

CREATING A MILEAGE-ONLY REQUEST

Updated April 26, 2021

TRAVEL APPLICATION

Request

PROCEDURE

To create a mileage-only request, click on new request. Enter the required information on the request header.

The screenshot shows the 'Request AQLQ' form header. At the top right are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The form fields are as follows:

- Request/Trip Name: Kearney, NE
- Reason/Business Purpose: Meeting at UNK
- Request/Trip Business Start Date: 04/05/2021
- Request/Trip Business End Date: 04/05/2021
- Request/Trip Purpose: Meeting
- Destination City: Kearney, Nebraska
- Destination Country: UNITED STATES
- Trip Type: Domestic
- Does this trip contain personal travel?: No
- Personal Dates of Travel: (empty)
- Are any costs funded by an external entity?: No
- Identify external entity & describe covered costs: (empty)
- Cost Object Type: (CC) Cost Center
- Cost Object: (2105120001) English
- User Defined: (empty)
- Personnel Area: Test-UNL
- Employee ID: ctaveler2
- Reason/Business Purpose: Meeting at UNK
- Comments To/From Approvers/Processors: (empty)

Click on the expenses tab (information is not required for the segments tab). Click on the mileage expense type.

The screenshot shows the 'Request AQLQ' form with the 'Expenses' tab selected. The form header is the same as in the previous screenshot. Below the header, there is a '+ New Expense' button and a 'Delete' button. A table is shown with the following columns: Date, Expense Type, Amount, and Requested. To the right of the table, there is a text input field for 'Expense Type' and a list of expense types:

- 01. Transportation
- 03. Food/Meals
- 06. Other
- Fuel/Gas
- Meal (per diem)
- Misc Travel-parking/tolls/etc
- Plane (state/private/rented /chartered)
- Official Func Exp-Agenda/Names
- Registration/Conf Fees
- 04. Mileage
- Taxi/Shuttle/Train/Bus
- Team/Group Costs
- Zero \$ Trip

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Enter the estimated travel distance. Click on **Save**. The amount will calculate after the expense has been saved.

Request AQLQ

[Attachments](#)
[Print / Email](#)
[Delete Request](#)
[Submit Request](#)

Request/Trip Name: Kearney, NE
Reason/Business Purpose: Meeting at UNK

Status: Not Submitted

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete

Date	Expense Type	Amount	Requested

TOTAL AMOUNT
TOTAL REQUESTED

\$0.00
\$0.00

Expense Type: 04. Mileage

Request/Trip Business Start Date: 04/05/2021

Request/Trip Business End Date: 04/05/2021

Distance: 300

Amount will calculate after you hit save: 0.00 USD

Comment:

Save
Allocate
Cancel

Click on **Submit Request**.

Request AQLQ

[Attachments](#)
[Print / Email](#)
[Delete Request](#)
[Submit Request](#)

Request/Trip Name: Kearney, NE
Reason/Business Purpose: Meeting at UNK

Status: Not Submitted
Amount: \$87.00

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete

Date	Expense Type	Amount	Requested
<input type="checkbox"/>	04/05/2021	04. Mileage	\$87.00

TOTAL AMOUNT
TOTAL REQUESTED

\$87.00
\$87.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation	03. Food/Meals	06. Other
Fuel/Gas	Meal (per diem)	Misc Travel-parking/tolls/etc
Plane (state/private/rented /chartered)	Official Func Exp-Agenda/Names	Registration/Conf Fees
Taxi/Shuttle/Train/Bus	04. Mileage	Team/Group Costs
		Zero \$ Trip