

CAS Travel Funds Applicant Tutorial

Modified 7/5/2019

Logging in

1. Navigate to the [CAS Travel Funds System website](#) and, if prompted, log in using the CentralLogin button.
2. You will be brought to a new page labeled **Home**. There will be a button in the center of the page that says **Your Applications**. You will use this button to view applications you have created or to create a new application.

Submitting an Application

1. To create a new application, click the **NEW Travel Fund Application** button located below the College of Arts and Sciences logo.
2. You will be brought to a new page with the headings **Information of Person Traveling**, **Event Location & Info**, and **Estimated Costs**. Fill out the boxes with the required information.
3. At the bottom of **Event Location & Info**, you'll see a field titled **Description of Project / Abstract**. Here, you will need to attach a document that details your purpose for traveling to the event and what you're planning to do.
4. After filling out the required information, check the box under **Applicant Certification** that confirms that the information is factual to the best of your knowledge and hit **Save**. This saves your application but will not submit it. If you wish to submit it, you but hit the **Submit** button on the home page.
5. You will be brought back to the home page. You will see your application and information such as **Application Status**, **Name of Person Traveling**, and **Date Last Edited**.
6. If you wish to view your application, click the **View** button under **View Details**.
7. If you wish to edit your application, click the **Edit** button under **Edit & Save**.
8. Once your application is ready, click the **Submit** button under **Submit to Department**. A window will pop-up confirming that the information is correct. Hit the **Submit** button if all entered information is correct.