TRAVEL APPLICATION

Request

HELPFUL HINTS

A traveler may have a reoccurring trip that will need requests submitted and approved. It is possible to copy a previously saved or submitted request to create a new travel request.

PROCEDURE

To copy an existing request:

1. From the request tab, locate the request to copy.
2. Click the left check box next to the request.
3. Click on **Copy Request**
4. Change the name of the new request and provide the start date of the new request.
5. If applicable, uncheck the boxes next to expected expenses and segments. Leaving the boxes checked will allow the expected expenses and the segments to copy over to the new request.

6. Click on OK.
7. A success message will appear confirming the action.

8. The screen will then open to the newly created request.

The new request is displayed on the requests tab.