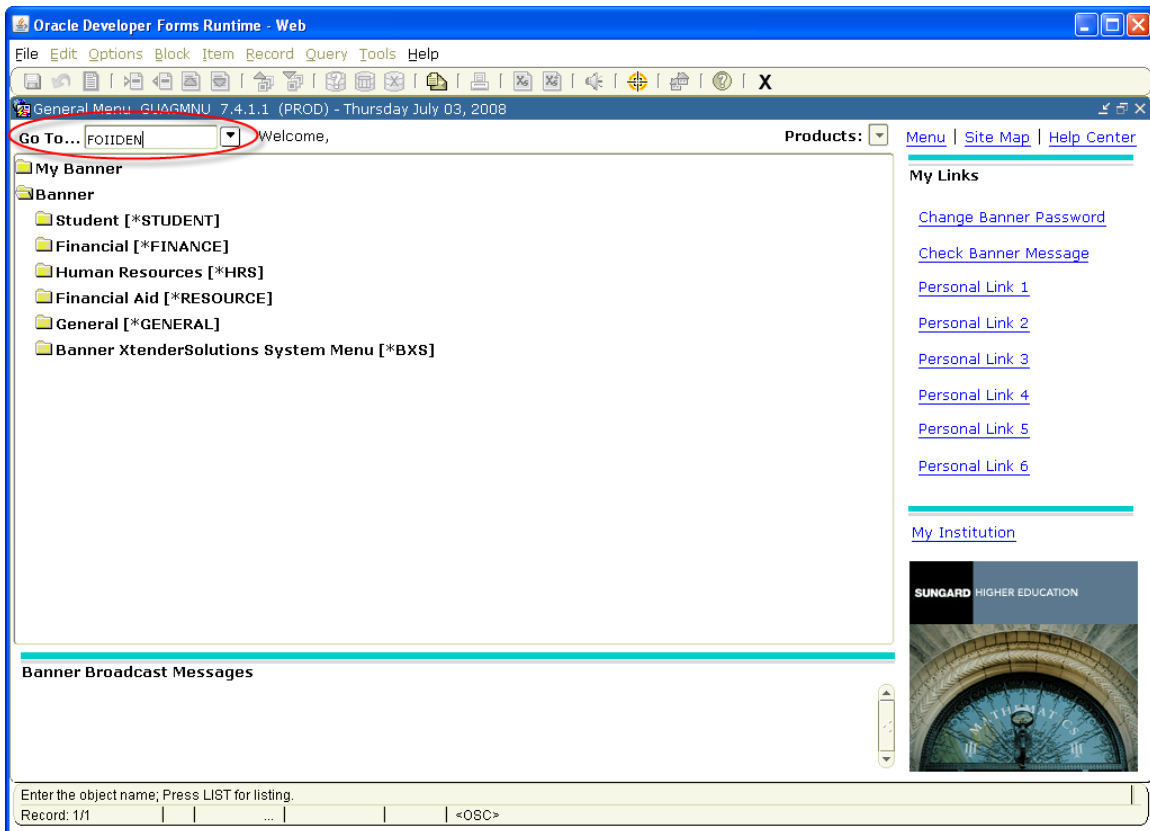


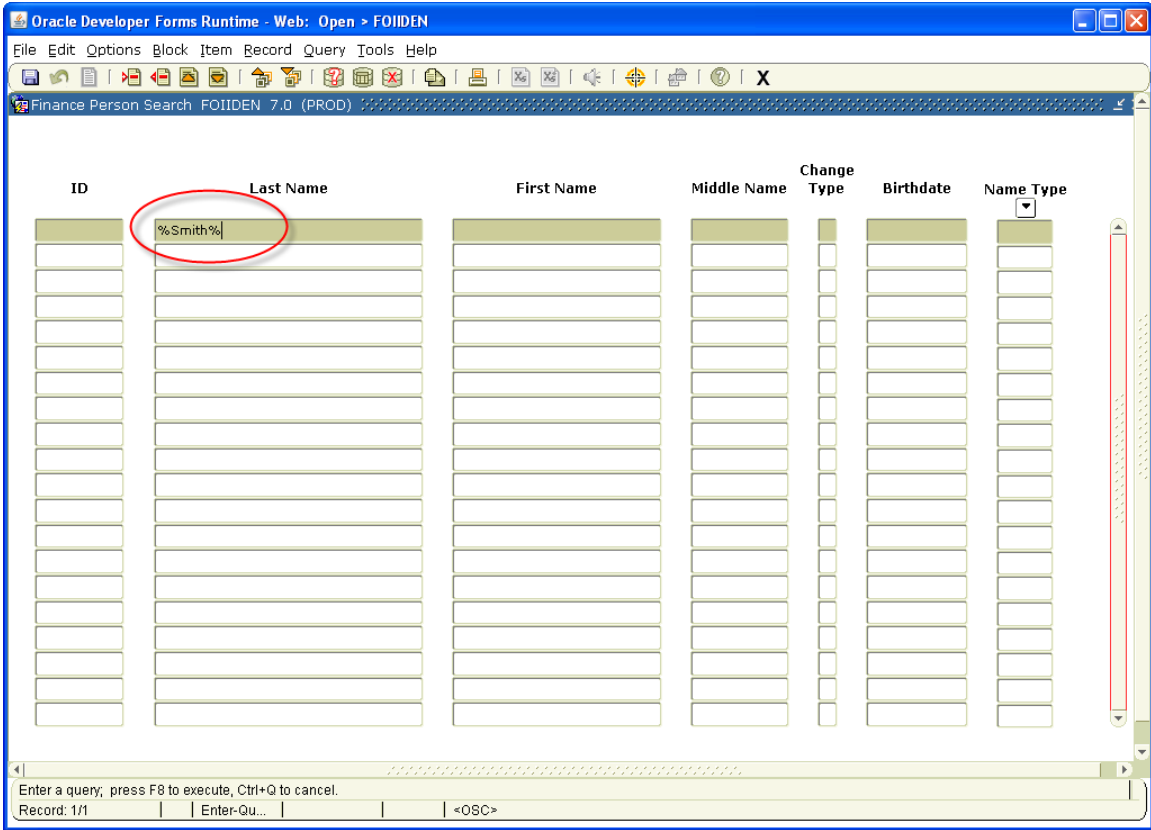
## How to Find Your “M” Number (Used on Travel Requests, Group Travel Requests and Travel Vouchers)

*These instructions show you how to find a M Number if you are not in the FAAINVE Form. If you are in the FAAINVE form, you can find your M Number by searching for the Vendor. The M Number and the Vendor Number are the same.*

1. Sign into Internet Native Banner (INB) via the myGate-Banner Systems webpage: <http://racernet.murraystate.edu/mygate/support/banner.htm>
2. Type FOIIDEN in the Go To box and press [Enter]



3. Press [Tab] once to move your cursor to the Last Name field and type your last name (or the last name of the person you are searching for) with wildcard characters before and after the last name. For example, if searching for the last name Smith you would enter %Smith% in the Last Name field.



4. Click the Execute Query icon or press [F8] key to execute the query

