DPS is the electronic system we use at SAU for issuing travel requisitions. Once you enter a requisition, it must first be approved by your supervisor, and then by the Office of Purchasing. A travel permit will then be issued.

1. At your Main Menu navigate to the Budget option. Select the Budget option.
2. From the Budget Main Menu, select DPS.
3. This will open up the DPS Main Menu.
4. Click on Requisition Entry

The following screen will appear.
This drop down screen will appear. Select **Add a new document**, and click **OK**.
The **Requisition #** field and **Requisition Date** field will be filled in. Click on the button beside **Request Type**.
This drop down screen will appear. Select **TI**, or **TO** for travel in or out of state. Click **OK**.

Type **N** in the **Technology Purchase** blank. **HIT ENTER.** Type last few letters of traveler’s **LAST** name in the **Vendor** blank. **HIT ENTER.**
This drop down screen will appear. Select the correct name and click OK.
Leave **Date Needed** blank. Click the button beside **Message**. This drop down screen will appear. Select #6 and click **OK**.
HIT ENTER until you reach the **Author Phone #** line. Put in your extension. **HIT ENTER.** Put your name in the **Requested By** space. **HIT ENTER.**
This screen will appear. Click the **HELP** button.
This screen will appear. Select **Add a new line item to this document.** Click **OK.**
Fill in the **Account Number, Purpose, Destination, and Number of Travelers**. Be sure to **HIT ENTER** after each entry. Click on the box by Vehicle.
This drop down screen will appear. Choose your method of travel and click **OK.**
When choosing a **rental vehicle**, click on the box beside **Rental Car Size**.
This drop down screen will appear. Select the vehicle of choice and click OK.
Type in the **Depart** date (mmddyy), and **Time** (0000). Do the same for **Return**. When using a rental vehicle, these are to be the times for pick up and return of the vehicle. Be sure to **HIT ENTER** after each field.
Starting with Common Carrier, fill in all applicable fields, HITTING ENTER between fields. Leave any unneeded fields blank, but be sure to HIT ENTER to get to the next field.

When hotel accommodations are included, put a Y in the field by Request to exceed daily max, if there is a chance the hotel cost will exceed $77.00/night.

HIT ENTER.

Click OUT.