

## 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 19/11/2020	08/20/2020	\$2,405.00	\$0.00	\$0.00	
<input checked="" 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

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: Denver, CO Part II

Last Date of Source Request: Thursday, September 10, 2020

**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: 10/14/2020

Expected Expenses  
 Segments

OK Cancel

**COPY A REQUEST**

*Updated August 27, 2020*

- 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

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

Confirm ✕

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i Request was Copied Successfully!

- 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

<input type="checkbox"/>	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