Creating LSST/AURA Travel Requests (TR’s) via Reqless
DEFINITIONS:

For the use of this document please see below for definitions.

AURA- any direct AURA employee

Partner- any partner of AURA. ie. SLAC, IPAC, UW, Princeton, NCSA, Harvard, SAC, PST, other boards, etc. that has user credentials or a subsystem username/password

Affiliate- all others
To create a LSST travel request visit (https://cas.aura-astronomy.org/Reqless). Reqless is an internal AURA system for use by AURA employees, an accommodation has been made to allow LSST Partners and Affiliates to use Reqless for travel requests. User names and passwords specific to each of the various LSST subsystems have been established for use in processing those travel requests.
**Reqless Home:**
The Reqless home page displays all your personal activity on Reqless, to include any requisitions, travel requests, shipping memos, and TERs with recent activity. *Note: Only AURA employees can see these functionalities.*

**Partner and Affiliate lists will be shorter**

**Travel:**
The Travel tab shows multiple options for creating and searching for travel requests.

**Create New:** The “Create New” tab is used to create a new travel request.
Last Name, First Name

Trip Purpose

Note: The advance is for AURA employees only.

Expense Details:
Mandatory for LSST and Gemini. Estimated amounts for each aspect of travel needed (please estimate high rather than low). Any other known expense estimates may also be added in the blank spaces.

When approved, also email: Partners and Affiliates should add their contact email in this space.
**Cost Allocations:**

No Cost to AURA- please click this box if an outside organization is paying for your travel. Go on to Itinerary (next page).

AURA/Center Charges- The account number entered should be the account that will be charged for the travel. If there will be more than one account charged, click the “Add Allocation Account” box. Be sure to indicate the percentage of cost to be charged to each account.

Pick correct expense code from drop-down list.
**Itinerary:**

Date- Travel date and time (Optional)

Travel From/Travel To-
Enter the **work** location from and to which you will travel. Airport codes can be added to comment section if known.

Repeat for return travel date, time and cities.

Add Itinerary- add lines if more are needed for multi-city travel

Personal deviation- please check the box and add exact deviation information to the comments for the Travel Administrator

**Interactions:** An agenda must be attached if attending official meetings, conferences, training, etc.
Once completed, click the “Save And Send for Approval” button. However, if you require more time, you may choose the “Save As Unfinished” button and return later to complete. The “Cancel” button allows you to cancel the travel request prior to sending it for approval. The “Reissue” button allows you to reissue a previous travel request which will copy the information from the previous trip into a new TR and will create a new TR number. You may then make any necessary changes for the travel request. Note: “Reissue” should not be used to make changes to an already existing TR.
You will see that a travel request number is now created and you may use this number for reference.

Each account number may have several people who are able to approve requests for this charge number. Please be sure to select the correct person for approval. The TR is automatically directed to your immediate supervisor, no matter what charge number you allocate.

Click “send” and you are finished.

Questions? Please contact Erin Carlson, LSST Travel Administrator, ecarlson@lsst.org