ImageNow Out of State Travel Request (OSTR) Instructions: Department of Communications and Ag Education

Last Updated: 03/14/2017

Completed document must be signed by both traveler and department head signature authority (Gina Nixon or Lori Buss).

The only exception is OSTRs for Department Head. These are scanned after department head has signed them, before they are sent to Waters Hall for the Dean's signature.

Scanning OSTRs

From scanning station log into ImageNow



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After documents are scanned you should see this box.



This is your opportunity to view/edit your documents before saving.





Enter custom properties for out of state travel request.

Please use travelers' official name. (see attached document)

Use conference/meeting name or reason for traveling in AGCOMPropertyDescription.

Save and close your document.

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Viewing Scanned Documents

From desktop computer log into WebNow.

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Left click on document where text box should appear. The box below will open.

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Text box is moveable. You can also edit text color, size, and font by right clicking on text box.

Miscellaneous Costs - Explain:	like, parking at airport, taxi		MISC. COSE * 150.00 TOTAL COSTS: \$ 2139.00
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Name of other KSU travelers;			·

Yellow sticky notes are available as an option; however NOT preferable when viewing the document at a later date.

Notes can be added to Note box in bottom right corner of screen.

Save your document.

All mistakes are correctable. If documents need to be deleted, please email Debbie Webb, Gina Nixon or Lori Buss.



It might take a few minutes before the email appears, be patient.



Subject line can be changed.

Text can be added to the body of the email message.

You can also print a copy of document by selecting Print this document.