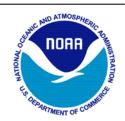


MARS User Guide Domestic Travel

Document Revision 3.0 May, 2017





Domestic Travel Process

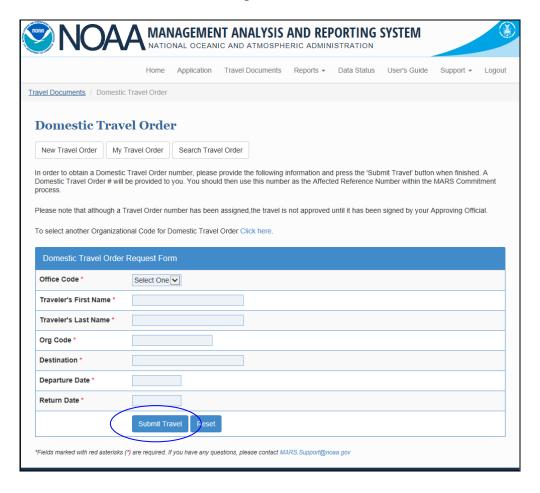
The MARS Domestic Travel Numbering System will assign travel numbers in proper format and sequence for use in the CBS TRAVEL MANAGER SYSTEM. You need Domestic Travel Access rights to use this system. First, click on the 'Travel Documents' in the MARS application menu, then click on the 'Domestic Travel' button.

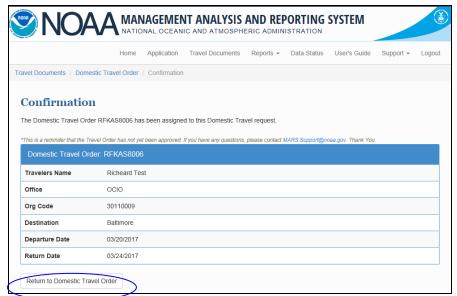


Then choose the Organizational Code that the traveling employee is associated with and click on the 'Go to the Travel Form' button.



After that, to obtain a Domestic Travel Order number, provide the following information in the spaces provided and press the **'Submit Travel'** button. A Domestic Travel Order # will then be provided to you. You should use this number as the Affected Reference Number within the MARS Commitment process.



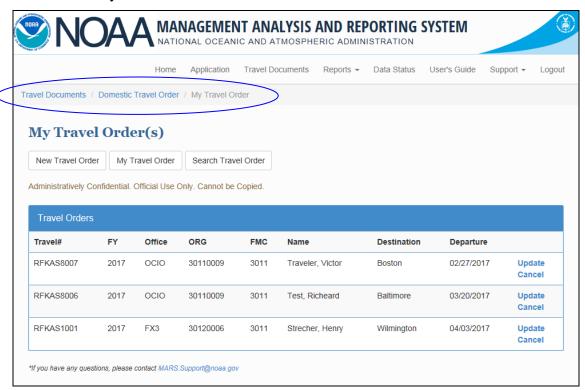


To create another Travel Order, click on the 'Return to Domestic Travel Order' button.

Domestic Travel buttons:

- New Travel Order
- 'My Travel Order' to View/Update existing Travel Orders
- 'Search Travel Order' Tab to view/update (FMC Admins) all Travel Orders for the user's Org Code

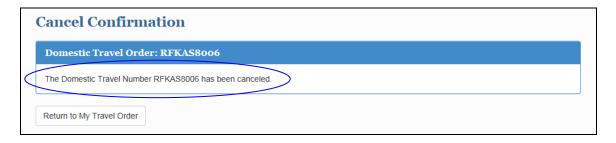
Click on the 'My Travel Order' button.



Management Analysis and Reporting System

The existing Domestic Travel order could be updated by clicking on "Update" link next to the order. The system will bring up the selected order. After fields are modified, click on 'Save' button.

Order also could be canceled by clicking on "Cancel" link next to the order. The system will ask to confirm the action, and give the message about cancelation.



All changes will appear on the 'My Travel Order(s)' screen.

