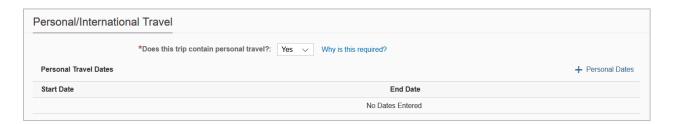
Updated January 24, 2024

TRAVEL APPLICATION

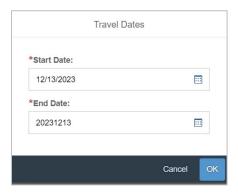
Request

PROCEDURE

To indicate if personal travel will be included within the business trip, select *Yes* from the dropdown menu. Click + Personal Dates to add dates.



Enter the start date and end date for personal travel days. Click



Note: adding personal travel dates will change the amounts on the meals per diem expense type by excluding the day(s) for estimated reimbursement totals. Personal dates can be edited on the expense report.





