To create a travel itinerary

1. On the Travel menu, click Travel or click  

2. Under Select Incident(s), click  

3. On the Search Incidents dialog box, click  click one or more Incident(s) of your choice, click Apply and then click Close  

4. On the Travel screen, click  and then click the Resource Name(s) of your choice. 

5. Click and then click Create/Edit Travel Itinerary. 

6. On the Create/Edit Travel Itinerary dialog box under Itinerary Leg, complete the following information:
   - Travel Mode
   - Type
   - Transportation Description. 

7. Click  and then select the Departure Date/Time and the Destination Date/Time. 

8. Click  click the Departure Location and Destination Location of your choice, and then click .
   Be sure to click Apply after each choice to apply that location! 

9. To create another travel leg, click Next Leg or click .
   Set Itinerary Complete set travel as complete. 

10. When finished, click Close  

Helpdesk: 866-224-7677 https://lia-hd.peckham-enclave.us/ 
ROSS Website: https://famit.nwcg.gov/applications/ROSS