

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](#).

Personal/International Travel		
*Does this trip contain personal travel?: <input type="button" value="Yes"/> Why is this required?		
Personal Travel Dates		+ Personal Dates
Start Date	End Date	
No Dates Entered		
*Are you bringing a companion?: <input type="button" value="Yes"/> Why is this required?		
Companions		+ Companion
Name	Start Date	End Date
No Dates Entered		

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.