

Process:	Traveler Profile / Proxy Setup		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	8/17/23

Introduction:

Before an employee can access all of the features of the Travel Center, a Traveler Profile must be created. Within the Traveler Profile page, the traveler can update their default funding project ID, select their duty station, and add employees for which they will serve as a proxy to enter travel authorizations and reimbursements. Department Liaison can assist you with your travel profile.

1. Login into MyPack Portal.
2. Go to the Employee Self Service Homepage.
3. Select the Travel Center tile.
4. Select Update My Profile, located on the upper right-hand side of the Travel Center landing page
5. Under Traveler Information:
 - Review your email address. If it is not correct, enter the email address where you would like to receive emails related to travel payments.
 - Select the county of your duty station from the drop down list. Leave blank if it does not apply.
 - Select your duty station
6. Within the Default Funding Source Project ID field, enter the project ID that you will use for travel expenses. **Projects can be changed as needed on the authorization and reimbursement.

Travel Proxy Setup on Behalf of other travelers:

1. Under Traveler Information, go to Travel Proxy Setup.
2. If you enter authorizations or reimbursements on behalf of other travelers, check the box next to “I submit travel requests on behalf of others.”
3. The box will expand to include an entry field for the Traveler ID, also known as the supplier ID.
4. Enter the Traveler ID number (supplier number) and then press the tab key. The name of the traveler will display. If you do not know the Traveler ID, use the magnifying glass icon to search for the Traveler ID number.

Traveler Profile

Traveler Information

Name Terressa Ruth Yeakle Best
Traveler ID 0000346151
Phone 919/515-7489
Email
County
Duty Station

Default Funding Source

Project ID UNIVERSITY CONTROLLER/ACAD AFF/INSTITUTIONAL SUPPORT

Travel Proxy Setup

I submit travel requests on behalf of others

OK

Cancel

Additional References:

NCSU Travel Center User's Guide: <https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>