

# **Riverside County Human Resources Department**

## **Passport Program**

### **Applying To A Travel Alert**

Aloha, Human Resources!

Are you ready to apply to a travel alert? Great! Follow these easy step-by-step instructions to submit your application on the Passport Program's SharePoint site. Remember, travel is granted on a first come, first serve basis, and you must have your Boarding Pass (issued by your manager) prior to applying.

**Happy Travels!**



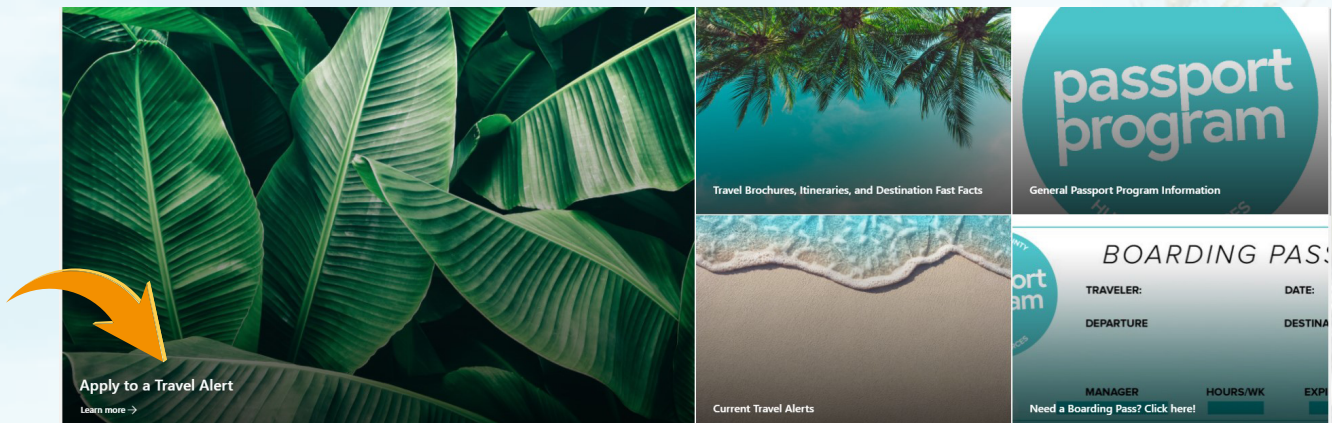
## Step 1:

Navigate to the Passport Program SharePoint site. The site is provided below, for reference, but will also be provided in the body of the travel alert e-mail:

<https://rivcounty.sharepoint.com/sites/HRPassportProgram>

## Step 2:

Navigate toward the bottom of the Passport Program's SharePoint site, and click on "Apply to Travel Alert" (Pictured below).



### Step 3:

The form below will open. Make sure you fill out the form completely! All fields are required. Don't click save until you are finished – clicking save will submit your application to the travel alert.

#### New item

**Travel Alert ID \***

Enter value here

**You can't leave this blank.**  
What Travel Alert are you applying to? Please enter the ID of the Travel Alert listed in the Travel Alert notification e-mail you received. \*\*Please submit a separate application for each travel alert you are interested in applying to.\*\*

**Your Name \***

Enter a name or email address

(Last, First)

**Who is your current Manager? \***

Enter a name or email address

(Last, First)

**Do you have a boarding pass? \***

Yes  
 No

A boarding pass is issued by your manager and grants you the ability to participate in the Passport Program, as well as which area(s) for which you are cleared for travel. Please attach your boarding pass to this item.

**Why do you want to travel to this area? \***

Please provide a brief description as to why you would like to visit this area of HR.

**Have you traveled to this area of HR in the Passport Program before? \***

Yes

**IMPORTANT: \*\*I have attached my approved Boarding Pass to this application.\*\* \***

Yes  
 No

Applications submitted without a Boarding Pass attached will not be considered.

**Attachments**



Add attachments




## Step 4:

“Why do you want to travel to this area?” – When you get to this question on the form, click on the pencil to the right-hand side of the question. This will open up the box below, for you to provide your answer. Remember to click save on the bottom, when you have completed your answer!

Edit Why do you want to travel to this area?

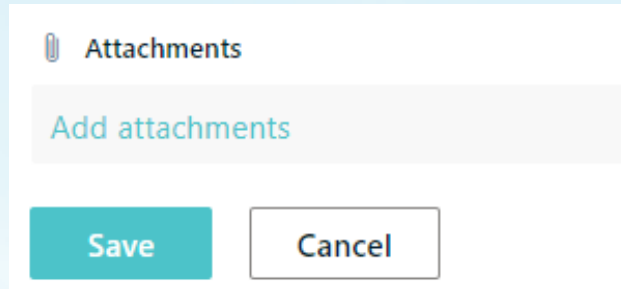
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## Step 5:

Remember to attach your Boarding Pass! Applications without an approved Boarding Pass will not be considered. Click the “Add Attachments” button and upload your Boarding Pass. Your Boarding Pass approves you for travel and participation in the Passport Program and is issued by your manager.



Attachments

Add attachments

Save Cancel

## Step 6:

Once you have filled out all fields, click save. Your application is now submitted! The screen below will appear. Click on “Home,” and you will be taken back to the Passport Program SharePoint site home page. Happy Travels!

