CONFERENCE ATTENDEES OR PARTICIPANTS

Updated January 19, 2024

TRAVEL APPLICATION

Request

HELPFUL HINTS

R 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 reminder the travel to include a conference agenda. Attachments on the travel request will transfer into the expense report.

i Information
Please attach conference agenda along with your registration receipt.
ок

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.

Expected Expense *Expense Type: Registration/Conf Fees Registration/Conf Fees			
*Date: 01/24/2024 *Amount: 500.00 USD - American Dollar	Comment:		
Attachments Document Class Title	Date created	File Size (MB)	▶.
application/pdf agenda.PDF	01/08/2024	0.08 Mb	\otimes



