**TRAVEL APPLICATION**

**Expense**

**HELPFUL HINTS**

ℹ️ A conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

**PROCEDURE**

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda was not yet available when the request was submitted (traveler attach a registration confirmation or something similar), the traveler will need to add the conference agenda.

When editing or adding the expense type *Registration/Conf Fees*, click ➕ to add the required attachment. Multiple attachments can be added to an expense type.

ℹ️ If the Registration/Conference Fees was prepaid (e.g., on a Pcard), please select *Reg/Conf Fees – Paid by UNIV* and add the agenda.