South African Weather Service

Travel Request

Training Manual

Document Review and Distribution

Revision history

Version	Author	Date	Revision	Email address
1.0	Kgothatso Miya	03/10/2019	Draft	Kgothatso.Lehobye@eoh.com
1.1	Kgothatso Miya	15/10/2019	Draft	Kgothatso.Lehobye@eoh.com
1.2				
1.3				
1.4				

Document distribution

This training manual will be distributed to the course attendance

Table of Contents

1   INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn how process Travel Request within the SAWS environment. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application run within a browser window i.e. Internet Explorer e.c.t. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a "center". The role that will be assigned to you will determine which "center" you will be able to see.

Upon completion of this module, you will be able to:

- Log-in and navigate NetSuite successfully

- Enter a Travel Request

- Make changes to existing Travel Request

- Approve or reject a Travel Request

- Enquire on a Travel Request

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2   TRAVEL REQUEST

The Travel Request record is used to request travel.

Once you have entered a travel request, you can view a list of existing travel request on the system, to check the status or further process them.

A Travel Request can have one of the following statuses:

Travel Request Status	Status Detail
Pending Approval	The Travel Request is Pending Approval
Approved	The Travel Request is Approved
Rejected	The Travel Request is Rejected
Cancelled	The Travel Request is Cancelled
Complete	Once a Travel Request is complete no changes can be made to the travel request

2.1 Enter Travel Request

2.1.1 Step 1 – Navigation

➢ To login, please enter your email and password

- Log in as **SAWS Requestor Role** – To enter your own travel request

- Log in as **SAWS Expense Report Poxy Role** – To enter a travel request on behalf of some else.

- Log in as **SAWS Requisition Approver Role** – To enter your own travel request

➢ On The Menu, Click on Transaction , Travel, Travel Request and Then New

2.1.2 Step 2 – Enter Travel Request

The following fields need to be completed

Primary information

➢ **Travel Type** – In this field please select if this is a domestic or International Travel. (This field is Mandatory *)

➢ **Travellers Name** – In this field please select the traveller's name. (This field is Mandatory *)

➢ **Travelling Date** – In this field please select the start date of you travel. (This field is Mandatory *)

➢ **Purpose of Trip** – In this field please type in the purpose of the trip. (This field is Mandatory *)

➢ **Destination** – In this field please type in where you are travelling to.

➢ **Duration (Days)** – In this field type in the number of days you're travelling for.

➢ **Travellers Title and Full Names** – In this field please type in the travellers Title and full names as per ID. (This field is Mandatory *)

➢ **Travellers ID Number** – In this field please enter the travellers ID number.

➢ **Travel Contact Details** – In this field please enter the travellers contact details

➢ **Voyager Number** – In this field if applicable please enter the voyager number.

➢ **Royalty Number** - In this field if applicable please enter the royalty number.

Classification

- **Cost Center** – In this field enter the cost center. (This field is Mandatory *)

- **Account** – In this field enter the GL account number. (This field is Mandatory *)

- **Estimated Budget** – In this field, please type in the estimated amount for the travel. (This field is Mandatory *)

- **Approval Status** – this field will default to pending approval

- **Current approver** – this field will be blank until the Travel Request has been submitted for approval.

Flight Details

- **Flight: Date, Time, From and To (Departure)** – In this field enter the date, time and from/to.

- **Flight: Date, Time, From and To (Return)** – In this field enter the date, time and from/to.

Accommodation Details

- ➢ **Accommodation Check in and Checkout** – In this field enter check in date and time and also the checkout date and time

- ➢ **Preferred Hotel** – In this field type in your preferred hotel

- ➢ **Alternative Hotel** – In this field type in your Alternative hotel

- ➢ **BnB, DBB, Self Catering or Room only** – In this field type in if you want a Bnb, self catering etc.

- ➢ **Smoking or Non-Smoking Room** – In this field type in if you want a smoke or non smoking room.

Car Hire Details

- ➢ Vehicle Group – In this field type in the vehicle group. E.g. group A, group B etc.

- ➢ Pick Up/Delivery Date, Time and Location – In this field enter the date, time and location to pick up/delivery of the vehicle.

- ➢ Drop off /Collection Date, Time and Location – In this field enter the date, time and location to pick up/collection of the vehicle.

Shuttle Details

- ➢ Shuttle pick up and drop off: Date, Time and Address – In this field enter the date, time and location to pick up/delivery of the vehicle.

- ➢ Additional Shuttle – if applicable type in additional shuttle.

File subtab

You can select and attach files from the file cabinet related to this transaction.

How to attach file

➢ Click on the + sign

➢ File name field - Type in file name

➢ Folder Field - create a new folder. You will be required to create a folder once, after that you can use the folder for all of your attachment.

➢ Select File - click on choose file , then attach the receipt from your browser.

➢ Click on save
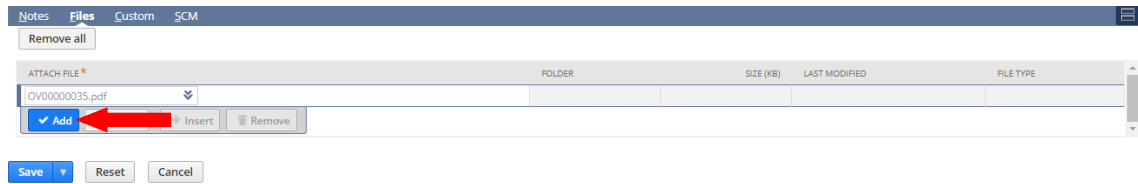
> ➤ Click on Add

➢ Click on Save, once all infomation has been captured

Travel Request   List   Search   Customise   More

| Save ▼ | ncel |

Primary Information

CUSTOM FORM *
SAWS Travel Request Form   ▼

TREQ
To Be Generated

TRAVEL TYPE *
Domestic Travel   ▼

TRAVELLERS NAME *
Abi Magwai   ⇕

TRAVELLING DATE *
11/11/2019

PURPOSE OF TRIP *
Meeting

DESTINATION
Cape town

DURATION (DAYS)
2

TRAVELLERS TITLE AND FULL NAMES *
Abi Magwai

TRAVELERS ID NUMBER
12345678910

TRAVEL CONTACT DETAILS
085 254 8789

VOYAGER NUMBER

ROYALTY NUMBER

Classification

COST CENTER *
590 Supply Chain Management   ▼

ACCOUNT NUMBER *
88040 Travel Local   ⇕

ESTIMATED BUDGET *
5,000.00

TRAVEL STATUS
Pending Approval   ▼

CURRENT APPROVER
<Type then tab>   ⇕

Flight Detail

FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE)
1. 11/11/2019, 8am, OR Tambo International
To Cape Town International

FLIGHT: DATE, TIME , FROM AND TO (RETURN)
1. 12/11/2019, 5pm, Cape Town
International Airport to OR Tambo
International Airport

➢ Travel Request number is generated e.g TREQ000001

➢ Click on submit for approval

Travel Request   ←   →   List   Search

TREQ00000027

| Edit | Back | | Submit for Approval | | | Actions ▾ |

Primary Information

TREQ#
TREQ00000027

TRAVELER NAME
6 Kgothatso Miya

DATE CREATED
3/10/2019 1:02 pm

TRAVELLING DATE
25/10/2019

PURPOSE OF TRIP
Training

DESTINATION
Cape town

DURATION (DAYS)
2

TRAVELERS ID NUMBER
12365478910

TRAVEL CONTACT DETAILS
025 025 2587

VOYAGER NUMBER

ROYALTY NUMBER

Classification

COST CENTER
001 Aviation Johannesburg

ACCOUNT NUMBER
88040 Travel Local

ESTIMATED BUDGET
5000.00

STATUS

CURRENT APPROVER

CURRENT APPROVAL

Flight Detail

FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE)
11/10/2019, 8am , OR Tambo International Airport to Cape Town
International

FLIGHT: DATE, TIME , FROM AND TO (RETURN)
11/10/2019, 8am , OR Tambo International Airport to Cape Town
International

- ➢ Travel Request status is now showing as pending approval and no changes can be made to the Travel Request while pending approval.
- ➢ Current approver field will reflect the individual who needs to approve the travel request.
- ➢ Recall Travel Request Button will appear, if the requestor notice that they made a mistake they can recall the travel request.
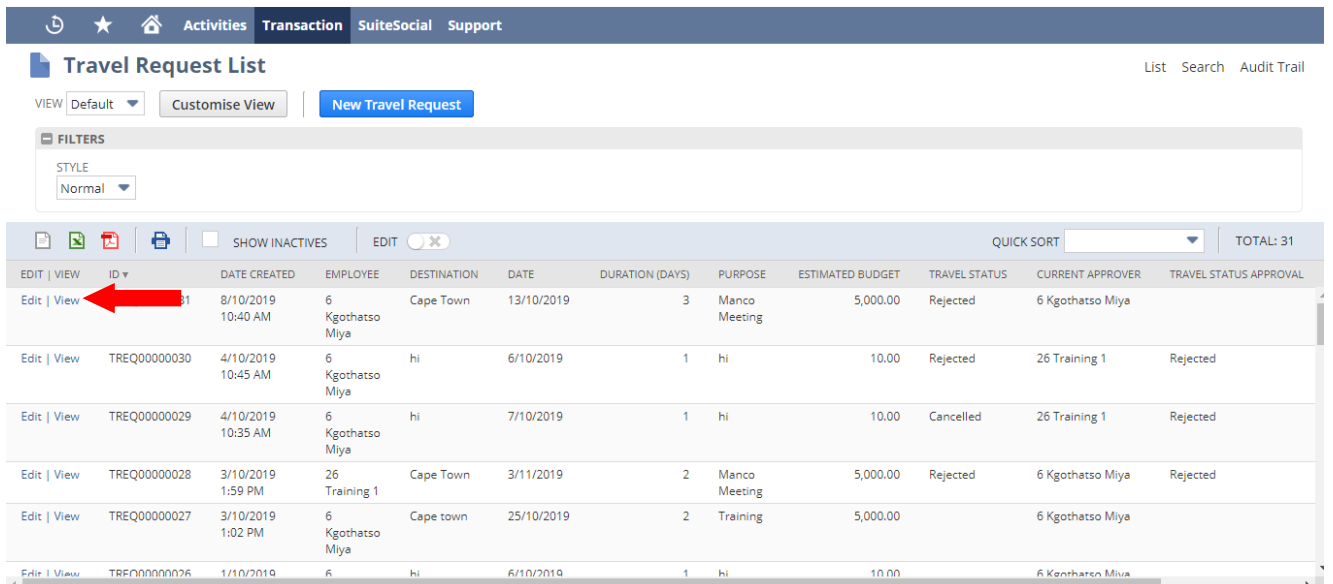
2.2 Amend a Rejected Travel Request

➢ On the Menu, go to transaction, travel and then click on Travel Request

➢ Travel Request list: Click on view next to the rejected Travel Request

➢ Click on Edit, to make changes to the rejected Travel Request.

➢ Click on the Rejection Reason subtab, to view the rejection reason.

- ➢ Make the necessary changes to the Travel Request

- ➢ Click on Save, once all the changes have been made.

Travel Request

TREQ00000031

[Save ▼] [̶n̶c̶e̶l] [Reset] | [Resubmit for Approval] [Cancel Travel Request] | 🗐▼ Actions ▾

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP * Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME * 6 Kgothatso Miya		TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DESTINATION * Cape Town	VOYAGER NUMBER 4568558
TRAVELLING DATE * 13/10/2019	DURATION (DAYS) * 3	ROYALTY NUMBER

Classification

COST CENTER * 001 Aviation Johannesburg	ESTIMATED BUDGET * 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER * 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail

- ➢ Then Click on Resubmit for approval, the Travel Request will go again for approval.

Travel Request

TREQ00000031

[Edit] [Back] | [Resubmit for Approval] [̶el Request] | 🖨 🗐▼ Actions ▾

Primary Information

TREQ# TREQ00000031	PURPOSE OF TRIP Manco Meeting	TRAVELERS ID NUMBER 123456789
TRAVELER NAME 6 Kgothatso Miya	DESTINATION Cape Town	TRAVEL CONTACT DETAILS 011 562 4585
DATE CREATED 8/10/2019 10:40 am	DURATION (DAYS) 3	VOYAGER NUMBER 4568558
TRAVELLING DATE 13/10/2019		ROYALTY NUMBER

Classification

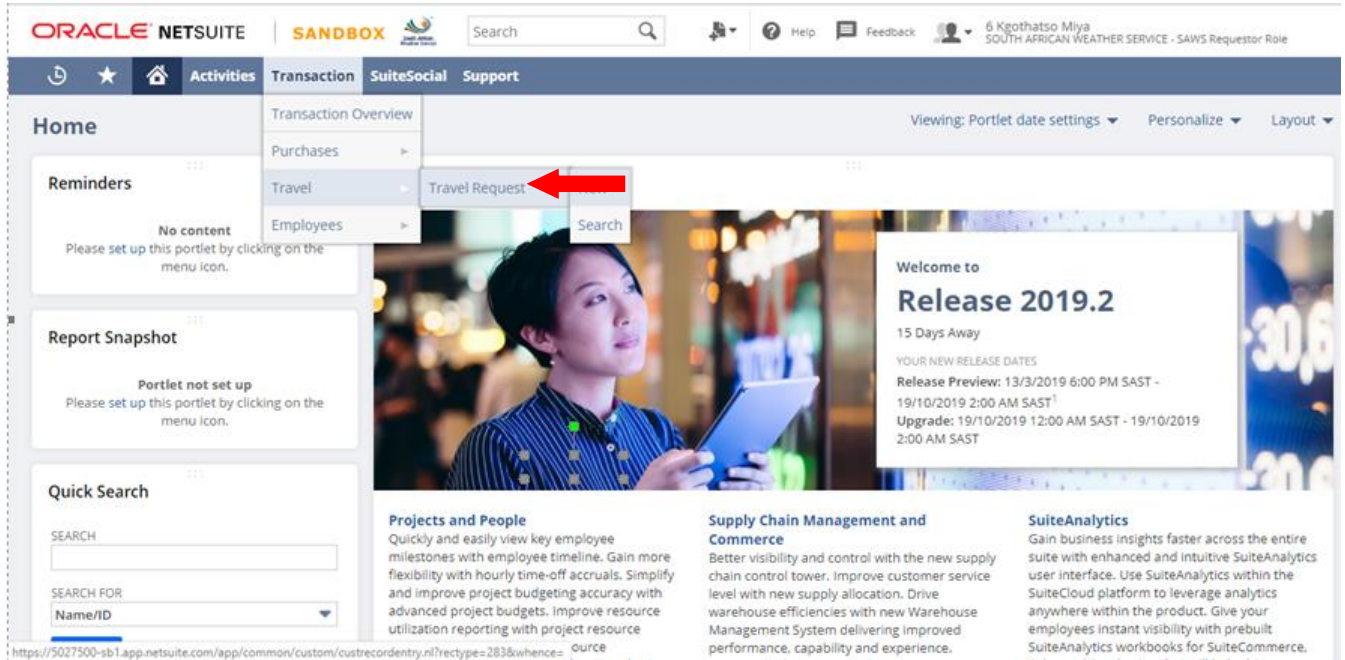|		
COST CENTER 001 Aviation Johannesburg	ESTIMATED BUDGET 6000.00	CURRENT APPROVER 6 Kgothatso Miya
ACCOUNT NUMBER 88040 Travel Local	TRAVEL STATUS Rejected	

Flight Detail

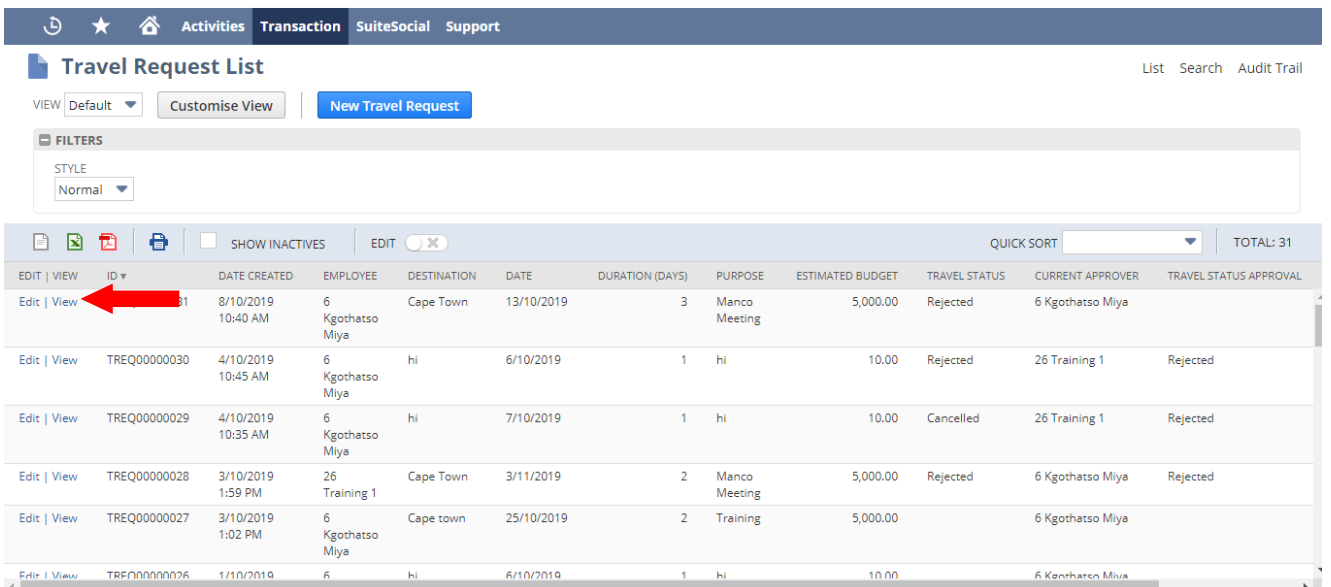|	
FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE) 20/10/2019, 1pm, OR Tambo to Cape Town	FLIGHT: DATE, TIME , FROM AND TO (RETURN) 20/10/2019, 1pm, OR Tambo to Cape Town

Car Hire Detail

➢ Travel Request status is now showing as pending approval and no changes can be made to the Travel Request while pending approval.

➢ Current approver field will reflect the individual who needs to approve the travel request

➢ Recall Travel Request Button will appear, if the requestor notice that they made a mistake they can recall the travel request

2.3 Cancel Travel Request

➢ On the Menu, go to transaction, travel and then click on Travel Request

➢ Travel Request list: Click on view next to the rejected Travel Request

➢ Click Cancel Travel Request button, to cancel the Travel Request

Travel Request

TREQ00000031

[Edit] [Back] [Resubmit for Approval] [Cancel Travel Request] Actions ▾

Primary Information

TREQ#	PURPOSE OF TRIP	TRAVELERS ID NUMBER
TREQ00000031	Manco Meeting	123456789
TRAVELER NAME	DESTINATION	TRAVEL CONTACT DETAILS
6 Kgothatso Miya	Cape Town	011 562 4585
DATE CREATED	DURATION (DAYS)	VOYAGER NUMBER
8/10/2019 10:40 am	3	4568558
TRAVELLING DATE		ROYALTY NUMBER
13/10/2019		

Classification

COST CENTER	ESTIMATED BUDGET	CURRENT APPROVER
001 Aviation Johannesburg	6000.00	6 Kgothatso Miya
ACCOUNT NUMBER	TRAVEL STATUS	
88040 Travel Local	Rejected	

Flight Detail

FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE)	FLIGHT: DATE, TIME , FROM AND TO (RETURN)
20/10/2019, 1pm, OR Tambo to Cape Town	20/10/2019, 1pm, OR Tambo to Cape Town

Car Hire Detail

➢ The Travel Request Status will change to Cancelled

➢ Travel Request cannot be amended once cancelled

Travel Request 🔒

TREQ00000031

🖨 ⤵▾ Actions ▾

Primary Information

TREQ#	PURPOSE OF TRIP	TRAVELERS ID NUMBER
TREQ00000031	Manco Meeting	123456789
TRAVELER NAME	DESTINATION	TRAVEL CONTACT DETAILS
6 Kgothatso Miya	Cape Town	011 562 4585
DATE CREATED	DURATION (DAYS)	VOYAGER NUMBER
8/10/2019 10:40 am	3	4568558
TRAVELLING DATE		ROYALTY NUMBER
13/10/2019		

Classification

COST CENTER	ESTIMATED BUDGET	CURRENT APPROVER
001 Aviation Johannesburg	6000.00	6 Kgothatso Miya
ACCOUNT NUMBER	TRAVEL STATUS	
88040 Travel Local	Cancelled	

Flight Detail

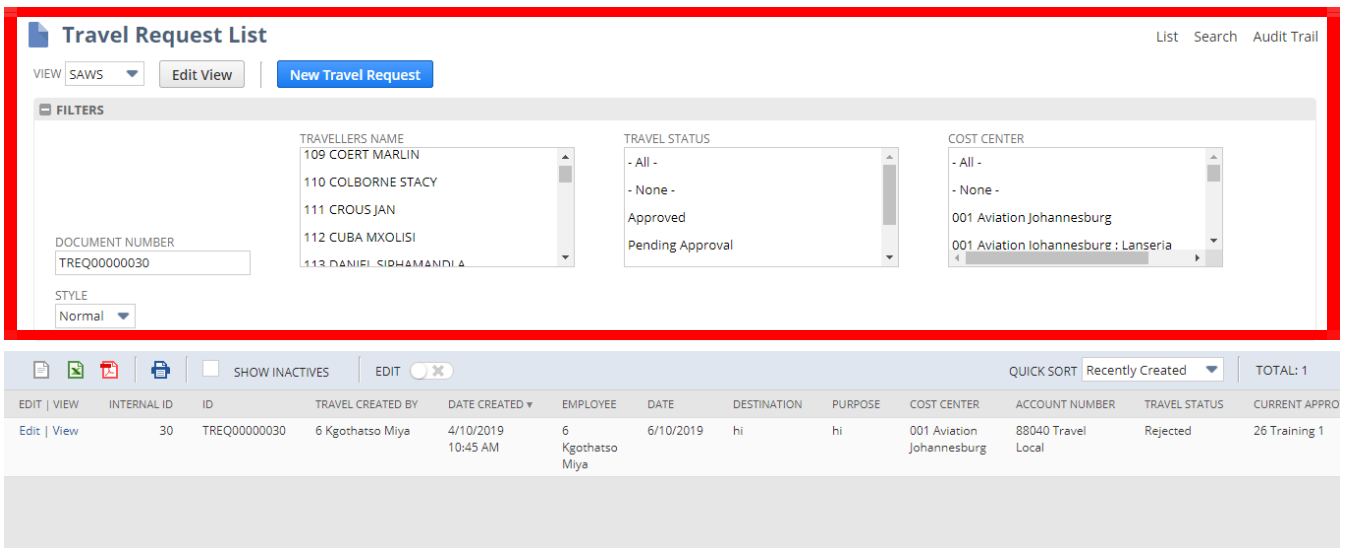|	
FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE)	FLIGHT: DATE, TIME , FROM AND TO (RETURN)
20/10/2019, 1pm, OR Tambo to Cape Town	20/10/2019, 1pm, OR Tambo to Cape Town

Car Hire Detail

2.4   How to Inquire on Travel Request

➢ Click on view Travel Request

➢ On The Menu, Click on Transaction, Travel, Travel Request.

➢ You can search by the document number/ID which is the Travel Request number, you can also search by travel request status or cost center etc

➢ Click on view next to the Travel Request you are inquiring on.

3   APPROVE OR REJECT TRAVEL REQUEST

Travel Request approval workflow is set up as below.

- The first level of approval is the budget approver,
- The second level of approval is the line manager.

3.1   Navigation

➢ To login, please enter your email and password
➢ Login with the **SAWS Requisition Approver Role**

> ➢ Under reminders, click on Travel Request Approval

3.2 Approving a Travel Request

➢ Click on view next to the travel request that requires your approval

➢ Check if all information is correct. The approver cannot make changes to the travel request.

➢ Then Click on Approve

➢ Travel Request status will show as pending approval, until the final person on the approval workflow has approved the travel request.

➢ Once the Travel Request is fully approved, its then ready for scm department.

3.3 Rejecting an Travel Request

➢ Click on view next to the travel request that requires your approval

➢ Check if all information is correct. Travel Request approver cannot make changes to the travel request.

➢ Then Click on Reject

➢ Once the travel request is rejected a rejection reason page will come up and the approver will then type in the rejection reason and then save.

➢ Once the rejection reason is save, to go back to the rejection click on the Travel Request number in the transaction number field.

➢ The approval status is now changed to rejected

➢ The person who created the Travel Request will receive an email, notifying them that the Travel Request has been rejected. The person who created the Travel Request will then make the neccesary changes and resubmit for approval.

Travel Request 🔒

TREQ00000028

🖨 📁▾ Actions ▾

Primary Information

TREQ#	PURPOSE OF TRIP	TRAVELERS ID NUMBER
TREQ00000028	Manco Meeting	12345678910
TRAVELER NAME	DESTINATION	TRAVEL CONTACT DETAILS
26 Training 1	Cape Town	011 562 4585
DATE CREATED	DURATION (DAYS)	VOYAGER NUMBER
3/10/2019 1:59 pm	2	
TRAVELLING DATE		ROYALTY NUMBER
3/11/2019		

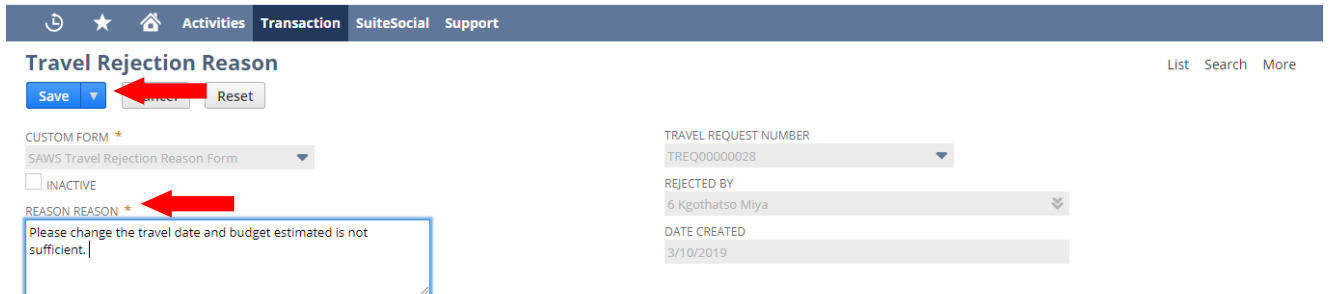**Classification**

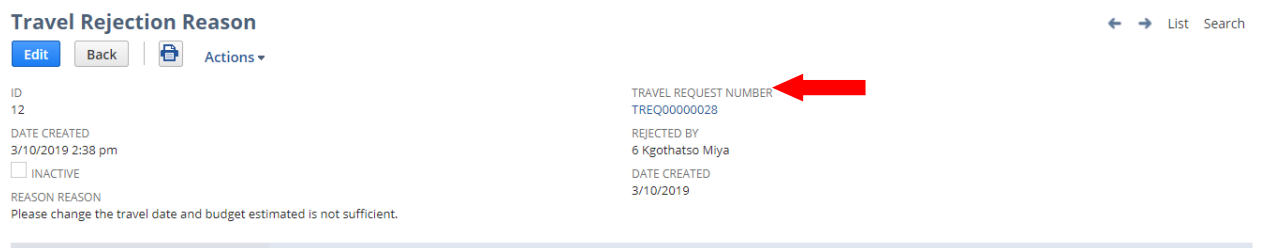|		
COST CENTER	ESTIMATED BUDGET	CURRENT APPROVER
001 Aviation Johannesburg	5000.00	6 Kgothatso Miya
ACCOUNT NUMBER	TRAVEL STATUS	TRAVEL STATUS APPROVAL
88040 Travel Local	Rejected	Rejected

Flight Detail

FLIGHT: DATE, TIME , FROM AND TO (DEPARTURE)	FLIGHT: DATE, TIME , FROM AND TO (RETURN)
3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport	3/11/2019, 8am, OR Tambo International Airport to Cape town International Airport