CREATE AND SUBMIT A TRAVEL REQUEST

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

Click the Travel Request tile.

The main Travel Request screen appears.

1. Banner defaults to All. Click other options to sort by open, submitted, or approved.
2. Sort columns.
3. Displays existing travel requests.
4. Status of the request (open, submitted, or approved). Approved status can be at any step within the approval process.
5. Act as a delegate for another employee.
6. Create a new travel request.
Click to create a new travel request. The request contains several sections: expected expense, personal/international travel, cost distribution, and expense types.

**Expected Expense**
Enter the expected expense information. Required fields are noted with an *. Note: the approval flow button will not be available until the travel request has been saved.

![Expected Expense Section]

**Personal/International Travel**
Indicate if personal travel will be included. Companion travel will only appear if traveling internationally or to Alaska or Hawaii. Note: companion travel and additional insurance for personal/companion travel is for University of Nebraska travelers only.

To add dates, click + Personal Dates and/or + Companion.

![Personal/International Travel Section]
This section is required to determine whether additional insurance is required for international personal and/or companion travel. Detailed information can be found [here](#). Insurance payment(s) will be [deducted](#) from the employee paycheck.

**Cost Distribution**

Review the cost distribution. If needed, select a different cost object type from the dropdown menu. To search for a cost object type, click ![Search](#).

Search for a cost center by entering numbers and click ![Search](#). Use * if needing to expand the search. Select the cost center and click ![OK](#).
**Expense Types**

Add an expense type by clicking 

Select an option from the expense type dropdown menu.

Enter the required information and click 

![Expense Types](image-url)

![Select Expense Type](image-url)

![Enter Information and Save](image-url)
Continue to add expected expenses to the travel request.

**Meals per diem**

To enter meals per diem, add an expense and select *Meals (Per Diem)* from the dropdown menu. To determine meals per diem, click *Calculate Amount* button.

*If the *Calculate Amount* button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.*

If desired, checkmark meals which are anticipated to be excluded. Click on *Refresh* to calculate all days/meals.
If a day/location needs to be changed (e.g., multiple stop trip), select □ next to the State and search for the location.

Click OK to return to expense entry.

The amount will be calculated and auto-fill into the field. Click □ Save.
**Mileage Calculator**

From the **Mileage/Personal Car** expense type, click **Use Google Mileage App**.

Enter the destination.

- Note: the starting location defaults to the traveler’s home address. If this is incorrect, click **Reset** and enter the starting location in **Stop 1**.

To make it a round trip, click **Return to Origin**.
Click *Calculate Mileage Amount*. Save the expense entry.

**Conference Attendees or Participants**

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 be transferred into the expense report.

When adding the expense type *Registration/Conf Fees*, click + to add the required attachment. Note: if the conference agenda is not yet available, travelers can attach a registration confirmation or something similar.
Save the travel request

Continue to add expected expenses to the travel request. When complete, click . A confirmation pop-up message appears.

The travel request is saved in open status. To edit or submit, open the request.

Several options are available:

1. Edit the request.
2. Approval log. Note: this will be blank until the request is moved through the approval process.
3. Approval flow: displays the approvers for this travel request. Note: this will not be visible until the travel request has been saved.
4. Print the request information. This will include any attachments.
5. Save the request to be edited or submitted later.
6. Submit the request for approval.