Request - RITM0214044

Number: RITM0214044 Created: 9m ago Updated: just now State: Open

Procurement Service Request

Item: Procurement Service... Requested for: AN Adriana Navarrete

Stage: Fulfillment

Activity Attachments Additional Details

Type your message here... Post

AN Status updates from BO Team just now Additional comments

AN RITM0214044 Created 9m ago

Start