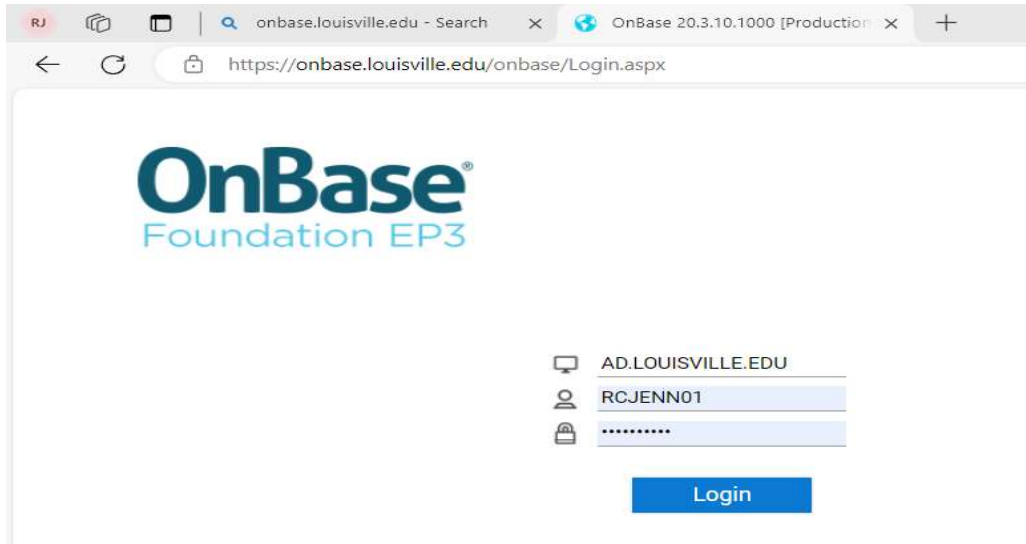
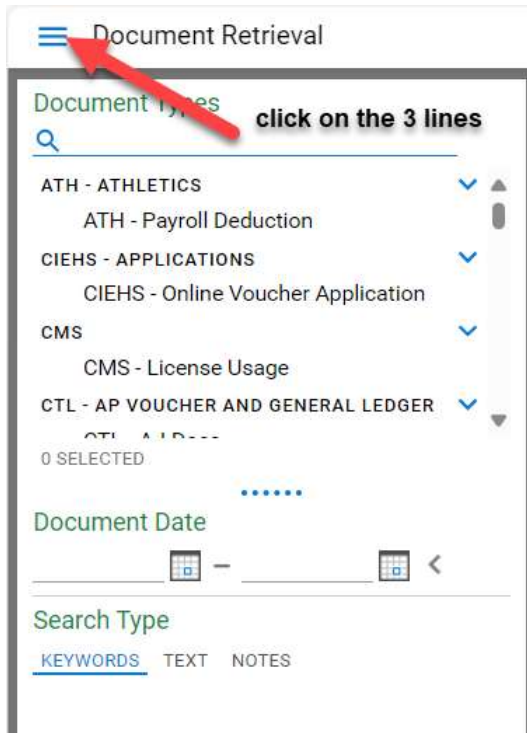


# OnBase Travel Web Version

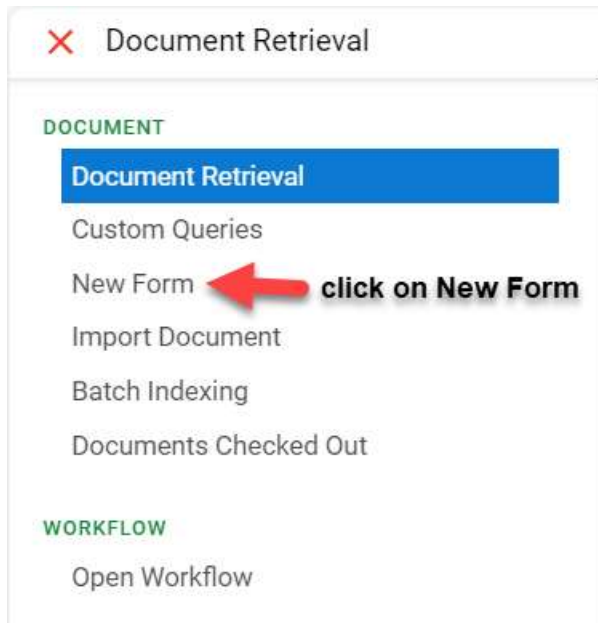
Step 1: Log into OnBase: onbase.louisville.edu



Step 2: Click on the 3 lines next to Document Retrieval



### Step 3: Click on New Form



Step 4: Click on FI -Travel- Travel & Expense this will give you a blank form and a Travel request number for you to reference if you have questions. You must fill in anything that has a red star beside it.

The screenshot displays the OnBase web application interface. The browser address bar shows <https://onbase.louisville.edu/onbase/NavPanel.aspx>. The page title is "New Form".

**Forms List (Left Sidebar):**

- Forms
- BOP Purchasing Payment Request
- CIEHS - APPLICATIONS
  - CIEHS - Online Voucher Application
- CTL - AP VOUCHER AND GENERAL LEDGER
  - CTL - Department General Ledger
  - CTL - General Ledger Cover Sheet
- DOCUSIGN - REQUEST FORMS
  - DOCUSIGN - Account Request Production Form
  - DOCUSIGN - Account Request Sandbox Form
  - DOCUSIGN - Template Migration Request
- FI - PROCARD
  - FI - Procard Import Count
  - FI - Procard Monthly Activity Report
  - FI - Procard Monthly Activity Report v2
  - FI - Procard Monthly Activity Report v2 - Copy
  - FI - Procard Transactions
  - FI - Procard Transactions v2
  - FI - Procard Transactions v2 - pre-staples - Copy
- FI - TRAVEL** (Selected)
  - FI - Travel - Travel & Expense** (Selected)
- HR - ACTIONS
  - HR - Personnel Action - XPAY MOBILE
  - HR - test
- SS - FINANCE
  - Monthly Reconciliation
- NURS - CLINICAL COMPLIANCE

**Travel & Expense Form (Main Content):**

**Request Information**

Travel Request Number: 1369

**Traveler**

[See A General Policy pg.1](#)

Are you entering travel for yourself? \*

YES

NO

Comments

Travel Profile Needed \*

YES

NO

**Dates & Status**

Travel Beginning Date \*

Any Personal Travel Dates?

YES

NO

Traveler Status

EMPLOYEE

STUDENT

COMMUNITY LEADER

OTHER

## Step 5: Click Submit at the bottom of the form

onbase.louisville.edu - Search x OnBase 20.3.10.1000 x +

https://onbase.louisville.edu/onbase/NavPanel.aspx

### New Form

OnBase

#### Forms

- BOP Purchasing Payment Request ▲
- CIEHS - APPLICATIONS ▼
  - CIEHS - Online Voucher Application
- CTL - AP VOUCHER AND GENERAL LEDGER ▼
  - CTL - Department General Ledger
  - CTL - General Ledger Cover Sheet
- DOCUSIGN - REQUEST FORMS ▼
  - DOCUSIGN - Account Request Production Form
  - DOCUSIGN - Account Request Sandbox Form
  - DOCUSIGN - Template Migration Request
- FI - PROCARD ▼
  - FI - Procard Import Count
  - FI - Procard Monthly Activity Report
  - FI - Procard Monthly Activity Report v2
  - FI - Procard Monthly Activity Report v2 - Copy
  - FI - Procard Transactions
  - FI - Procard Transactions v2
  - FI - Procard Transactions v2 - pre-staples - Copy
- FI - TRAVEL ▼
  - FI - Travel - Travel & Expense
- HR - ACTIONS ▼
  - HR - Personnel Action - XPAY MOBILE
  - HR - test
- SS - FINANCE ▼
  - Monthly Reconciliation
- NURS - CLINICAL COMPLIANCE ▼

#### Missing Documents

#### Summary

**Total**

**Grand Total**

**Cash Advance Amount**

**Max Travel Allowance Amount**

**Third Party Amount**

#### Business Ops Section

Staff Name

Comment for Internal

Comment for Internal (Continued)

**When the form is complete  
Hit submit at the bottom of  
the page.**

Travel Authorization Number  Expense

**Submit** **Print**

