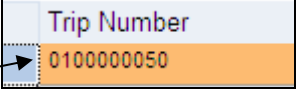
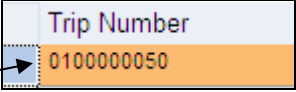
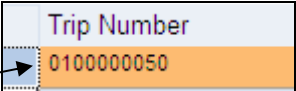
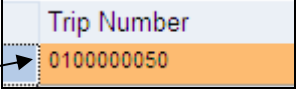
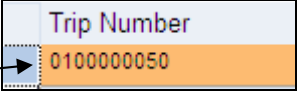
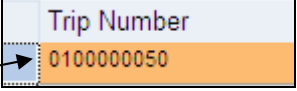
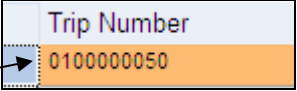


## Quick Reference Guide

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| <p><b>Create Travel Request</b></p>   | <p>1. From the <b>ESS Travel and Expenses</b> page, click <a href="#">Create Travel Request (Domestic or International)</a></p>  |
| <p><b>Change Travel Request</b></p>   | <p>1. From the <b>ESS Travel and Expenses</b> page, click <a href="#">My Trips</a></p> <p>2. Select (highlight) your trip by clicking the row button </p> <p>3. On the bottom of the screen, click <a href="#">Change</a></p> <p>4. Change data then click <a href="#">Review</a> at the bottom of the screen</p> <p>5. Click <a href="#">Save and Send</a> to resend the travel request.</p> |
| <p><b>Display Travel Request (all data)</b></p>   | <p>1. From the <b>ESS Travel and Expenses</b> page, click <a href="#">Display trips and attachments</a></p> <p>2. Select (highlight) your trip by clicking the row button </p> <p>3. Click <a href="#">Display Trip Request</a></p> <p>4. When finished, click <a href="#">Back</a> at the top of the screen.</p>  |
| <p><b>Add, Display or Delete an Attachment</b></p>  | <p>1. From the <b>ESS Travel and Expenses</b> page, click <a href="#">Display trips and attachments</a></p> <p>2. Select (highlight) your trip by clicking the row button </p> <p>3. Click <a href="#">Add Attachment</a> or <a href="#">Display Attachment</a> or <a href="#">Delete Attachment</a></p> <p>4. When finished, click <a href="#">Exit</a></p>                                |
| <p><b>Display Summary of Travel Request as a PDF for printing, emailing, saving to hard-drive</b></p> | <p>1. From the <b>ESS Travel and Expenses</b> page, click <a href="#">My Trips</a></p> <p>2. Select (highlight) your trip by clicking the row button </p> <p>3. On the bottom of the screen, click <a href="#">Display/Print Travel Summary</a></p> <p>4. When finished, click <a href="#">Exit</a></p>   |

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| <p><b>Change Travel Diary, Accommodation and/or contacts after travel request approved</b></p> | <ol style="list-style-type: none"> <li>From the <b>ESS Travel and Expenses</b> page, click <a href="#">Edit, Finalise Travel diary, Accommodation and Contacts</a></li> <li>Select (highlight) your trip by clicking the row button </li> <li>Click <a href="#">Edit and/or Finalise</a></li> <li>After making changes, click <a href="#">Review ▶</a> at the bottom of the screen</li> <li>Choose <b>Save only</b> or <b>Save and Finalise</b> (you use Save and Finalise when you want to declare your travel diary as final)</li> <li>Select <a href="#">Go to Travel and Expenses homepage</a> to return to the Travel and Expenses page.</li> </ol> |
| <p><b>Finalise Travel Diary when return from a trip</b></p>                                    | <ol style="list-style-type: none"> <li>From the <b>ESS Travel and Expenses</b> page, click <a href="#">Edit, Finalise Travel diary, Accommodation and Contacts</a></li> <li>Select (highlight) your trip by clicking the row button </li> <li>Click <a href="#">Edit and/or Finalise</a></li> <li>After making changes, click <a href="#">Review ▶</a> at the bottom of the screen</li> <li>Choose <b>Save and Finalise</b></li> <li>Select <a href="#">Go to Travel and Expenses homepage</a> to return to the Travel and Expenses page.</li> </ol>   |
| <p><b>Print Travel Diary and/or Contact Information</b></p>                                    | <ol style="list-style-type: none"> <li>From the <b>ESS Travel and Expenses</b> page, click <a href="#">Edit, Finalise Travel diary, Accommodation and Contacts</a></li> <li>Select (highlight) your trip by clicking the row button </li> <li>Click <a href="#">Print diary</a> or <a href="#">Print contacts</a></li> <li>Click <a href="#">Back</a> at the top of the PDF form to go back to the <b>Edit, Finalise Travel Diary</b> screen</li> <li>Click <a href="#">Exit</a> to exit the <b>Edit, Finalise Travel Diary</b> screen.</li> </ol>   |
| <p><b>Generate Insurance Certificate</b></p>   | <ol style="list-style-type: none"> <li>From the <b>ESS Travel and Expenses</b> page, click <a href="#">Travel Insurance Confirmation Certificate (International travel only)</a></li> <li>Select (highlight) your trip by clicking the row button</li> <li>Click <a href="#">Print Insurance Certificate</a></li> <li>Click <a href="#">Back</a> at the top of the PDF form to go back one screen</li> <li>Click <a href="#">Exit</a> to exit the <b>Insurance Confirmation Certificate</b> screen.</li> </ol>  |