



# Create Travel Advance

## GUIDE CARD-G16

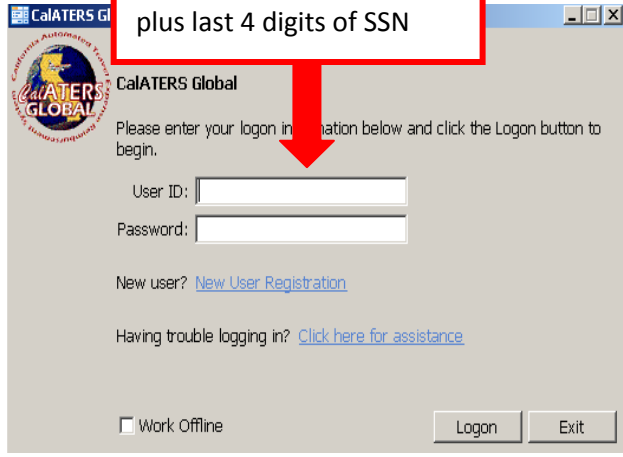
**Step 1**

From the CalATERS Global web site at [http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html) Under Global Sign In, click CalATERS Global.



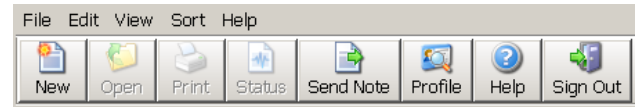
**Step 2**

First 4 digits of last name plus last 4 digits of SSN

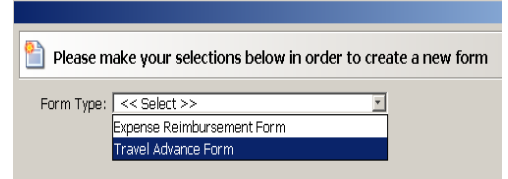


Key User ID and Password, and then click **Logon**.

**Step 3**



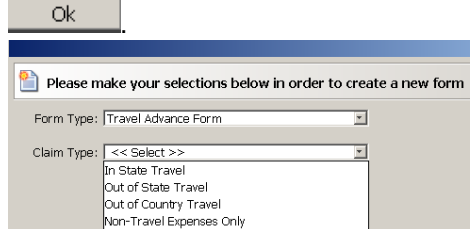
Click the **New** icon to begin the Travel Advance form.



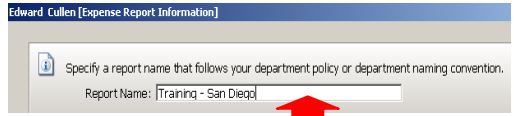
Select "Travel Advance Form".

**Step 4**

Select the appropriate claim type, and then click **Ok**.

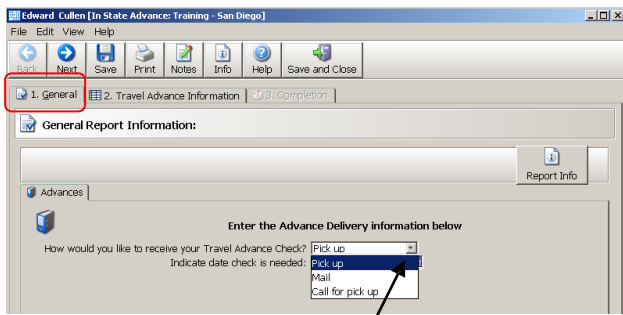


Key the Report Name (based on department policy), and then click **Ok**.



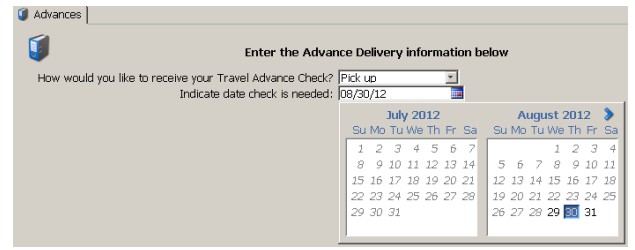
Home Index - Fiscal Year - Report Name (i.e 7000-2012-July XX travel)

**Step 5**



From the General tab, click **How would you like to receive your Travel Advance Check?** to select the check delivery option. Complete any additional fields.

**Step 6**



Enter the date (or select date from the dropdown calendar) to indicate when check is needed.

Must be at least 5 business days. If less than 5 days, provide explanation.

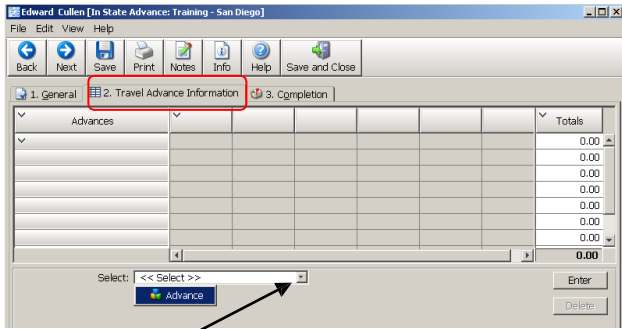


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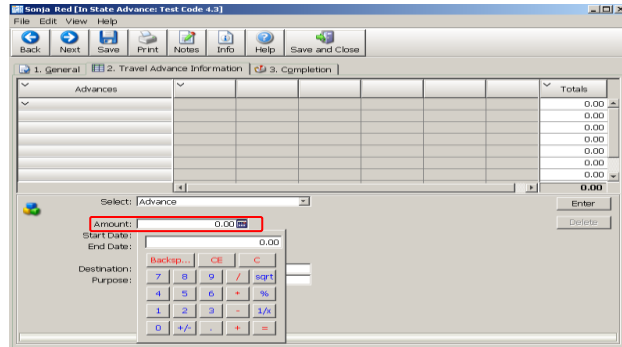
**Step 7**

Click on the Travel Advance Information tab.



Click and then click

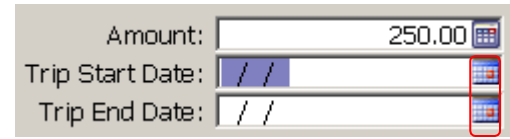
**Step 8**



Enter the amount you are requesting by typing on the amount field, or by using the dropdown calculator.

**Step 9**

Enter the Start and End Date by typing the date, or by using the dropdown calendar.



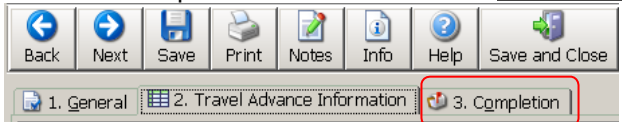
Enter the Destination and Purpose of your Travel.



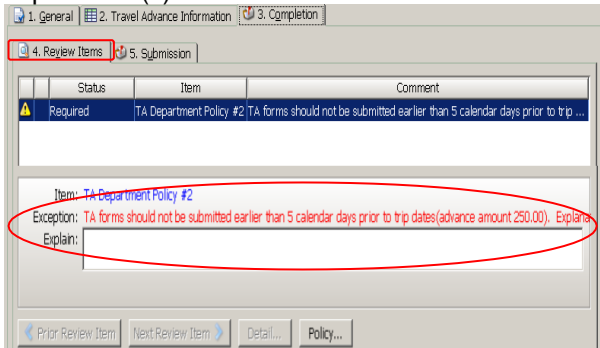
Then, click

**Step 10**

Go to the Completion tab.

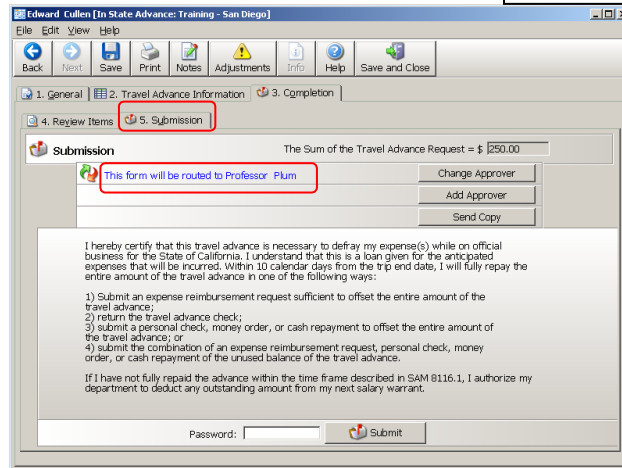


If there are Review Items, you may need to provide explanation(s).



**Step 11**

Proceed to Submission tab.



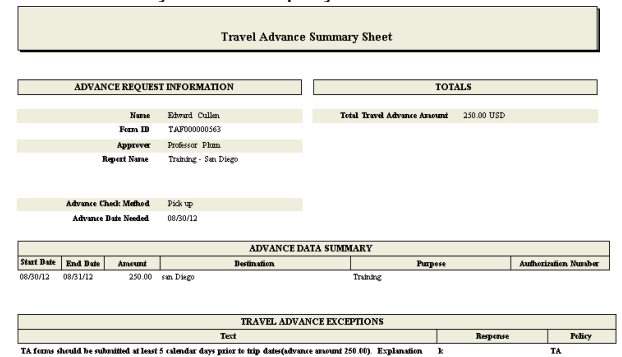
The Submission tab displays your approver.

Enter password and click

**Step 12**

Select print options and

The Summary Sheet displays.



Click and then click

The form will be sent to the next approver for review.