How to Reprint (Resend) Travel Notification Forms

This job aid will guide you on how to reprint (resend) travel notification forms via e-mail for **approved** travel requests.

1. Click on the Travel tab.

2. Click on Reprint Travel Notification Forms.
3. Enter traveler’s personnel number.

4. Enter the traveler’s trip number that you want to reprint.

   **Note:** If you do not know the trip number you can search for a traveler’s trip number by clicking on the search icon.
5. A window will pop-up and click on the down-arrow bar to expand the ability to search.
6. The search window expands.

7. Enter the traveler’s personnel number and click the ✔ icon.
8. Travel trips for the traveler are displayed.

**Note:** This search will display all travel trips which may be at various stages of the approval process.

![Image of travel trip display]

- Personnel Number: 90000013
- Trip Number: 0270000035, 0270000034
- Ends On: 11/20/2013, 11/15/2013
- Location: Los Angeles
- Ctr: US

2 Entries found
9. Highlight the trip you want to reprint and click the icon.

10. The trip number will be populated. Check the Send Email box and type the email address of the traveler (recipient). Click the icon to execute.
11. Congratulations, you have successfully reprinted (resent) a travel trip notification.

Only approved travel requests and approved travel reimbursements can be printed (resent). Should you try to reprint a travel trip/travel reimbursement that is not approved the following error message will appear: