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 ⊞.
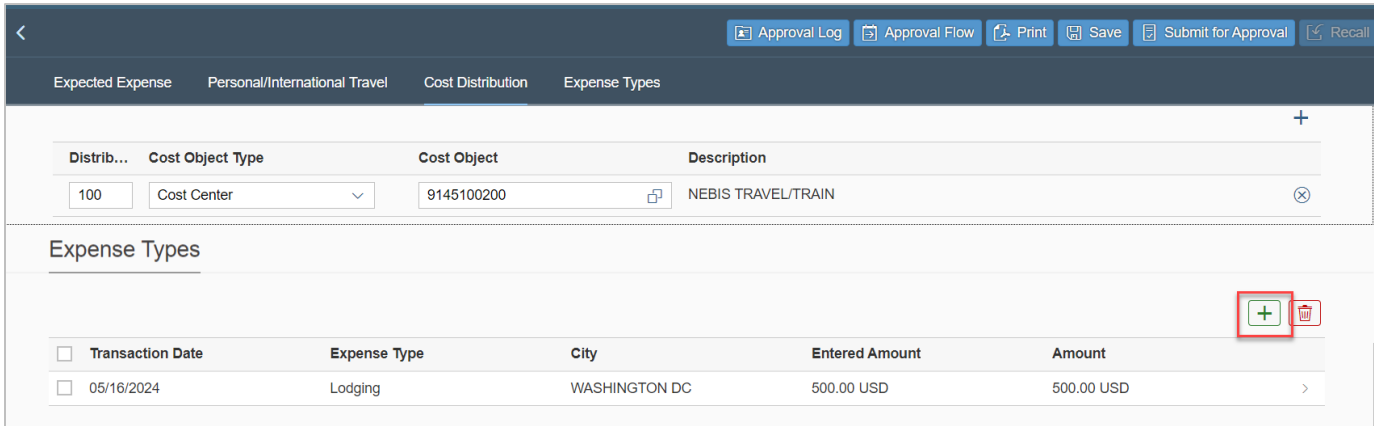
Select an expense type from the dropdown menu.

Expected Expense	Attachments

Expected Expense

*Expense Type: [   ] ⌄

Airfare

Baggage & Airport Fees

Car Rental

Attachments

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 [Open] . Click [💾 Save] .