

EDIT A SAVED TRAVEL REQUEST

TRAVEL APPLICATION

Request

PROCEDURE

To edit a saved travel request, open the requests tab and locate the request. Click anywhere in the row to open.

Manage Requests New Request Quick Search

Active Requests (9) Delete Request Copy Request Close/Inactivate Request

View ▾

Request Name ▾ Begins With ▾ Go

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	San Diego, CA Human Resources conference	AQLF	Not Submitted	04/27/2021 04/30/2021	04/26/2021	\$1,398.80	\$0.00	\$0.00	
<input type="checkbox"/>	Roswell, NM Conference	ANLQ	Approved	04/15/2021 04/20/2021	04/14/2021	\$1,211.00	\$1,211.00	\$1,211.00	Expense

REQUEST HEADER

Make any changes needed within the request header tab. Click on **Save**. Continue to the segments and expenses tabs if needed.

Request AQLF Cancel Save Attachments ▾ Print / Email ▾ Cancel Request Submit Request

Request/Trip Name: San Diego, CA
Reason/Business Purpose: Human Resources conference
Status: Not Submitted
Amount: \$1,398.80

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name: San Diego, CA
Request/Trip Business Start Date: 04/27/2021
Request/Trip Business End Date: 04/30/2021
Request/Trip Purpose: Conference Attendee
Destination City: San Diego, California
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: Human Resources conference
Comments To/From Approvers/Processors:

EDIT A SAVED TRAVEL REQUEST

SEGMENTS

Select the segments tab and click **Modify** to make a change to a specific segment (air ticket, hotel reservation, or car rental).

Request AQLF

Request/Trip Name: San Diego
Reason/Business Purpose: H conference

Status: Not Submitted
Amount: \$1,398.80

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Amount: \$400.00

Outbound
From: Lincoln Municipal (Airport - LNK), Lincoln, Nebraska
To: Lindbergh Intl (Airport - SAN), San Diego, California
Date: Tuesday, April 27, 2021
Comment:

Return
Date: Friday, April 30, 2021
Comment:

Allocate Delete Modify

Make the desired changes and click on **Save**.

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Amount: 400.00 USD

Outbound
From: Lincoln Municipal (Airport - LNK), Lincoln, Nebraska
To: Lindbergh Intl (Airport - SAN), San Diego, California
Date: 04/27/2021 Depart at
Comment:

Return
Date: 04/30/2021 Depart at
Comment:

Save Delete Cancel

If the segment is no longer needed, click on **Delete**.

EDIT A SAVED TRAVEL REQUEST

EXPENSES

Click on the expenses tab. To update an existing expense, click on the row or in the checkbox next to the expense date.

Request AQLF

Request/Trip Name: San Diego, CA
Reason/Business Purpose: Human Resources conference

Status: Not Submitted
Amount: \$1,398.80

Attachments Print / Email Cancel Request Submit Request

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	04/27/2021	Airfare (commercial ticket)	\$400.00	\$400.00
<input type="checkbox"/>	04/27/2021	Lodging	\$600.00	\$600.00
<input type="checkbox"/>	04/27/2021	Car Rental	\$200.00	\$200.00
<input type="checkbox"/>	04/27/2021	Meal (per diem)	\$198.80	\$198.80

TOTAL AMOUNT
\$1,398.80

TOTAL REQUESTED
\$1,398.80

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

Make the desired edits and click on Save.

Request/Trip Name: San Diego, CA
Reason/Business Purpose: Human Resources conference

Amount: \$1,398.80

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	04/27/2021	Airfare (commercial ticket)	\$400.00	\$400.00
<input type="checkbox"/>	04/27/2021	Lodging	\$600.00	\$600.00
<input type="checkbox"/>	04/27/2021	Car Rental	\$200.00	\$200.00
<input checked="" type="checkbox"/>	04/27/2021	Meal (per diem)	\$198.80	\$198.80

TOTAL AMOUNT
\$1,398.80

TOTAL REQUESTED
\$1,398.80

Expense Type:

Request/Trip Business End Date:

of days:

Comment:

Request/Trip Start Date:

Destination City:

GSA rate will be used to calculate total after you hit save

Save
Allocate
Cancel

EDIT A SAVED TRAVEL REQUEST

To delete an expense, click the checkbox next to the expense and click **Delete**.

Request AQLF

Request/Trip Name: San Diego, CA
Reason/Business Purpose: Human Resources conference

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense **Delete**

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 04/27/2021	Airfare (commercial ticket)	\$400.00	\$400.00
<input type="checkbox"/> 04/27/2021	Lodging	\$600.00	\$600.00
<input type="checkbox"/> 04/27/2021	Car Rental	\$200.00	\$200.00
<input checked="" type="checkbox"/> 04/27/2021	Meal (per diem)	\$198.80	\$198.80

Expense Type: Meal (per diem)
Request/Trip Business End Date: 04/30/2021
of days: 4
Comment:

To add an attachment, click the **Attachments** dropdown menu and select attach documents. Browse, select, and upload a document, then click close. Refer to [Adding an Attachment to a Request](#) for more information.

Attachments Print / Email Delete Request Submit Request

Check Documents **Attach Documents**

Status: Not Submitted
Amount: \$1,398.80

If the travel request is ready to submit, click on **Submit Request**. Otherwise, return to the request header tab and click **Save**.

Request AQLF

Cancel **Save** Attachments Print / Email Delete Request Submit Request

Status: Not Submitted
Amount: \$1,398.80

Request/Trip Name: San Diego, CA
Reason/Business Purpose: Human Resources conference

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name: San Diego, CA
Request/Trip Business Start Date: 04/27/2021
Request/Trip Business End Date: 04/30/2021
Request/Trip Purpose: Conference Attendee
Destination City: San Diego, California
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: Human Resources conference
Comments To/From Approvers/Processors: