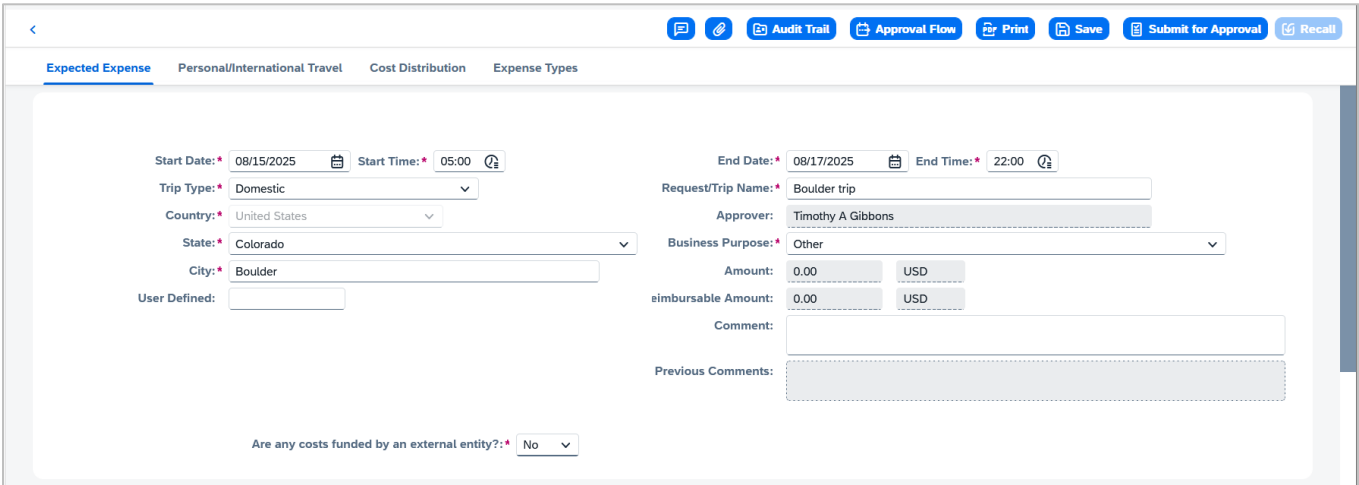## TRAVEL APPLICATION

Request

HELPFUL HINTS

A zero dollar request is created so a traveler can have an approved request, yet there will be no reimbursement (e.g. outside entity will pay for travel expenses).

PROCEDURE

From within the travel request tile, click **Create**. Enter the required information in the report header.

Scroll down to Expense Types and click + to add.

From the expense type dropdown, select Zero $ Trip.

Click *Save*.

Save the request to generate a report ID number.

Reopen the request and click *Submit for Approval.*