

CONFERENCE ATTENDEES OR PARTICIPANTS

Updated January 19, 2024

TRAVEL APPLICATION

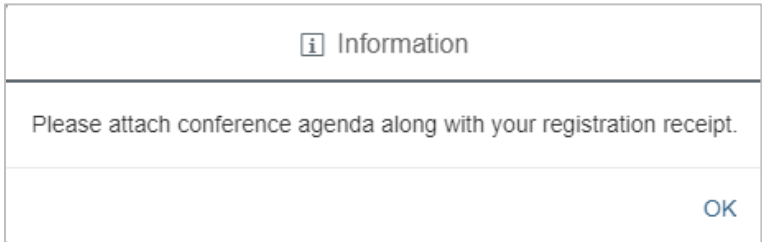
Request

HELPFUL HINTS

All the required fields and at least one expense type needs to be filled out to save the travel request.

PROCEDURE

When selecting conference attendee or conference participant, a pop-up message will appear to remind the travel to include a conference agenda. Attachments on the travel request will transfer into the expense report.



When adding the expense type Registration/Conf Fees, click + to add the required attachment. If the conference agenda is not yet available, travelers 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.

