



Job Corps Data Center

Using the CIS/OASIS Travel Module

Overview

- Job Corps provides its students with transportation for various reasons:
 - Initial enrollment
 - Breaks
 - Interviews
 - Emergency leaves
 - Separation
 - Transfers
 - Relocation



***Note:** The Travel module does not actually book or schedule travel. It **does not** communicate with travel agencies or travel sites. It simply tracks Job Corps student travel information for accountability purposes.*

Travel Module Access

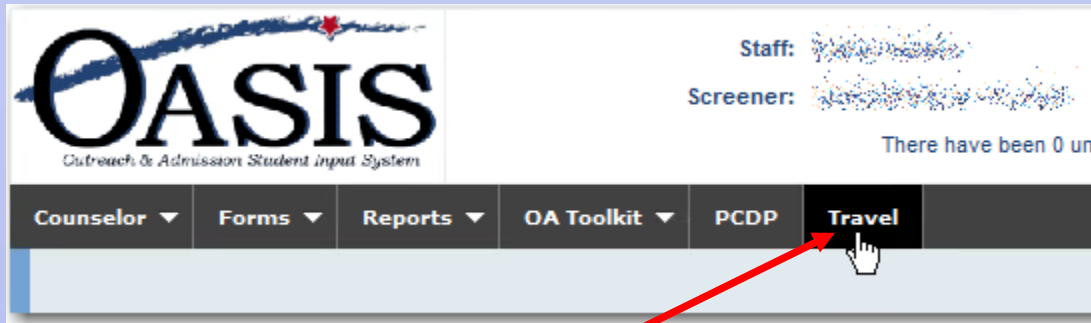


- The following Job Corps staff have authorization to use the travel module:
 - **OA Contractors/OA Counselors**
 - Order and track travel for new student arrivals
 - **Center Staff**
 - Manage all travel for active students



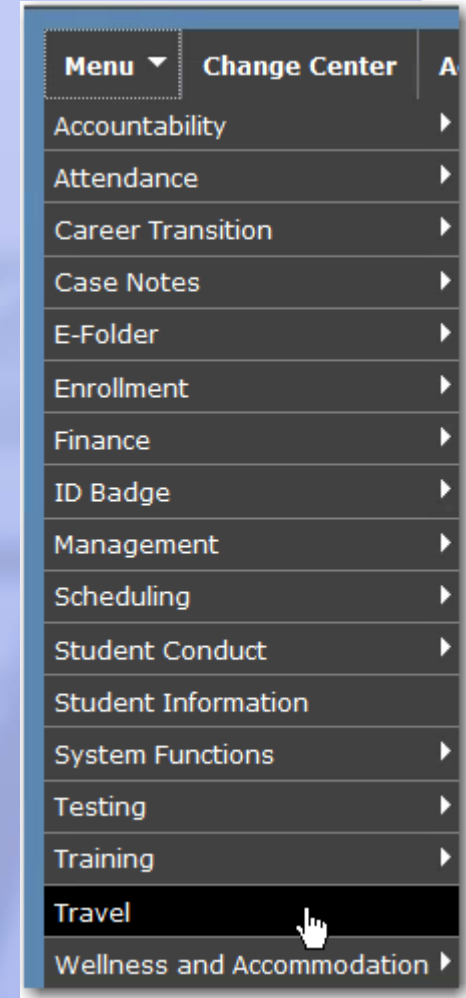
Travel Module Access

- The Travel module can be accessed from OASIS and CIS:



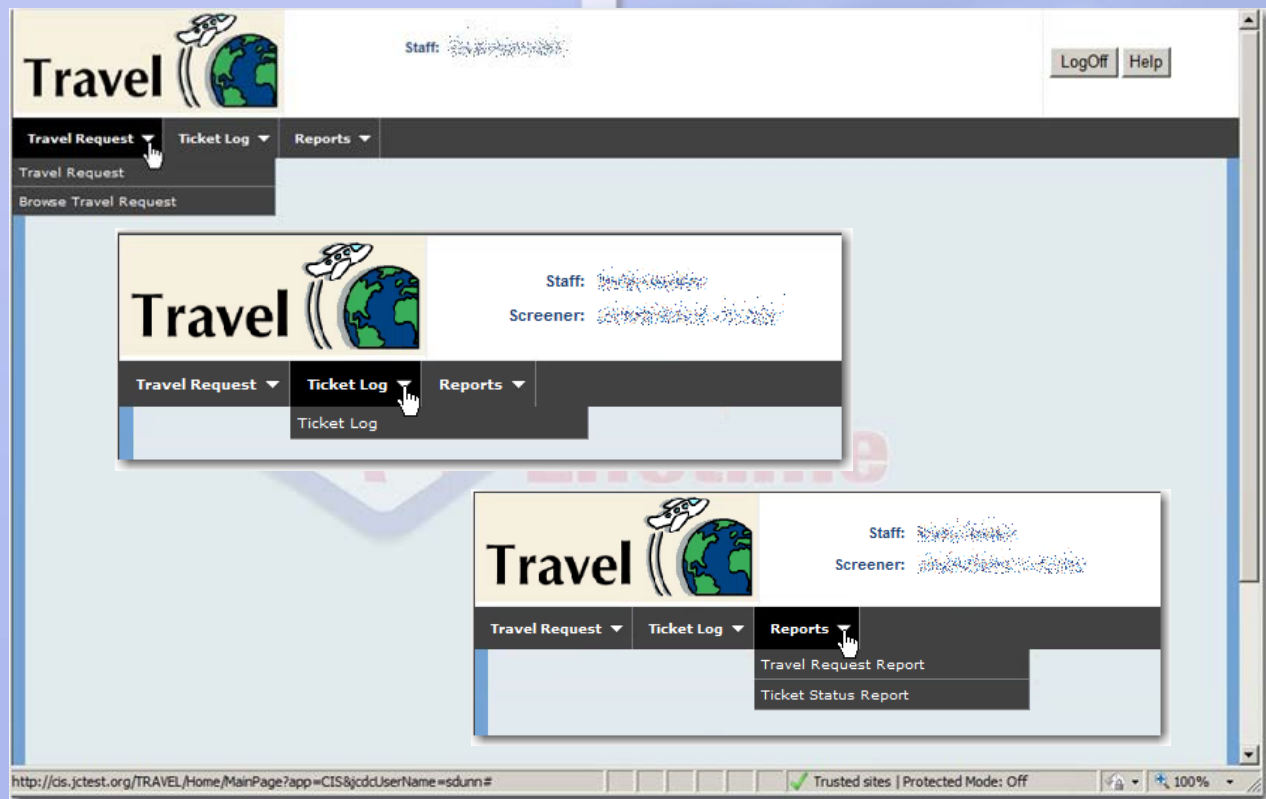
- ▶ OASIS – tab on top menu
- ▶ CIS – menu dropdown option

- The functionality is the same from either entry point.



Travel Module Functions

- Travel Request
- Browse Travel Requests
- Ticket Log
- Travel Request Report
- Ticket Status Report



Travel Requests

- To initiate a Travel Request:
 - Click **Travel Request**.
 - Enter search criteria, including Enrollment Status, and click **Search**.

Student Search

Last Name: Ssn:

First Name: Student Id:

Enrollment Status:

- Active
- Pending Arrival
- Separated

***Note:** This is the Search screen in CIS. The Search screen in OASIS does not have the Enrollment Status dropdown.*

Travel Requests

- Select a student from the list by double-clicking on the name link in the first column.

Travel Request ▼ Ticket Log ▼ Reports ▼

Student Search

Last Name: Ssn:

First Name: Student Id:

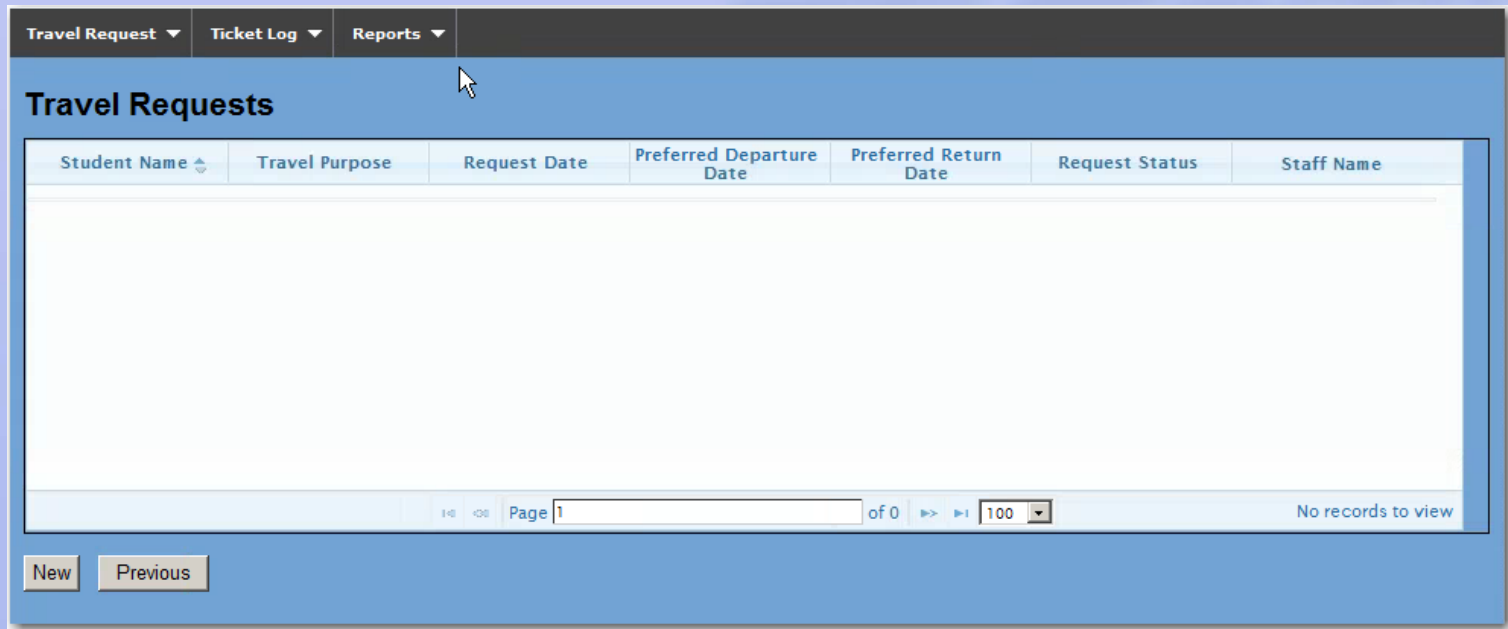
Student Name ↕	EnrollmentDate	Student ID	Gender	Age
A...			Female	18
A...			Female	16
A...			Male	23
A...			Female	18
A...			Male	19
B...			Male	24
B...			Female	19
B...			Female	24
B...			Female	18
B...			Male	19
B...			Female	22
B...			Female	17

Page 1 of 2 | 100 | View 1 - 100 of 172

Done | Trusted sites | Protected Mode: Off | 100%

Travel Requests

- To start a new travel request, click **New**.



The screenshot shows a web application interface for managing travel requests. At the top, there is a navigation bar with three dropdown menus: "Travel Request", "Ticket Log", and "Reports". Below this is a header section titled "Travel Requests". The main content area features a table with the following columns: "Student Name", "Travel Purpose", "Request Date", "Preferred Departure Date", "Preferred Return Date", "Request Status", and "Staff Name". The table is currently empty. At the bottom of the table, there is a pagination control showing "Page 1 of 0" and a dropdown menu set to "100". To the right of the pagination, it says "No records to view". Below the table, there are two buttons: "New" and "Previous".

Student Name	Travel Purpose	Request Date	Preferred Departure Date	Preferred Return Date	Request Status	Staff Name
--------------	----------------	--------------	--------------------------	-----------------------	----------------	------------

Page 1 of 0 100 No records to view

New Previous

Travel Requests

- Complete the required fields, then click **Submit**.

The screenshot shows a 'Travel Request' form with the following fields and options:

- Student Information:** Student Name, Student ID, Gender, Center Name, Center Code, Age (19), Center Address.
- Travel Purpose:** A dropdown menu with options: Initial Enrollment, Separation, Initial Enrollment, Transfer, Emergency Leave, Admin. Leave w/ Pay, Employment Interview, Admin. Leave w/o Pay, Relocation, AWOL (Return to Center), Travel in the interest of JC, Winter/Summer Break.
- Request Details:** Round Trip (Yes/No), Ticket Type, Chargeable (No), Taxable (No), Preferred Departure Date (mm/dd/yyyy), Departure City, Departure State, Destination City, Destination State (Maine), Request Status (Pending Approval), Preferred Return Date (mm/dd/yyyy), Request Type, Payment Method (DCC Credit Card), Request Date (06/19/2017), Delivery Method (Fax, Email, Mail), Requesting Staff, Approving Staff.
- Request Status:** A dropdown menu with options: Electronic Ticket, Pre-paid Ticket, Regular Coupon, Pending Approval, Approved, Canceled, Completed, Pending Approval, Rejected.
- Other Fields:** Delivery Address, Comments.
- Buttons:** Previous, Submit, Print.

Note: A travel request cannot be deleted. Select **'Canceled'** from the Request Status drop-down menu to show the request has been stopped.

Approve/Reject Travel Request

- Only Managers can approve travel requests.
- To approve, open the Travel Request and change the status to **Approved**, then click **Submit**.

The screenshot shows a web-based 'Travel Request' form. At the top, there are navigation tabs for 'Travel Request', 'Ticket Log', and 'Reports'. The form contains several fields for personal and travel information, including Student Name, ID, Gender, Center Name, Code, Age, and Address. It also includes options for 'Travel Purpose', 'Round Trip', 'Ticket Type', 'Chargeable', 'Taxable', 'Travel Agency', 'Request Status', 'Request Type', 'Request Date', 'Requesting Staff', and 'Delivery Address'. A red arrow points from the 'Request Status' dropdown menu to the 'Approved' option. The 'Request Status' dropdown is currently set to 'Pending Approval' and is open, showing options: 'Approved', 'Canceled', 'Completed', 'Pending Approval', and 'Rejected'. At the bottom of the form, there are buttons for 'Previous', 'Submit', and 'Print'. The 'Submit' button is highlighted with a yellow box.

Travel Request

Student Name: [Redacted] Student ID: [Redacted] Gender: [Redacted]
Center Name: [Redacted] Center Code: [Redacted] Age: 19
Center Address: [Redacted]

Travel Purpose: [Redacted]

*Round Trip: Yes No *Departure City: [Redacted]
*Ticket Type: [Redacted] *Departure State: [Redacted]

Chargeable: No *Preferred Departure Date: [Redacted] Ex. (mm/dd/yyyy)
Taxable: No *Destination City: Bangor
*Travel Agency: [Redacted] *Destination State: Maine

Request Status: Pending Approval Preferred Return Date: [Redacted] Ex. (mm/dd/yyyy)
*Request Type: [Redacted] Payment Method: [Redacted] Credit Card
*Request Date: 06/19/2017 Ex. (mm/dd/yyyy) Delivery Method: Fax Email Mail
*Requesting Staff: [Redacted] *Approving Staff: [Redacted]

*Delivery Address: [Redacted]

Comments: [Redacted]

* Required Fields

Previous Submit Print

Browse Travel Request

- Enter search criteria, then click **Search**.
- Results display below search fields.
- Click link in the Travel Purpose column to view request.

The screenshot shows a web browser window with the URL <http://cis.jctest.org/>. The page title is "Travel3G - Windows Internet Explorer". The page content includes a "Travel" logo, a "Staff:" field, and a "LogOff" button. Below the logo is a navigation menu with "Travel Request", "Ticket Log", and "Reports". The main section is titled "Travel Request Search" and contains several search criteria:

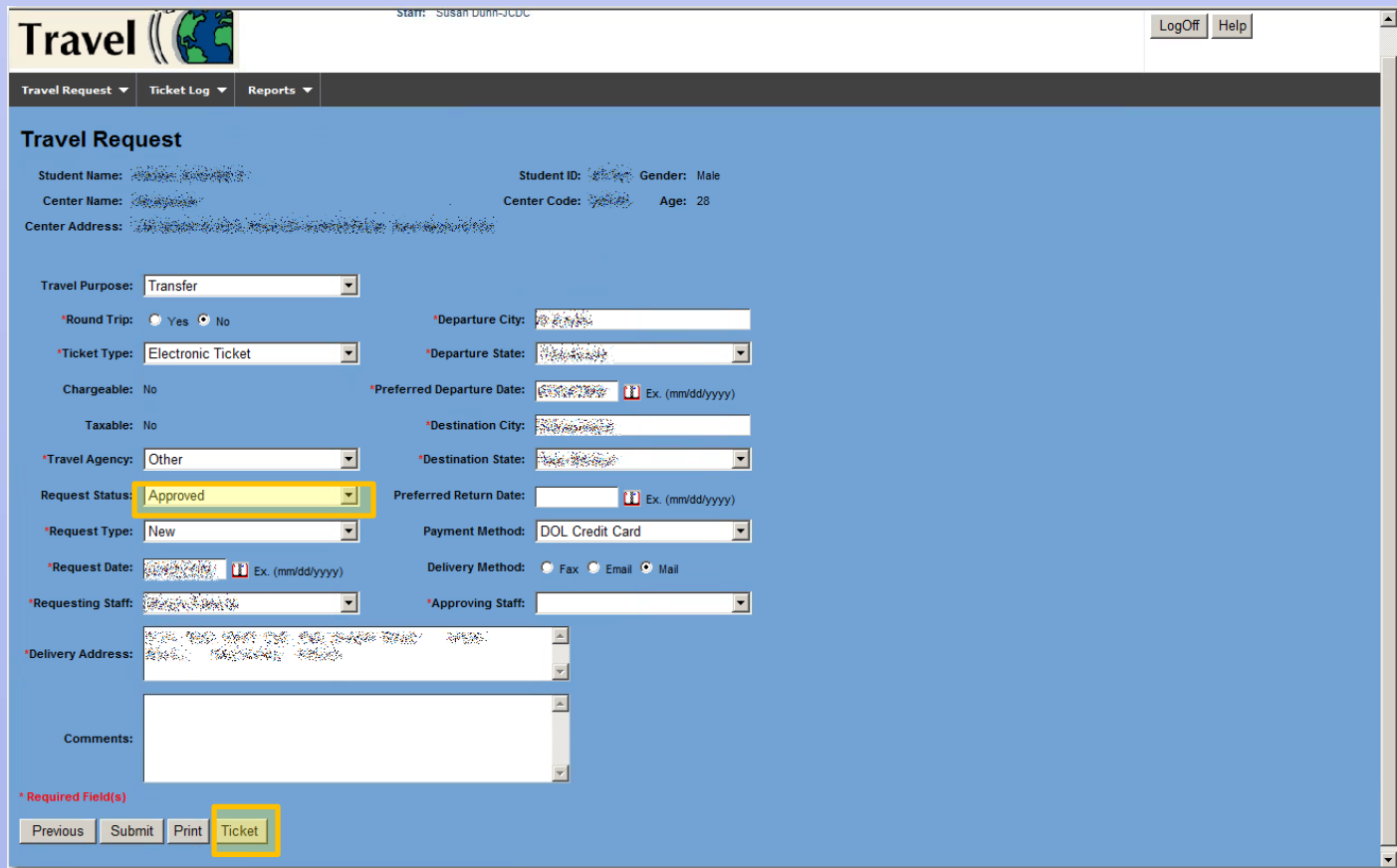
- Travel Purpose:
- Request Status:
- Requesting Staff:
- Travel Request Date Range: From: To:
- Preferred Departure Date Range: From: To:

Below the search fields are "Search" and "Reset" buttons. The search results are displayed in a table with the following columns: Name, Student ID, Travel Purpose, Request Date, Preferred Departure Date, Preferred Return Date, Request Status, and Staff Name. The table contains four rows of results, all with "Transfer" as the Travel Purpose. The Travel Purpose column contains links to view individual requests.

Name	Student ID	Travel Purpose	Request Date	Preferred Departure Date	Preferred Return Date	Request Status	Staff Name
		Transfer	03/02/2009	03/03/2009		Approved	
		Transfer	08/01/2017	08/01/2017		Pending Approval	
		Transfer	09/30/2003	10/07/2003		Approved	
		Transfer	07/31/2017	08/10/2017		Pending Approval	

Adding Ticket Information

- When Request Status is set to **Approved**, the **Ticket** button will display.



Travel Request

Student Name: [Redacted] Student ID: [Redacted] Gender: Male
Center Name: [Redacted] Center Code: [Redacted] Age: 28
Center Address: [Redacted]

Travel Purpose: Transfer

*Round Trip: Yes No *Departure City: [Redacted]
*Ticket Type: Electronic Ticket *Departure State: [Redacted]
Chargeable: No *Preferred Departure Date: [Redacted] Ex. (mm/dd/yyyy)
Taxable: No *Destination City: [Redacted]
*Travel Agency: Other *Destination State: [Redacted]
Request Status: **Approved** Preferred Return Date: [Redacted] Ex. (mm/dd/yyyy)
*Request Type: New Payment Method: DOL Credit Card
*Request Date: [Redacted] Ex. (mm/dd/yyyy) Delivery Method: Fax Email Mail
*Requesting Staff: [Redacted] *Approving Staff: [Redacted]
*Delivery Address: [Redacted]
Comments: [Redacted]

*Required Field(s)

Previous Submit Print **Ticket**

Adding Ticket Information

- Click the **New** button to add ticket information.

The screenshot shows the 'Travel Tickets' web application interface. At the top, there is a header with the 'Travel' logo, staff and screener information, and 'LogOff' and 'Help' buttons. Below the header is a navigation bar with 'Travel Request', 'Ticket Log', and 'Reports' menus. The main content area is titled 'Travel Tickets' and contains a table with columns for 'Ticket Number' and 'Travel Mode'. A table with one row containing '1234' and 'Air' is visible. Below the table are 'New' and 'Previous' buttons. A red arrow points from the 'New' button to the 'Ticket Information' form. The form is titled 'Ticket Information' and contains the following fields:

- Student Name: [Redacted]
- Student ID: [Redacted]
- Gender: Female
- Screener Name: [Redacted]
- Screener Code: [Redacted]
- Age: 17
- Screener Address: [Redacted]
- *Ticket No: [Text input]
- *Destination City: [Text input]
- *Ticket Status: [Dropdown menu]
- *Destination State: [Dropdown menu]
- *Ticket Amount: [Text input]
- *Arrival Date: [Text input] Ex. (mm/dd/yyyy)
- *Departure City: [Text input]
- *Arrival Time: [Text input]
- *Departure State: [Dropdown menu]
- *Travel Mode: [Dropdown menu]
- *Departure Date: [Text input] Ex. (mm/dd/yyyy)
- *Carrier: [Dropdown menu]
- *Departure Time: [Text input]
- Flight Number: [Text input]
- Comments: [Text area]

At the bottom of the form, there are 'Previous', 'Submit', and 'Print' buttons. A red asterisk indicates required fields.

Ticket Log Search

- Click **Ticket Log** from the Travel module main menu.
- Enter search criteria and click **Search**.
- Results display beneath search fields.


Travel Request ▾ Ticket Log ▾ Reports ▾


Ticket Log Search

Travel Purpose:

Ticket Status:

Travel Request Date Range:

From:  Ex. (mm/dd/yyyy)

To:  Ex. (mm/dd/yyyy)

Name	Date of Request	Travel Purpose	Ticket Number	Travel Mode	Departure Date	Ticket Status	Last Modified
		Emergency Leave	1327570-71	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327555-53	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327554/1327555	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327572/1327573	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1328053/054	Bulk Ticket	06/11/2002	Issued	
		Emergency Leave	1346786/787	Bulk Ticket	06/11/2002	Issued	
		Emergency Leave	1329309	Bulk Ticket	05/01/2002	Issued	

Page 1 of 1 100

View 1 - 11 of 11

Ticket Log Search

- Click the **Ticket Number** to view and edit ticket information.
- Click the **Ticket Status** to view the ticket details.

The screenshot displays the 'Ticket Log Search' interface. At the top, there are navigation tabs for 'Travel Request', 'Ticket Log', and 'Reports'. Below the tabs, the search criteria are defined:

- Travel Purpose: Emergency Leave
- Ticket Status: (empty)
- Travel Request Date Range: From: (empty) To: (empty)

Buttons for 'Search' and 'Reset' are located below the filters. The search results are presented in a table with the following columns: Name, Date of Request, Travel Purpose, Ticket Number, Travel Mode, Departure Date, Ticket Status, and Last Modified. The 'Ticket Number' and 'Ticket Status' columns are highlighted with yellow boxes. The table contains seven rows of data, all with a status of 'Issued'.

Name	Date of Request	Travel Purpose	Ticket Number	Travel Mode	Departure Date	Ticket Status	Last Modified
		Emergency Leave	1327570-71	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327555-53	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327554/1327555	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1327572/1327573	Bulk Ticket	04/13/2002	Issued	
		Emergency Leave	1328053/054	Bulk Ticket	06/11/2002	Issued	
		Emergency Leave	1346786/787	Bulk Ticket	06/11/2002	Issued	
		Emergency Leave	1329309	Bulk Ticket	05/01/2002	Issued	

Page 1 of 1 | 100 | View 1 - 11 of 11

Ticket Log Search

- **Ticket Status** shows the ticket details.

Ticket History				
<u>Name</u>	<u>Travel Purpose</u>	<u>Ticket Number</u>	<u>Travel Mode</u>	<u>Departure Date</u>
██████████	Emergency Leave	1327570-71	Bulk Ticket	04/13/2002
<u>Status</u>	<u>Comments</u>	<u>Changed By</u>	<u>Changed Date</u>	
Issued				

Travel Request Reports

- Click **Travel Request Report**.
- Enter search criteria, and click **Search**.
- Save or print the report.

The screenshot displays the 'Travel Request Report' interface. On the left is a form with the following fields:

- Travel Purpose: Emergency Leave
- Travel Agency: [Empty]
- Request Status: Approved
- Student ID: [Empty]
- Travel Request Date Range From: [Empty] Ex. (mm/dd/)
- To: [Empty] Ex. (mm/dd/)
- Preferred Departure Date Range From: [Empty] Ex. (mm/dd/)
- To: [Empty] Ex. (mm/dd/)

Buttons for 'Submit' and 'Reset' are at the bottom of the form. A red arrow points from the 'Reports' menu to the report preview on the right.

The report preview shows the following details:

- Date: 06/19/2017 02:07:17
- Page: Page 1 of 2
- Center Code: 041100
- Student Name: [Redacted] Student ID: [Redacted] Age: [Redacted] Gender: M
- Center Code: [Redacted] Center Name: [Redacted]
- Center Address: [Redacted]
- Request Status: Approved
- Travel Purpose: Emergency Leave Request Type: New Request Date: 5/4/2017
- Round Trip: Yes Ticket Type: Pre-paid Ticket Travel Agency: Transcor
- Departure City: [Redacted] Departure State: Florida Payment Method: [Redacted]
- Destination City: [Redacted] Destination State: Florida Delivery Method: Fax
- Preferred Departure Date: 5/5/2017 Preferred Return Date: 5/12/2017
- Delivery Address: [Redacted]
- Comments: FAMILY EMERGENCY

At the bottom of the report preview, there is a toolbar with icons for save, print, zoom, and other navigation functions.

Ticket Status Report

- Click **Ticket Status Report**.
- Enter search criteria, and click **Submit**.
- Save or print the report.

Travel Request ▼ Ticket Log ▼ Reports ▼

Ticket status Report

Travel Purpose:

Travel Agency:

Payment Method:

Ticket Status:

Travel Mode:

Ticket Departure Date Range From :

To:

Travel Request Date Range From :

To:

08/07/2017 12:46:51 Ticket Status Report Page 1 of 2

Center Code: [REDACTED]

Student Name : [REDACTED]	Departure City : [REDACTED]	Transportation Purpose: Initial Enrollment
Student ID : [REDACTED]	Departure State : [REDACTED]	Payment Method: DOL Credit Card
Ticket No: [REDACTED]	Departure Date : [REDACTED]	Travel Agency Code: Other
Ticket Status: [REDACTED]	Destination City : [REDACTED]	Travel Mode: Air
Ticket Amount: [REDACTED]	Destination State: [REDACTED]	
Student Name : [REDACTED]	Departure City : [REDACTED]	Transportation Purpose: Initial Enrollment
Student ID : [REDACTED]	Departure State : [REDACTED]	Payment Method: DOL Credit Card
Ticket No: [REDACTED]	Departure Date : [REDACTED]	Travel Agency Code: Other
Ticket Status: [REDACTED]	Destination City : [REDACTED]	Travel Mode: Air
Ticket Amount: [REDACTED]	Destination State: [REDACTED]	
Student Name : [REDACTED]	Departure City : [REDACTED]	Transportation Purpose: Initial Enrollment
Student ID : [REDACTED]	Departure State : [REDACTED]	Payment Method: DOL Credit Card
Ticket No: [REDACTED]	Departure Date : [REDACTED]	Travel Agency Code: Other
Ticket Status: [REDACTED]	Destination City : [REDACTED]	Travel Mode: Air
Ticket Amount: [REDACTED]	Destination State: [REDACTED]	

8.50 x 11.00 in Student Name : [REDACTED] Departure City : [REDACTED] Transportation Purpose: Initial Enrollment

Resources

- Questions or Problems?
 - Contact the Technical Assistance Center:
 - Email: helpdesk@jobcorps.org
 - Call: 1-800-598-5008 option 2
- Visit Job Corps' Learning Management system, <http://lms.jobcorps.org>.
- **Travel Application Technical Guide** accessible through the Help button in the application, or on JC Web under **Training & Support>User Guides**