

TRAVEL APPLICATION

Expense

HELPFUL HINTS

Attachments are required for all expense entries except meals per diem, mileage, and three expense types if \$9.99 or less (Misc travel-parking/tolls, copy charges, and phone/fax/internet).

Note: for Registration/Conf Fees expense type, a conference agenda will need to be attached to the expense report. This is a requirement for audit by Payment Services.

PROCEDURE

From within the expense report, open an existing expense line or create a new expense line by clicking .

Transaction Date	Expense Type	City	Entered Amount	Amount	Status
11/28/2023	Copy Charges	TUCSON	30.00 USD	30.00 USD	To Be Approved
11/27/2023	Official Func Exp-Agenda/Team	TUCSON	1,200.00 USD	1,200.00 USD	To Be Approved

Select an expense type from the dropdown menu.

Expected Expense

*Expense Type: Airfare


Attachments

ADD AN ATTACHMENT

Updated January 24, 2024

Enter the required information. Scroll down to the Attachments section and click .

Attachments



Document Class	Title	Date created	File Size (MB)
No data			

Search for an attachment, select it and click . Click .