Request

H

## ADD EMPLOYEE(S)

Select

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

A pop-up box appears. Click on   .

Save the expense type.

A

OFFICIAL FUNCTION REQUEST