

TRAVEL APPLICATION

Request

PROCEDURE

To indicate if personal travel will be included within the business trip, select **Yes** from the dropdown menu. Click

+ Personal Dates to add dates.

Personal/International Travel

*Does this trip contain personal travel?: **Yes** [Why is this required?](#)

Personal Travel Dates

Start Date End Date

No Dates Entered

+ Personal Dates

Enter the start date and end date for personal travel days. Click **OK**.

Travel Dates

*Start Date:

*End Date:

Cancel **OK**

Note: adding personal travel dates will change the amounts on the meals per diem expense type by excluding the day(s) for estimated reimbursement totals. Personal dates can be edited on the expense report.

Meal Details

Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
12/11/2023	<input type="button" value="US"/>	<input type="button" value="IL"/>	Chicago	Cook / Lake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD
12/12/2023	<input type="button" value="US"/>	<input type="button" value="IL"/>	Chicago	Cook / Lake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD
12/13/2023	<input type="button" value="US"/>	<input type="button" value="IL"/>	Chicago	Cook / Lake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00 USD

Refresh **Ok**