

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.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	San Diego, CA Attending SAP Conference	9YKC	Submitted & Pending Supervisor Approval - Test, Supervisor Approver1	10/05/2020	08/20/2020	\$2,405.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Denver, CO SAP conference	9YQD	Approved	09/08/2020	08/25/2020	\$1,908.00	\$1,908.00	\$1,908.00	Expense
<input type="checkbox"/>	Unlabeled	9YQD	Not Submitted	09/10/2020		\$0.00	\$0.00	\$0.00	

3. Click on **Copy Request**
4. Change the name of the new request and provide the start date of the new request.

Copy Request

The selected request with appropriate request entries will be copied.

Existing Request:
We have provided a default name. Change the name if desired.

Request Name:

Last Date of Source Request:

New Request:
You can change the start date of the new request.

If you provide a date below, the request start date or the earliest request entry on the new request will be given that date and dates for all other request entries will be adjusted based on that. Otherwise, the start date will be defined as Last date of source request + 1.

Starting date for New Request:

Expected Expenses

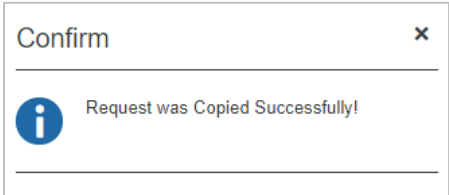
Segments

COPY A 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.

Expected Expenses
 Segments

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



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

Request 9YU6 Cancel Save Attachments Print / Email Delete Request Submit Request

Request/Trip Name: Denver, CO Part II Status: Not Submitted
 Reason/Business Purpose: SAP conference Amount: \$1,908.00

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name: Denver, CO Part II
 Request/Trip Business Start Date: 10/14/2020
 Request/Trip Business End Date: 10/16/2020
 Request/Trip Purpose: Conference Attendee
 Destination City: Denver, Colorado
 Destination Country: UNITED STATES

Trip Type: Domestic
 Does this trip contain personal travel?: No
 Personal Dates of Travel:
 Are any costs funded by an external entity?: No
 Identify external entity & describe covered costs:

Cost Object Type: (CC) Cost Center
 Cost Object: (2105120001) English
 User Defined:
 Personnel Area: Test-UNL
 Employee ID: ctraveler2

Reason/Business Purpose: SAP conference
 Comments To/From Approvers/Processors:

The new request is displayed on the requests tab.

Active Requests (8) Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Denver, CO Part II SAP conference	9YU6	Not Submitted	10/14/2020 10/16/2020		\$1,908.00	\$0.00	\$0.00	
<input type="checkbox"/>	Denver, CO SAP conference	9YQD	Approved	09/08/2020 09/10/2020	08/25/2020	\$1,908.00	\$1,908.00	\$1,908.00	Expense