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 .

Select an expense type from the dropdown menu.

*Expense Type:

Airfare
Baggage & Airport Fees
Car Rental
ADD AN ATTACHMENT

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

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