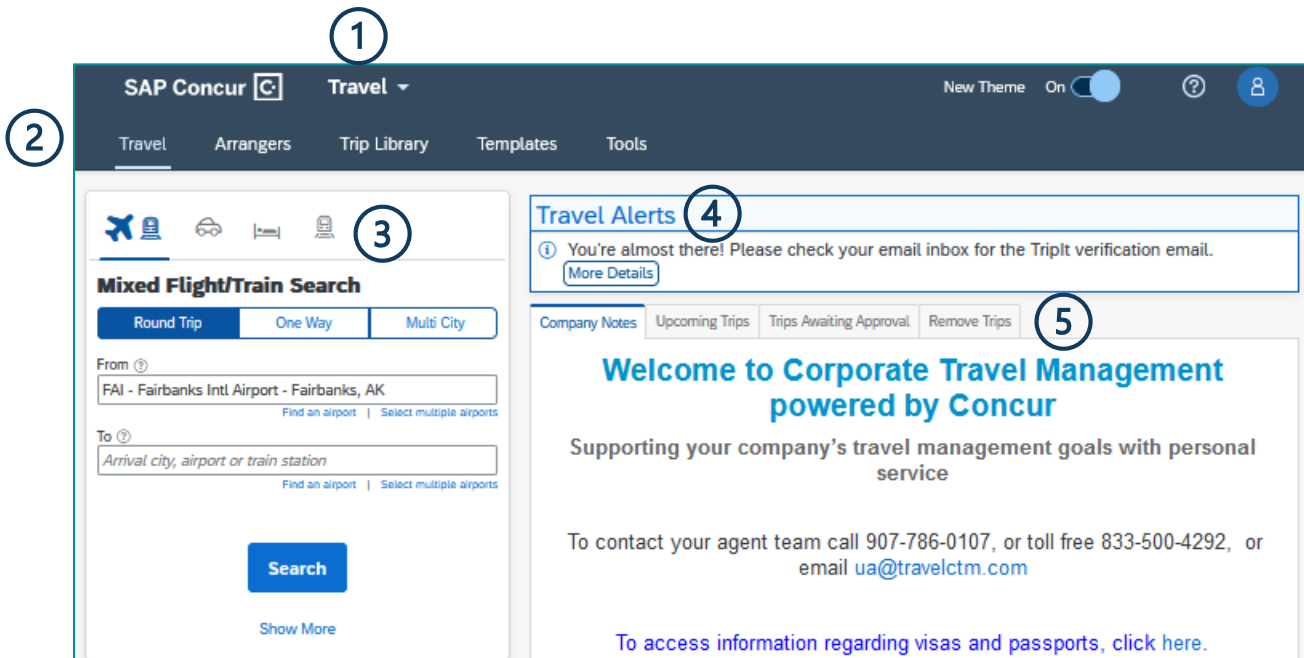


## Travel Dashboard



1. Home/Module Drop-Down Menu – Select Travel to access the Travel module
2. Black Menu Bar
  - a. Travel to navigate to the main Travel module page
  - b. Arrangers to arrange travel as a delegate
  - c. Trip Library to view bookings
  - d. Trip Templates to work with booking templates
  - e. Tools to access useful travel tools including airport guides and government travel warnings
3. Booking Tool for researching airfare, car rental, hotel, and train costs, routes, and availability or for using the “Travel-to-Request Integration” booking option
4. Travel Alerts (if any) are visible in the Travel module
5. Blue Text Tabs
  - a. Company Notes from the main page
  - b. Upcoming Trips for current travel bookings
  - c. Trips Awaiting Approval for trips pending approval
  - d. Remove Trips for completed trips that need a Report