TRAVEL APPLICATION

Request

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Updated October 28, 2019





Updated October 28, 2019

ADD EMPLOYEE(S)

Select





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Continue to add employee names, including the name of the employee submitting the request. Non-employee names can also be added at this time (see instructions below). Once all names have been added, click on at the bottom right.

Save the expense type.

For a quick view of the attendees and amount, hover over the icon on the save expense list.

ADD NON-E





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A pop-up box appears. Click on

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Save the expense type.

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OFFICIAL FUNCTION REQUEST

Travel Quick

OFFICIAL FUNCTION REQUEST

Updated October 28, 2019





