Travel Dates Deadlines

- Start up date for the On-line travel is December 1st, 2009
- The initial forms are the same. The new travel form is the form that you used to receive by e-mail sign and return to the office, this form now is electronically approved by you using the O-Key account.
On Line Travel Process

• Step 1. Fill out the FST travel form found on our web site the same forms you have been using for at the past few years located under the resources tab

http://www.osuffst.org/resources

• Step 2. Send the information back to Fire Service Training. Here it will be approved by your coordinator and then sent to be keyed into the on-line system.
On-line Travel Process

Step 3. You will receive an E-mail from fim@okstate.edu
hit the link which will take you to the AIRS log in page
(Administrative Information Resources System)

Step 4. Use your O-KEY password to log in to the system, and follow the prompts.
THIS IS THE FIRST SCREEN YOU WILL COME TO AFTER YOU LOG IN. YOU WILL NEED TO CLICK ON THE TRAVEL TO PROCEED.
SECOND SCREEN - CLICK ON AWAITING APPROVAL
Administrative Information Resource System

Trip Information

Trip #: 708
Description: Records & Forms
Account #: AA-57076
Travel Type: In State
Start Date: 11/1/2009
End Date: 11/1/2009
Nature of Official Business: Instructed Records & Forms

View Trip Information

I, REED, CAROLINE PAULINE LAUER, do solemnly affirm that I have full knowledge of the above and foregoing account that said account is just, correct, due and according to law; and that the amount claimed after allowing all just credits, is now due and wholly unpaid, and that I am duly authorized to make this affidavit.

Choose One:
- Approve
- Reject

Notes:

Claimant: REED, CAROLINE PAULINE LAUER
FIRE SERVICE TRAINING
1723 W TYLER
STILLWATER, OK 74078-0041
Duty Station: Stillwater
You must check the box to or the system will not let you off the screen.
You must click approve or reject and if you reject the travel you need to type in the notes box why.

Be sure to hit save to complete the process.
Shows where the travel is within the system
### Administrative Information Resource System

**Select Department:** L4SUB - FIRE SERVICE TRAINING

<table>
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<tr>
<th></th>
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<th>Claimant</th>
<th>Account</th>
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<tbody>
<tr>
<td>700</td>
<td>Records &amp; Forms</td>
<td>REED, CAROLINE PAULINE LAUER</td>
<td>AA-1-05761</td>
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<td>REED, CAROLINE PAULINE LAUER</td>
<td>AA-1-05701</td>
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Once approved you should have your deposit within 5 to 7 working days.