

Let'sGet Started!

When you are ready to register you will be guided to the page below by clicking the following link...

<http://www.marquette.edu/oie/partnerships/employee-travelguidelines.php>

1. Click“Register”

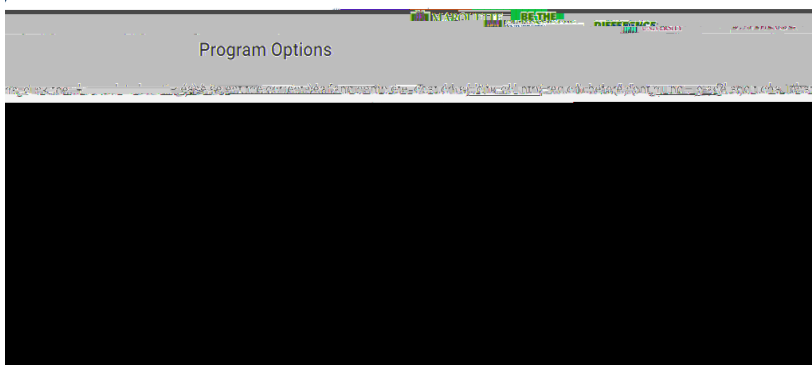
2. Click“Apply Now”

3. Log in with your MU username and password.

* Enter in “Username” (this is often your last name and first initial, it is your
@marquette.edumailaddress) and

Next you will be brought to the “Programs Options” page.

1. Click on the correct Travel Year you are registering for.
2. Click the “PLUS” button to add an itinerary.



1. Add Location to Itinerary, arrival date and departure date indicated above.
2. Click “Continue”

Click “Get Started.”



“Employee Travel Information”

1. Enter in the information asked for in numbers 1 through 8 using either the drop down options or typing in the blank space provided. All questions are required.
2. Once information is added, click Done.



Nextread and digitally sign the