

CREATE AND SUBMIT A TRAVEL REQUEST

Updated March 25, 2024

TRAVEL APPLICATION

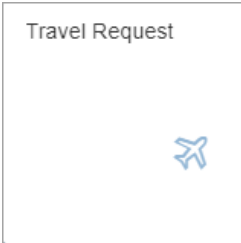
Request

HELPFUL HINTS

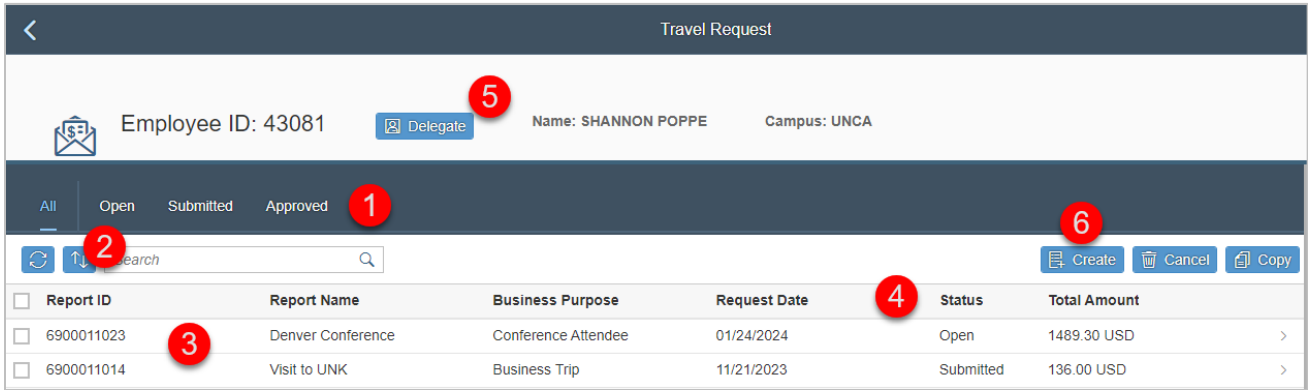
All the required fields and at least one expense type needs to be filled out to save the travel request.

PROCEDURE

Click the *Travel Request* tile.



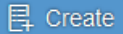
The main Travel Request screen appears.



- 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.

## CREATE AND SUBMIT A TRAVEL REQUEST

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Click  **Create** 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.

The screenshot shows a web form titled "Expected Expense" with the following fields and values:

- \*Start Date: 01/24/2024
- \*Start Time: 05:00
- \*End Date: 01/28/2024
- \*End Time: 22:00
- \*Trip Type: Domestic
- \*Country: United States
- \*State: Colorado
- \*City: Denver
- \*Request/Trip Name: Denver Conference
- Approver: Caren C Hansen
- \*Business Purpose: Conference Attendee
- Amount: 0.00 USD
- Comment: (empty text area)
- Previous Comments: (empty text area)
- \*Are any costs funded by an external entity?: (dropdown menu)

### 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**.

The screenshot shows the "Personal/International Travel" section with the following details:

- Personal Travel Dates:**
  - \*Does this trip contain personal travel?: Yes
  - + Personal Dates
  - Start Date: (empty)
  - End Date: (empty)
  - No Dates Entered
- Companions:**
  - \*Are you bringing a companion?: Yes
  - + Companion
  - Name: (empty)
  - Start Date: (empty)
  - End Date: (empty)
  - No Dates Entered

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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 .

**Cost Distribution**

Distributi...	Cost Object Type	Cost Object	Description
100	Cost Center <span style="float: right;">▼</span>	9145100200 	NEBIS TRAVEL/TRAIN <span style="float: right;">⊗</span>

Search for a cost center by entering numbers and click . Use \* if needing to expand the search. Select the cost center and click .

Cost center




Cost Center:

Person Responsible:

Cost ctr short text:

Language Key:

Max hits:

Items (200)   None  Search

Cost Ctr	Company C	Pers. Resp.	Short text	Language
2101010001	1000	UNL	VICE CHAN ACAD AFFA	E <input type="radio"/>
2101010004	1000	UNL	DIVERSITY CHAN POOL	E <input type="radio"/>
2101010005	1000	UNL	SVCAA COMMITMENTS	E <input type="radio"/>
2101010007	1000	UNL	DIVERSITY CNTR ADM	E <input checked="" type="radio"/>
2101010008	1000	UNL	VCAA-DISTINGSHD PROF	E <input type="radio"/>
2101010010	1000	UNL	VCAA-FACULTY POOL	E <input type="radio"/>
2101014001	1000	UNL	VCAA ADVN GRANT F&A	E <input type="radio"/>



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Expense Types

Add an expense type by clicking +.

Expense Types

<input type="checkbox"/>	Transaction Date	Expense Type	City	Amount
No data				

Select an option from the expense type dropdown menu.

Expected Expense Attachments

Expected Expense



\*Expense Type:

Attachments

+

Document Class	Title	Date created	File Size (MB)
No data			

Enter the required information and click  Save.

 Save  Cancel

Expected Expense Attachments

Expected Expense

\*Expense Type:

Lodging

\*Check-In Date:   \*Time

\*Check-Out Date:   \*Time

\*City:

\*Country:

\*Amount:

Comment:

Attachments

+

Document Class	Title	Date created	File Size (MB)
No data			


**CREATE AND SUBMIT A TRAVEL REQUEST**

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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.

Expected Expense

\*Expense Type: Meals (Per Diem) ▾

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Meals (Per Diem)











\*Start Date: 01/24/2024       \*End Date: 01/28/2024 


\*Destination: Denver ▾      Comment:

\*Country: United States ▾

\*Amount: 0.00    USD - American Dollar ▾    Calculate Amount

If desired, checkmark meals which are anticipated to be excluded. Click on *Refresh* to calculate all days/meals.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
01/24/2024	<span>US </span>	<span>CO </span>	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/25/2024	<span>US </span>	<span>CO </span>	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/26/2024	<span>US </span>	<span>CO </span>	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/27/2024	<span>US </span>	<span>CO </span>	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
01/28/2024	<span>US </span>	<span>CO </span>	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD

Refresh    Ok












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If a day/location needs to be changed (e.g., multiple stop trip), select  next to the State and search for the location.

Per Diem Data				
<input type="text" value="Search"/> <span style="float: right;">🔍</span>				
Country Code	Country	State	Destination	Location Defined
US	USA	AL	All Others in AL	All Other Counties
US	USA	AL	Birmingham	Jefferson
US	USA	AL	Gulf Shores	Baldwin
US	USA	AL	Huntsville	Madison
US	USA	AL	Mobile	Mobile

Click **OK** to return to expense entry.

Meal Details									
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount	
01/24/2024	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD	
01/25/2024	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD	
01/26/2024	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD	
01/27/2024	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.30 USD	
01/28/2024	US 	CO 	Denver / Aurora	Denver / Adams / Arapahoe / Je	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.48 USD	

Refresh OK

The amount will be calculated and auto-fill into the field. Click  Save.

Expected Expense

**\*Expense Type:** Meals (Per Diem) ▼

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Meals (Per Diem)

**\*Start Date:** 01/24/2024 📅

**\*Destination:** Denver ▼

**\*Country:** United States ▼

**\*Amount:** 248.86    USD - American Dollar ▼ Calculate Amount

CREATE AND SUBMIT A TRAVEL REQUEST

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Mileage Calculator

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

Expected Expense

\*Expense Type: Mileage/Personal Car

Mileage/Personal Car

\*Start Date: 01/24/2024

\*Mileage:  [Use Google Mileage App](#)

\*Amount: 0.00 USD - American Dollar [Calculate Mileage Amount](#)

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 *Step 1*.

To make it a round trip, click *Return to Origin*. Click [Save Mileage](#).

Mileage Calculator

Map Satellite

Total Miles: 133 [Reset](#) [Add Stop](#) [Return to Origin](#)

Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133

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Click *Calculate Mileage Amount*. Save the expense entry.

\*Expense Type: Mileage/Personal Car

Mileage/Personal Car

\*Start Date: 01/24/2024 📅 \*End Date: 01/28/2024 📅

\*Mileage: 266 Use Google Mileage App Comment:  

\*Amount: 90.44 USD - American Dollar Calculate Mileage Amount

Mileage Destinations

Stop	Destination	Mileage
1	1901 Y Street, Lincoln, NE, USA	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	133
3	1901 Y Street, Lincoln, NE, USA	133

*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.

i Information

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Please attach conference agenda along with your registration receipt.

OK

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.

Expected Expense

\*Expense Type: Registration/Conf Fees

Registration/Conf Fees

\*Date: 01/24/2024 📅 Comment:  

\*Amount: 500.00 USD - American Dollar

Attachments

+


Document Class	Title	Date created	File Size (MB)	
application/pdf	agenda.PDF	01/08/2024	0.08 Mb	<span style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;">✕</span>

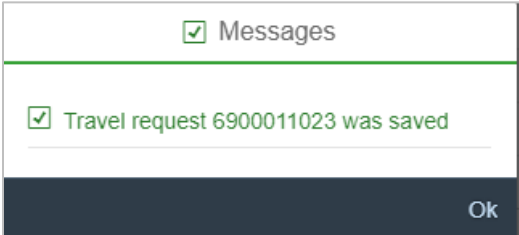


## CREATE AND SUBMIT A TRAVEL REQUEST

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### Save the travel request

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



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

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900011023	Denver Conference	Conference Attendee	01/24/2024	Open	1489.30 USD
6900011014	Visit to UNK	Business Trip	11/21/2023	Submitted	136.00 USD

Several options are available:

The screenshot shows a form with the following fields and callouts:

- 1**: \*Start Date: 01/24/2024, \*Start Time: 05:00
- 2**: Approval Log button
- 3**: Approval Flow button
- 4**: Print button
- 5**: Save button
- 6**: Submit for Approval button

Other visible fields include: \*Trip Type: Domestic, \*Country: United States, \*State: Colorado, \*City: DENVER, \*End Date: 01/28/2024, \*End Time: 22:00, \*Request/Trip Name: Denver Conference, Approver: Caren C Hansen, \*Business Purpose: Conference Attendee, Amount: 1,489.30 USD, Comment, and Previous Comments.

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.