

Anthony Travel

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The screenshot shows the NJIT Highlander Pipeline website. On the left is a red sidebar with the NJIT logo and navigation links: My Pipeline, Faculty/Staff Services (highlighted), Student Services, and Admitted Students. The main content area has a header for Faculty/Staff Services. Below this, there are two columns of services. The left column is titled 'Banner Administrative Services' and lists several items, including 'Self Service Banner (SSB)', 'Internet Native Banner (INB)', 'Banner 9 Administrative Pages', 'Banner Communication Management', 'Banner Relationship Management (BRM)', and 'Banner Landing Page'. The right column is titled 'Finance Services' and lists 'Highlander eMerchant', 'Travel Reservation' (which is highlighted with a red box), 'Travel & Expense Reporting', 'Executive Budget Management', 'Finance Division Web Site', and 'Quick Links for Reqs & POs' with a sub-link 'Check available balance'.

NJIT
HIGHLANDER PIPELINE

My Pipeline

Faculty/Staff Services

Student Services

Admitted Students

Faculty/Staff Services

Highlander Pipeline / Faculty/Staff Services

Banner Administrative Services

- Self Service Banner (SSB) - by Ellucian
- Internet Native Banner (INB) - by Ellucian ** Support ends on 12/31/2018
Banner INB Browser Requirements and Java Configuration Guidelines.
- Banner 9 Administrative Pages - by Ellucian ** Replacement for INB
Getting Started with Banner 9 [PDF, VIDEO] | more info..
- Banner Communication Management - by Ellucian
- Banner Relationship Management (BRM) - by Ellucian
- Banner Landing Page **

Finance Services

- Highlander eMerchant - by Unimarket
- Travel Reservation - by Anthony Travel
- Travel & Expense Reporting - by Chrome River
- Executive Budget Management
- Finance Division Web Site
- Quick Links for Reqs & POs
 - Check available balance

- Anthony Travel available through the Highlander Pipeline in Faculty/Staff Services under Financial Services

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Check List for Travel:

- Review Travel Policy:
<https://www5.njit.edu/policies/sites/policies/files/NJIT-Travel-Policy-Updated-9.17.19.pdf>
- Complete Travel Authorization Form (through Chrome River)
- Check budget to insure funds are available for travel
- Request Access to Anthony Travel:
<https://www.njit.edu/finance/forms-fsi>

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You are now ready to book your travel through Anthony Travel by logging in to Highlander Pipeline (see slide 2)

For assistance please reach out to your Business Manager or the Office of Procurement Services.

Bon Voyage!