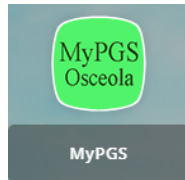


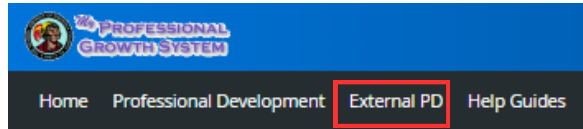
# MyPGS Help Guide

## Print External PD for Travel Reimbursement

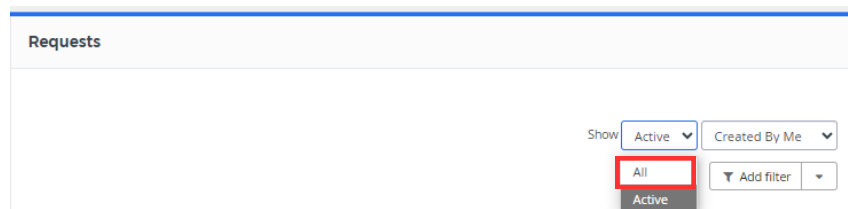
1. Log into ClassLink and click on the MyPGS Osceola Icon.



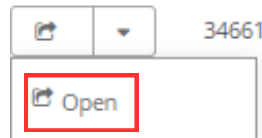
2. Click "External PD"



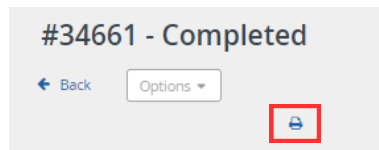
3. Select dropdown and click "All"



4. Locate request, click dropdown, and select "Open".



5. Click printer icon and choose destination



### Important Note:

This serves as your Travel Authorization to be submitted with your Travel Voucher for reimbursement.