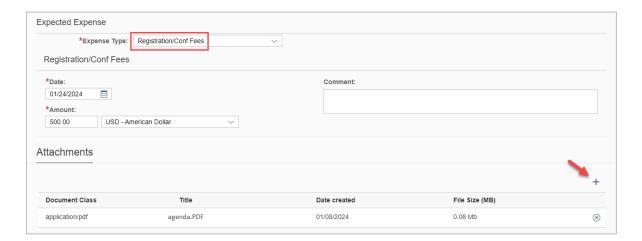## TRAVEL APPLICATION

Expense

HELPFUL HINTS

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.

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

University of Nebraska System

Nebraska State College System