



TRAVEL APPLICATION

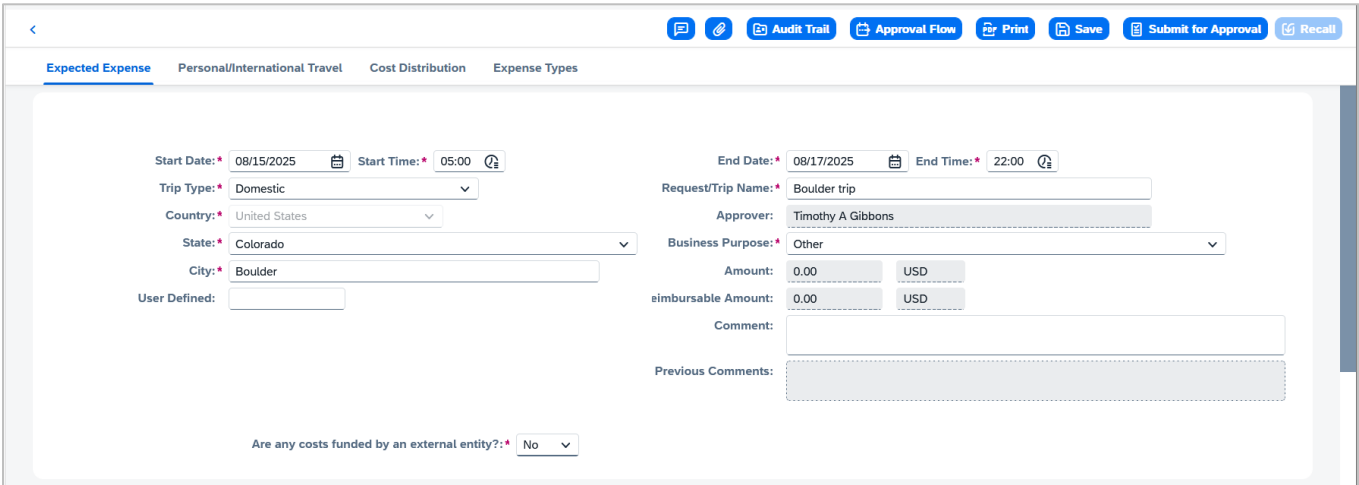
Request

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 . Enter the required information in the report header.



The screenshot shows the 'Expected Expense' tab of a travel request form. The form includes fields for Start Date (08/15/2025), Start Time (05:00), End Date (08/17/2025), and End Time (22:00). It also has dropdown menus for Trip Type (Domestic), Country (United States), State (Colorado), and City (Boulder). Other fields include Request/Trip Name (Boulder trip), Approver (Timothy A Gibbons), Business Purpose (Other), Amount (0.00 USD), and reimbursable Amount (0.00 USD). A comment field and a checkbox for 'Are any costs funded by an external entity?' (No) are also present.

Scroll down to Expense Types and click + to add.

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

ZERO \$ REQUEST

Travel Quick Reference Guide

Updated August 27, 2025

From the expense type dropdown, select Zero \$ Trip.

The screenshot shows the 'Expected Expense' section of a form. A dropdown menu for 'Expense Type' is open, displaying a list of options: Airfare, Airfare-Paid by Univ, Baggage Fees, Car Rental, Registration/Conf Fees, Taxi/Shuttle/Train/Bus, Team/Group Costs, and Zero \$ Trip. The 'Zero \$ Trip' option is highlighted with a red box.

Click **Save**.

The screenshot shows the 'Expected Expense' form with 'Zero \$ Trip' selected in the 'Expense Type' dropdown. The 'Save' button in the top right corner is highlighted with a red box. The form also displays fields for 'Start Date' (08/15/2025), 'Entered Amount' (0.00), and 'Amount' (0.00).

Save the request to generate a report ID number.

The screenshot shows the 'Employee ID: 43081' form. The 'Save' button in the top right corner is highlighted with a red box. The form displays various fields including 'Start Date' (08/15/2025), 'Start Time' (05:00), 'End Date' (08/17/2025), 'End Time' (22:00), 'Trip Type' (Domestic), 'Country' (United States), 'State' (Colorado), 'City' (Boulder), 'Request/Trip Name' (Boulder trip), 'Approver' (Timothy A Gibbons), and 'Business Purpose' (Other).

Reopen the request and click **Submit for Approval**.

The screenshot shows the 'Employee ID: 43081' form with the 'Submit for Approval' button in the top right corner highlighted with a red box. The form displays the same fields as the previous screenshot, including 'Start Date' (08/15/2025), 'Start Time' (05:00), 'End Date' (08/17/2025), 'End Time' (22:00), 'Trip Type' (Domestic), 'Country' (United States), 'State' (Colorado), 'City' (BOULDER), 'Request/Trip Name' (Boulder trip), 'Approver' (Timothy A Gibbons), and 'Business Purpose' (Other).