

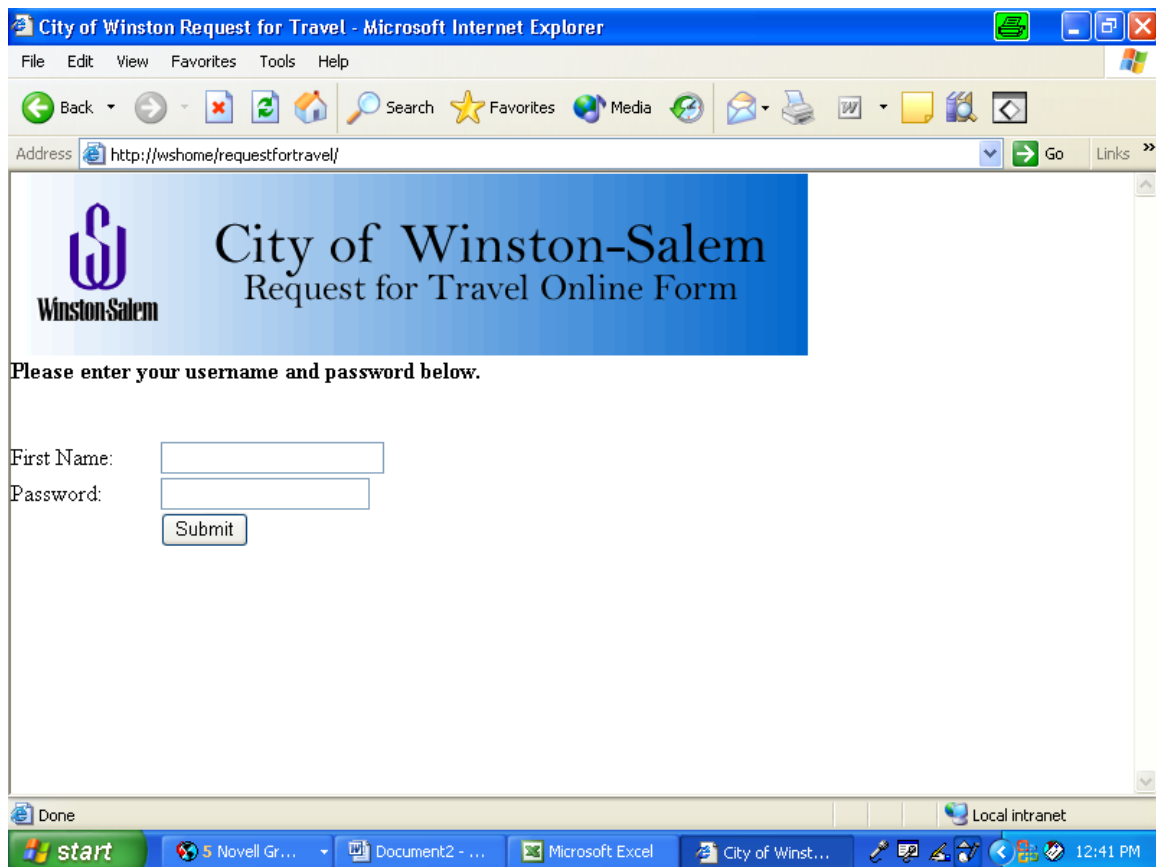
**Instructions for obtaining a Trip Tracking Number:**

**Obtaining a Trip Number does not authorize the trip. The Trip Number is used solely for tracking expenses and reporting to management on the cost of trips taken.**

To get a trip number, start your web browser and then go to:

<https://requestfortravel.cityofws.org/>

The following screen will be displayed:



Key in your first name or the name of the person traveling. The system will accept any name.

In all capital letters key in the Password: **TRAVEL**

Then hit the enter key or click on Submit.

The system will display the Trip Number request screen:



# City of Winston-Salem Request for Travel Online Form

Welcome, Clark

**First Name:**  Required Field

**Middle Initial:**  Required Field

**Last Name:**  Required Field

**Department:**

**Destination City:**  Required Field

**Destination State:**

**Purpose of Travel:**  [Purpose Descriptions](#)

**Notes/Description**

**Leave Date:**

September 2005						
S	M	T	W	T	F	S
<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>
<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>
<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>
<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">1</a>
<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>

**Return Date:**

September 2005						
S	M	T	W	T	F	S
<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>
<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>
<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>
<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">1</a>
<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>

Complete the screen as shown in the example above using your own information.

**Double check your work to be sure everything is entered correctly and then click on the Submit button. The system will return the following:**

**City of Winston-Salem**  
Request for Travel Online Form

Logout Add New Form

**OBTAINING A TRIP NUMBER DOES NOT GUARANTEE APPROVAL.** You must complete a Request for Travel Authorization Form and include this unique trip number. This number must be on all documentation and correspondence presented for payment (i.e. Request for Check, Request for Travel Advance, advance registration fees, purchasing card logs, etc).

If documentation is submitted without the trip number, the documentation will be returned to the originator for correction

**Please print for your records:**

**Tracking Number:** 79  
**Name:** CLARK G CASE  
**Dept:** TREASURY/FINANCIAL SYSTEMS  
**Purpose:** PROFESSIONAL DEVELOPMENT  
**City & State:** CHICAGO , IL  
**Leave Date:** 9/11/2005  
**Return Date:** 9/15/2005

Edit Current Form

[Travel Policy](#)

[Request for Travel Authorization and Cash Advance](#)

**Print the screen or make note of the Tracking Number assigned.**

**This tracking number must be used on all expenses to be paid by the City related to the trip. This includes all purchasing card charges, reimbursements or travel advances. All forms required by the travel policy must be completed and must have**

**a valid Trip Tracking Number associated with each charge and all charges must be broken out by Tracking Number. Any purchasing card report, or expense reimbursement form submitted without valid Tracking Numbers will be returned unprocessed to the originator.**

If you obtain a Tracking Number for a trip that you later decide not to take or that does not get approved, the number will simply go unused. No action is necessary to cancel a number. A separate Trip Tracking Number and separate forms must be used for each employee traveling.

You can see/print a copy of the travel policy or obtain the current travel forms by clicking on the appropriate links at the bottom of the screens.

If you have any questions, call Donna Hull at 747-6903.