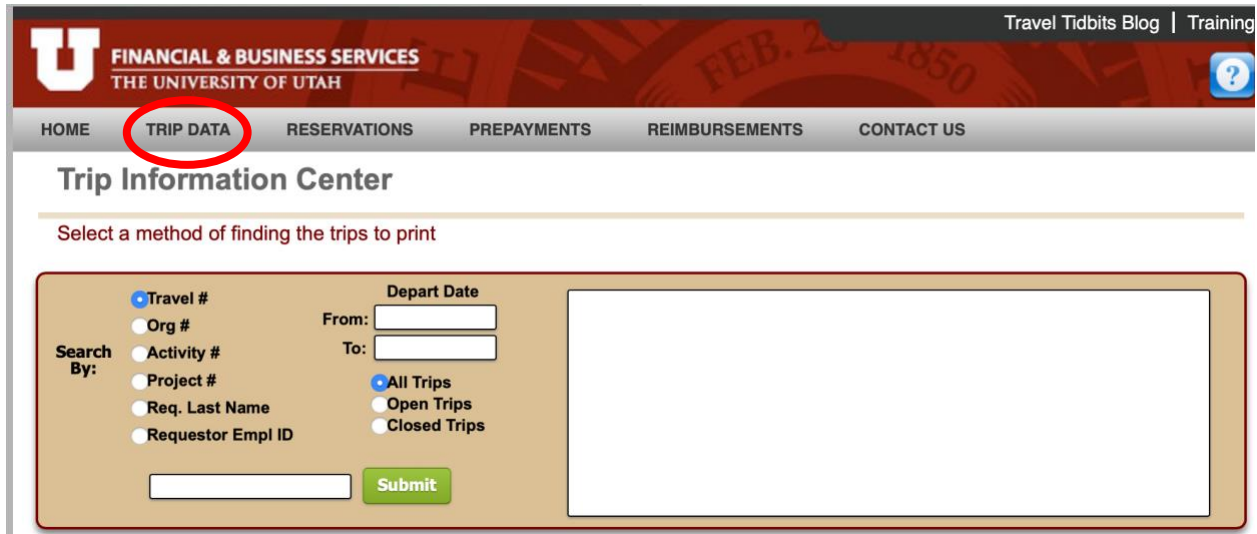


To get a list of your open trips, you can go into the Legacy Travel site and run a query.

Please go to **Trip Data > Lookup Trip Data**. Queries can be done by Org, Activity, project number or travel planner name or employee ID (in case you have had some planners leave department).



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HOME **TRIP DATA** RESERVATIONS PREPAYMENTS REIMBURSEMENTS CONTACT US

### Trip Information Center

Select a method of finding the trips to print

**Search By:**

- Travel #
- Org #
- Activity #
- Project #
- Req. Last Name
- Requestor Empl ID

**Depart Date**

From:

To:

- All Trips
- Open Trips
- Closed Trips