Updated January 19, 2024

## TRAVEL APPLICATION

## Request

## **HELPFUL HINTS**

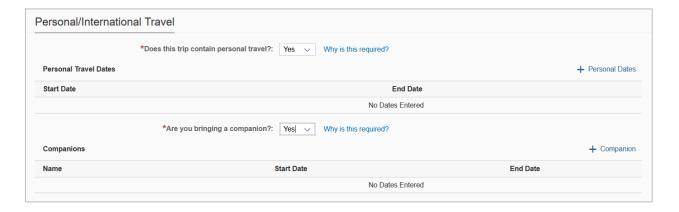


All the required fields and at least one expense type needs to be filled out to save the travel request.

## **PROCEDURE**

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



This section is required to determine whether additional insurance is required for international personal and/or companion travel. Detailed information can be found <a href="here">here</a>.

Insurance payment(s) will be deducted from the employee paycheck.



