

## TRAVEL APPLICATION

## Request

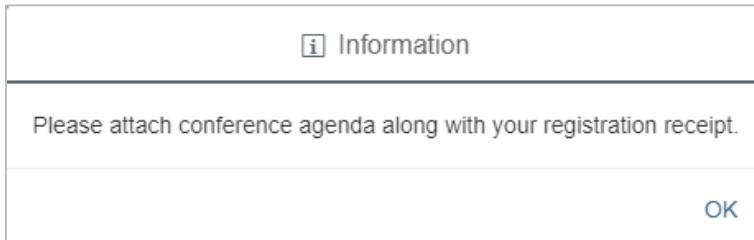
## HELPFUL HINTS



All the required fields and at least one expense type needs to be filled out to save the travel request.

## PROCEDURE

When selecting *conference attendee or conference participant*, a pop-up message will appear to reminder the travel to include a conference agenda. Attachments on the travel request will transfer into the expense report.



When adding the expense type *Registration/Conf Fees*, click to add the required attachment. If the conference agenda is not yet available, travelers can attach a registration confirmation or something similar. Note: the conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

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application/pdf	agenda.PDF	01/08/2024	0.08 Mb	