HOW TO REQUEST TRAVEL USING MY.ACES

A step by step guide to the application
Steps to submitting a travel request

2. Click on Create Request
3. Select Type of Travel
4. Fill in Traveler Name and Phone Number
5. Fill in Supervisor (netID)
6. Select Type of Absence
7. Enter Beginning and End Dates of Travel
8. Describe Reason for Travel
9. Enter Travel Destination
10. Select Yes or No for whether you are expecting reimbursement from the University of Illinois
11. Select Yes or No for whether you are expecting reimbursement from a Non University of Illinois entity
12. Enter an Account #
13. Review listing of Conflicts and enter a plan for coverage
2. Click Create Request
3. Select Type of travel

4. Fill in Traveler Name and Phone Number (NOTE: Separate request submission for each traveler)

5. Fill in Supervisor (netID)
6. Select type of absence
7. Enter beginning and end date of travel
8. Describe reason for travel
9. Enter travel destination
10. Y or N - Expecting a reimbursement from UIUC

11. Y or N – Expecting a reimbursement from Non-UIUC

12. Y or N - Requesting a cash advance
13. Enter an account #

Note: Don’t panic if you see this box
14. Review the listing of conflicts and enter a plan for coverage.
15. What you’ll see when you hit submit
16. Email you’ll receive after hitting submit