

TRAVEL APPLICATION

Expense

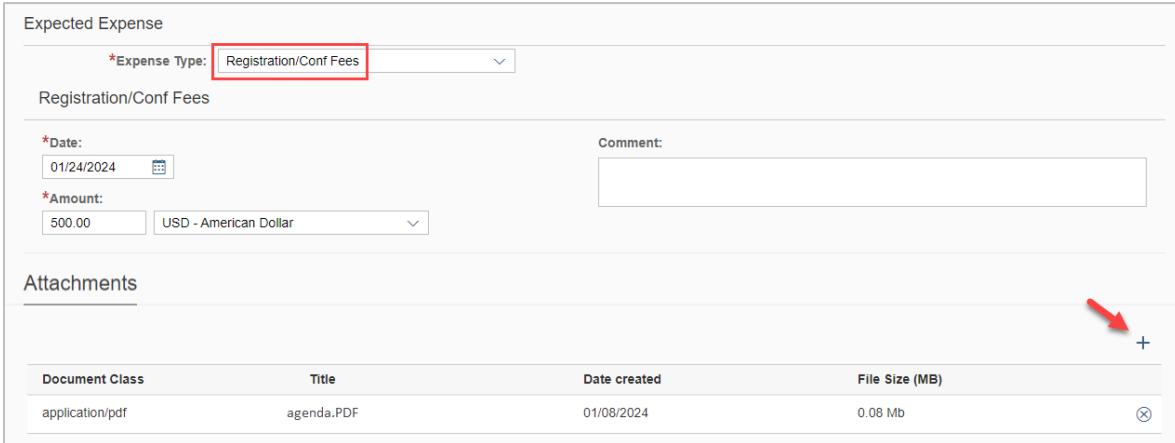
HELPFUL HINTS

 A conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

PROCEDURE

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda was not yet available when the request was submitted (traveler attach a registration confirmation or something similar), the traveler will need to add the conference agenda.

When editing or adding the expense type *Registration/Conf Fees*, click  to add the required attachment. Multiple attachments can be added to an expense type.



The screenshot shows a portion of a travel expense report form. At the top, it says 'Expected Expense' and 'Expense Type: Registration/Conf Fees'. Below that is a section for 'Registration/Conf Fees' with fields for 'Date' (01/24/2024) and 'Amount' (500.00 USD - American Dollar). There is a 'Comment' field and a 'Attachments' section. The 'Attachments' section has a table with one row showing a PDF file named 'agenda.PDF' with a file size of 0.08 Mb. A red arrow points to a blue plus sign icon in the 'Attachments' section, indicating where to add more attachments.

 If the Registration/Conference Fees was prepaid (e.g., on a Pcard), please select *Reg/Conf Fees – Paid by UNIV* and add the agenda.