

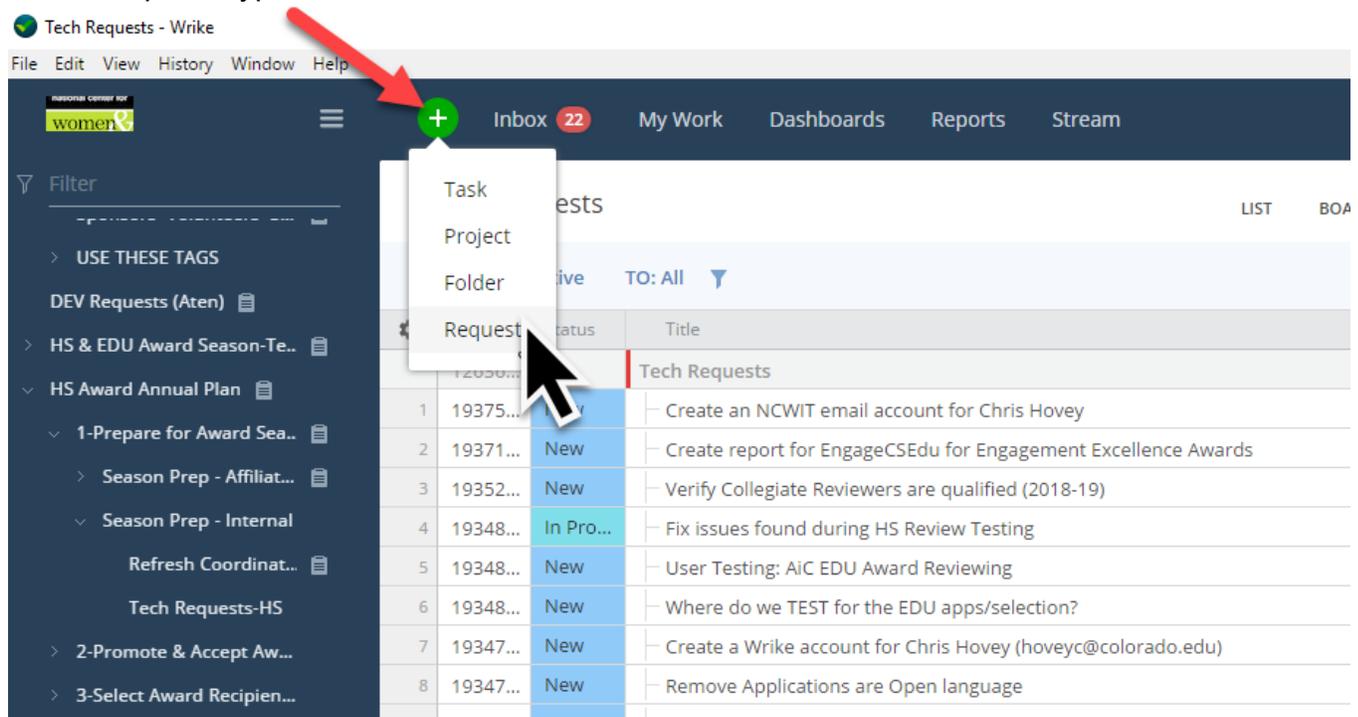
How do I create a Travel Request?

- Wrike user: Visit Wrike and sign in with your NCWIT email-based account
 - <https://www.wrike.com/login/> or install a [desktop app](#)
 - Don't have a Wrike account yet?
 - i. Wrike is NCWIT's official request, project, and task management tool.
 - ii. If you have an @ncwit.org email address you can be invited by any other user to open a user account with that email address and begin immediately to collaborate with your colleagues on their projects and tasks (Collaborators can see and comment, but not create, tasks).
 - iii. To increase your permissions from Collaborator to Full User, please start a Tech Request. You can do that via email, if you can't do it in Wrike itself, by sending an email to: wrike+into126362430@wrike.com

- Not a Wrike User?: [visit the form](#)

- Start a new item with the big green dot +

- Pick "Request" type of item:



The screenshot shows the Wrike web interface. A red arrow points to a green plus sign (+) in the top navigation bar. A dropdown menu is open, showing options: Task, Project, Folder, and Request. A black mouse cursor is hovering over the 'Request' option. Below the menu, a table of 'Tech Requests' is visible. The table has columns for ID, Status, and Title. The first row is highlighted in blue.

ID	Status	Title
1	New	Create an NCWIT email account for Chris Hovey
2	New	Create report for EngageCSEdu for Engagement Excellence Awards
3	New	Verify Collegiate Reviewers are qualified (2018-19)
4	In Pro...	Fix issues found during HS Review Testing
5	New	User Testing: AiC EDU Award Reviewing
6	New	Where do we TEST for the EDU apps/selection?
7	New	Create a Wrike account for Chris Hovey (hoveyc@colorado.edu)
8	New	Remove Applications are Open language

- Pick from the Request forms: "Travel Request":

The screenshot shows a Wrike interface with a dark purple header. The header contains navigation links: '+', 'Inbox', 'My Work', 'Dashboards', 'Calendars', 'Reports', 'Stream', and a search bar with a magnifying glass icon and the text 'Search'. Below the header, the main content area is titled 'Request forms'. It lists three request categories:

- Staff Access Request-Set up New Staff or Add Access for Staff**
Request that a new NCWIT Staff person be set up in the needed systems (Tech, not HR, for now).
Need help acquiring a computer? CU employees can reach out to OIT for Desktop Support (<https://oit.colorado.edu/>).
Coming soon to another form: Staff Exit Request - for Removing Access privileges
- Tech/Website Request**
Request for change, bug reporting, or improvement to a website.
>>Need help with your Mac or Windows PC? CU employees can reach out OIT for Desktop Support (<https://oit.colorado.edu/>).
- Travel Request**
This form is for travel approval requests for CU Staff, all consultants and non-employees. CU Staff, consultants who submit on behalf of themselves, and anyone who submits on behalf of a company are notified of approval. CU Staff will have approved travel booked by operations, consultants may book their own travel after the trip has been approved. Status of requests is visible in the Travel Requests folder.

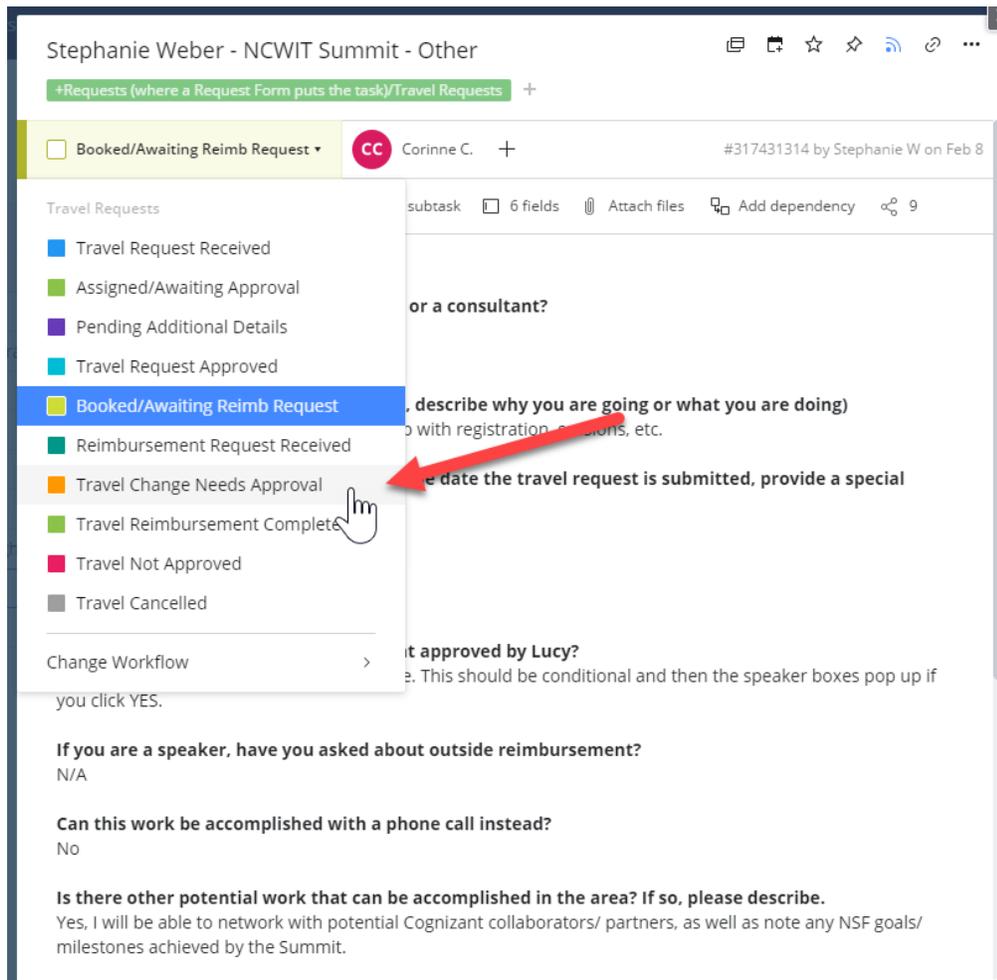
- Fill it out!
 - When you Submit, your request will automatically go to the right people for further approval, prioritization and completion!
 - Any questions, feedback, etc will be visible in Wrike and you will be notified based on your preferences in Wrike
 - This Task will remain in-use until AFTER you travel *and* submit your expenses for the trip.

What's the status of my Travel Request?

- Existing Requests (tasks) and their status are visible in Wrike in this folder where they go to live: [📁Travel Requests](#)
- You can visit this folder to see status and even comment on and change your requests.

How do I request a CHANGE to my Travel Request?

1. Find your existing Request (a task) in Wrike.
2. Add a **Comment** with the change you need and an @mention of Jacqueline Westhead.
3. **Change the Status** (at the top) to "Travel Change Needs Approval":



3. **Re-assign** the task to Jacqueline Westhead. (if it's not already assigned to her)

What happens next with my Travel Request?

- Any questions, feedback, etc will be visible in the Wrike task created by this request.
- You will be notified about any updates based on your preferences in Wrike
- This Task will remain in-use until AFTER you travel and submit your expenses for it