

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.

Association of Universities for Research in Astronomy, Inc.

AURA

Reqless

Home

Log in

Log in

Use your local account to log in.

User name

Password

☐ Remember me?

Log in

Or Use Email for Single-Sign-On

Use your email address to access Single-Sign-On if your organization is part of AURA Single-Sign-On

Forgot Password or New User?

[New User: Get password](#)

[Reset existing password](#)

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Subsystem	User Name	Password
Data Management	LSSTDM	L\$\$tr^vDM
EPO	LSSTEP	L\$\$tr^vEP
Project Management Office	LSSTPO	L\$\$tr^vPO
Systems Engineering	LSSTSE	L\$\$tr^vSE
Telescope and Site	LSSTTS	L\$\$tr^vTS
Commissioning	LSSTCOM	L\$\$tr^vCOM
Board & Committees	LSSTBC	L\$\$tr^vBC
Science Advisory Committee	LSSTSAC	L\$\$tr^vSAC

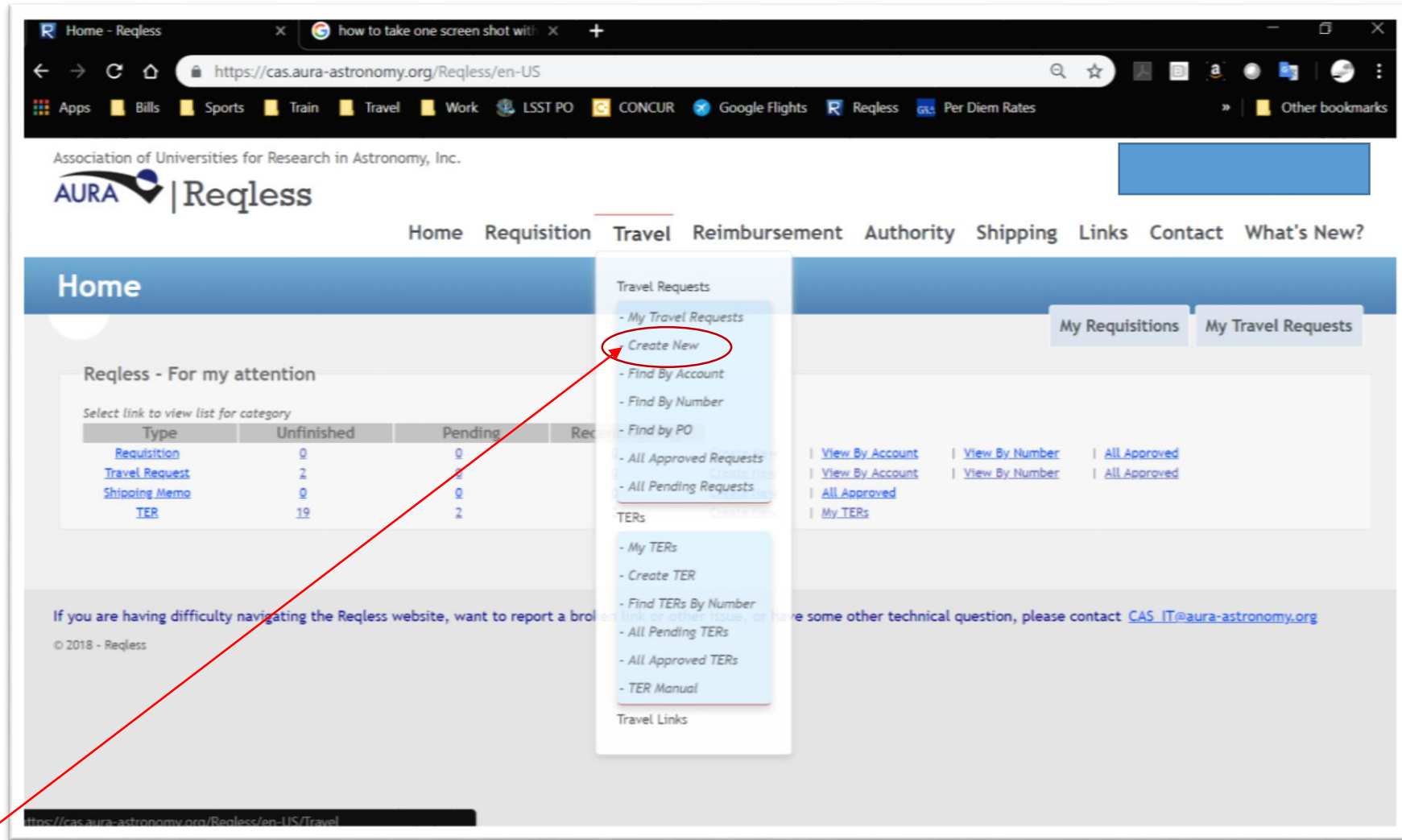
Reqless Home:

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.

Currency:

USD

On Behalf Of:

Non-Employee

Enter Last Name, First Name

(Name(s) of traveler(s) in following format: Last Name, First Name)

Purpose of Trip:

Advance Amount:

0

Travel advances should not exceed out-of-pocket expenses expected during the travel period, including meals and incidentals.

Traveling for Gemini:

☐ Please check box if travelling for Gemini

When approved, also email:

(Use semicolon (;) as separator for multiple addresses)

Type Of Travel

☐ Rental Vehicle

☐ Air

☐ PersonalVehicle

☐ Train

☐ Shuttle or cab

☐ Other

☐ Company Vehicle

Create

Click travel needed and/or are using.

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

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.

Expense Details			
This section is required for Gemini and LSST and those using percentage.			
Expense	Estimated Cost	Expense	Estimated Cost
Airfare	500.00	Taxi	100.00
Hotel	350.00	Personal Mileage	50.00
Per Diem	180.00	conference fee	250.00
Car Hire	0.00		0.00
Total Expense	1430.00		

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.

Cost Allocation

Please select No Cost to AURA/Center below if charges are paid by outside organization, or fill in the account allocation under AURA/Center Charges.

No Cost To AURA/Center

☐ No Charges will be incurred (Outside organization is paying)

OR

AURA/Center Charges

You must specify amount as currency or percentage. If using percentage, you must complete Expense Details and check box below.

☒ Save and Display using Percentage

Percent	Account	Exp Code	
<input type="text" value="100.00"/>	<input type="text" value="KLM10101C"/>	<input type="text" value="500 Domestic Travel - Staff"/>	Remove
<small>(Only specify two decimals)</small>	<small>(Enter account without dashes)</small>		

Add Allocation 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.

Itinerary

Note: if country is different than the default, type country and then select from dropdown

Date	Time (optional)	Travel From	Country	Travel To	Country	
<input type="text" value="12/10/2018"/>	<input type="text" value="preferred time"/>	<input type="text" value="TUCSON, AZ"/>	<input type="text" value="USA"/>	<input type="text" value="NEW YORK, NY"/>	<input type="text" value="USA"/>	Remove
<input type="text" value="12/17/2018"/>	<input type="text" value="preferred time"/>	<input type="text" value="NEW YORK, NY"/>	<input type="text" value="USA"/>	<input type="text" value="TUCSON, AZ"/>	<input type="text" value="USA"/>	Remove

(mm/dd/yyyy)

International Travelers: Please check with the [U. S. State Department](#) for current Travel Warnings for your destination.

Does this trip include personal deviation? ☐ Yes

Add Itinerary

Interactions (expand/collapse)

If this travel is for a meeting or conference, you must attach an agenda in PDF format.

Attach file: (Note for file)

Choose Files

No file chosen

(Max file size is 4 MB)

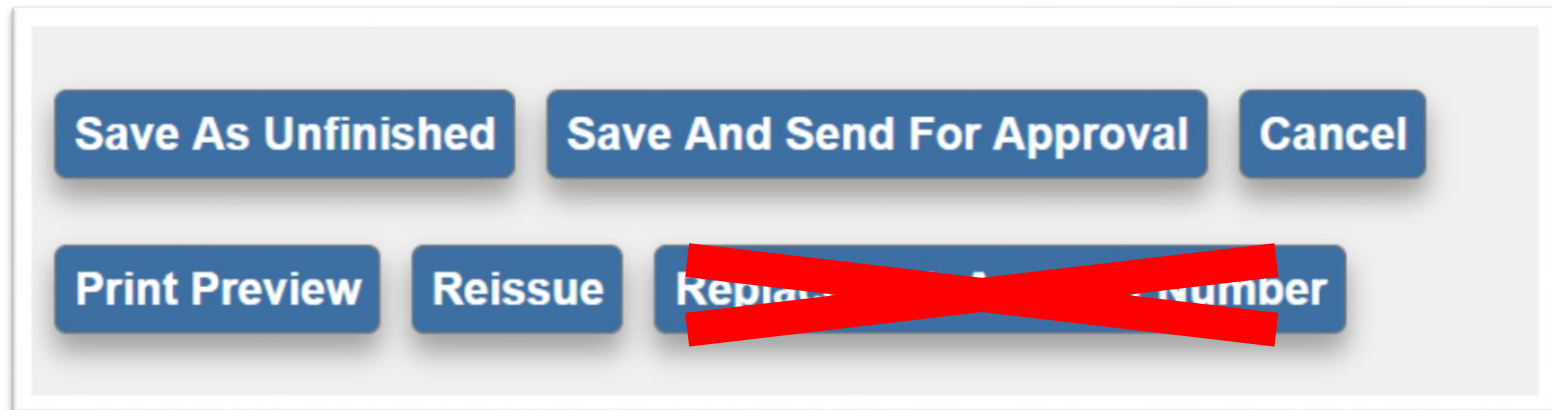
Attach file

Add Comment

Tracking:

Action	Comment (hover over comment to see more)	File	Date Added	Added by	
Created			11/07/2018 14:36	System	
Attachment	AGENDA FOR MEETING OR CONFERENCE		11/07/2018 15:09	Carlson, Erin L	Delete

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

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Home Requisition Travel Reimbursement Authority Shipping Links Contact What's New?

Travel. Travel Request Route

My Travel Requests Create New Find By Account Find By Number Find by PO All Approved All Pending My TERs Create TER Travel Links

082710

Please select approver for each account

Account	Total Charges	Approvers
KLM10101C	\$1,430.00	<div>Goodenow, Iain M Goodenow, Iain M Calabrese, Daniel A Krabbendam, Victor L Kahn, Steven Johnson, Debbie Schnader, Val</div>

Note: If you are presented with a dropdown menu, you should use the default approver shown in the drop down menu. The default approver is the first person in the hierarchy with enough authority to approve this request. Do not skip to people with higher authority levels without a specific reason for doing so.

Send

[Back to View Travel Request](#)