

ADD AN ATTACHMENT

TRAVEL APPLICATION


Request

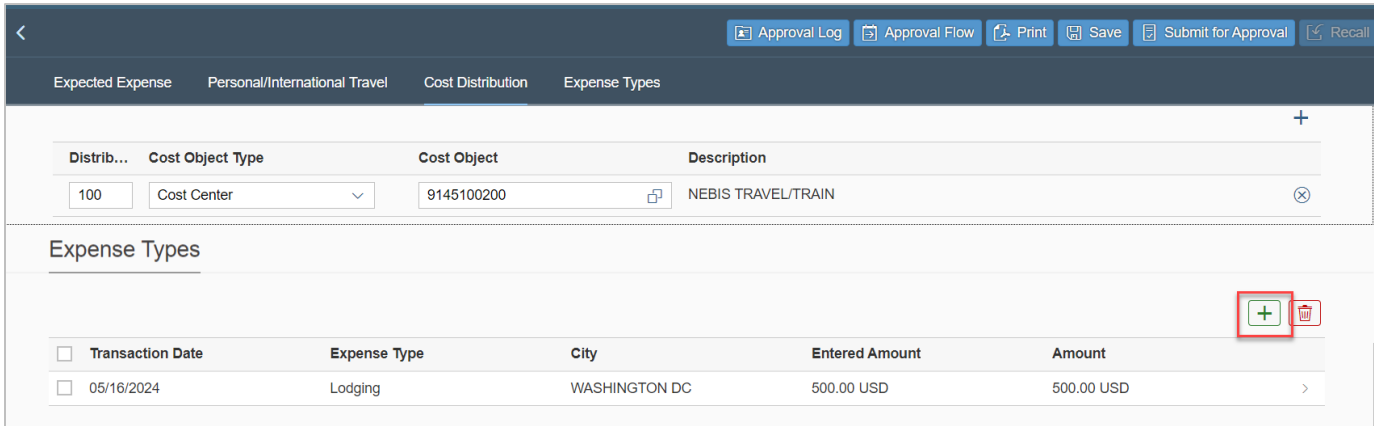
HELPFUL HINTS

Attachments are only required in the travel request for the Registration/Conf Fees expense type.

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda is not yet available at the time the request is created, the traveler can attach a registration confirmation or something similar. Note: the conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

PROCEDURE

From within the travel request, create a new expense line by clicking .



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Select an expense type from the dropdown menu.

The screenshot shows a software interface with two tabs: 'Expected Expense' and 'Attachments'. The 'Expected Expense' tab is selected. Below the tab, there is a section titled 'Expected Expense'. Within this section, there is a label '*Expense Type:' followed by a dropdown menu. The dropdown menu is open, displaying three options: 'Airfare', 'Baggage & Airport Fees', and 'Car Rental'. Below the dropdown, there is another section titled 'Attachments'.

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

The screenshot shows the 'Attachments' section of the software interface. It features a table with the following columns: 'Document Class', 'Title', 'Date created', and 'File Size (MB)'. The table is currently empty, with the text 'No data' centered below the column headers. In the top right corner of the table area, there is a red box containing a white plus sign (+) icon, indicating where to click to add a new attachment.

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