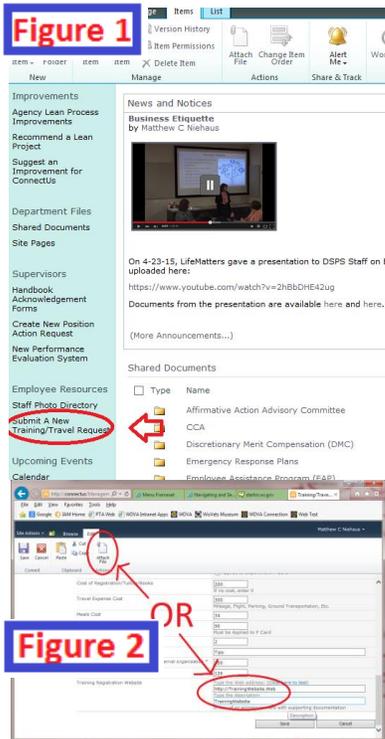
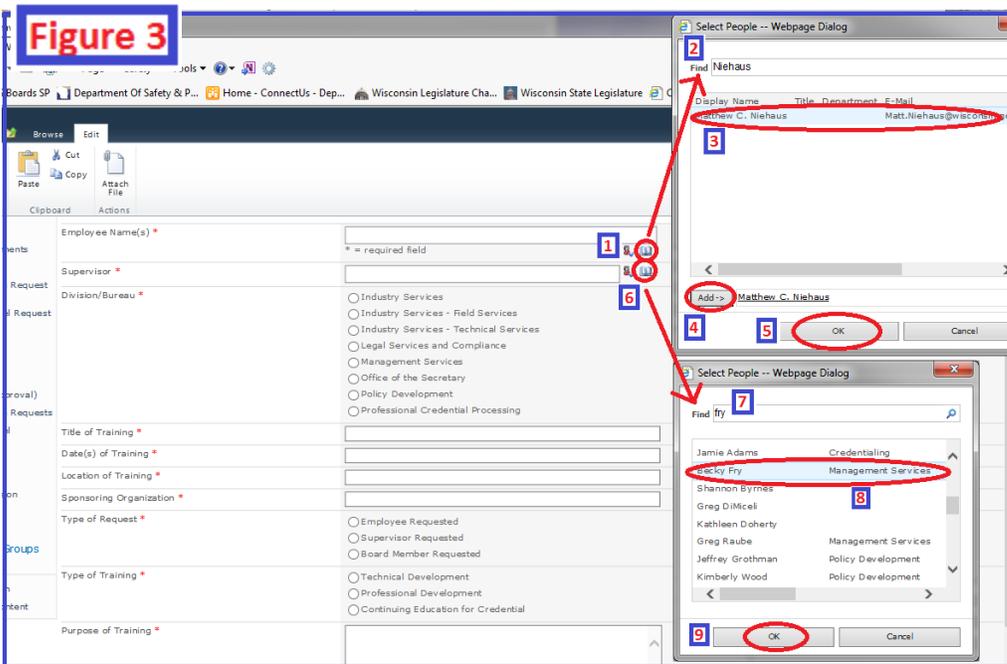


# Submitting a Training/Travel Request



1. To submit a Training/Travel Request through ConnectUs, first navigate to the **Submit a New Training/Travel Request** link on the left-hand side. See Figure 1.
2. Once you have clicked this link, you will be prompted to fill out several fields. Most fields will only require text. Please note that the fields accompanied by a red asterisk must be completed.
3. The **Employee Name** field will require you to use the address book (see instructions below) to locate either yourself or the trainee in the event a supervisor is requesting training for a staff member.
4. The **Supervisor** field will require you to use the address book (see instructions below) to locate your supervisor in a list.
5. Add either an attachment or a web link that will provide the approving parties with information about your training or travel request. See Figure 2.
6. Once all necessary fields are complete, click the **Save** button at the bottom of the page.

## Adding Employee Name & Supervisor fields using People Picker.



1. Click on Address Book symbol. See Figure 3.
2. Type traveler's name or e-mail address in the **Find** box and hit the enter key on the keyboard.
3. Click on traveler's name in the results field.
4. Click the **Add ->** button.
5. Click **OK** and move to the **Supervisor** field.
6. Click on Address Book symbol.
7. Type traveler's supervisor name or e-mail address in the **Find** box and hit the enter key on the keyboard.

8. Click on the name of the traveler's supervisor in the results field.
9. Finally, click **OK** and move on to enter information in the remaining fields.