

EDIT A SAVED TRAVEL REQUEST

Updated April 26, 2021

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.

	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	04/26/2021	\$1,398.80	\$0.00	\$0.00	
<input type="checkbox"/>	Roswell, NM Conference	ANLQ	Approved	04/15/2021	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 Status: Not Submitted
 Reason/Business Purpose: Human Resources conference 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

Updated April 26, 2021

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

Attachments | Print / Email | Cancel Request | Submit Request

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
Comment:

Return
Date: 04/30/2021
Comment:

Save Delete Cancel

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

EDIT A SAVED TRAVEL REQUEST

Updated April 26, 2021

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

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

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

TOTAL AMOUNT
\$1,398.80

TOTAL REQUESTED
\$1,398.80

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

Expense Type:

Request/Trip Start Date:

Request/Trip Business End Date:

Destination City:

of days:

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

Comment:

TOTAL AMOUNT
\$1,398.80

TOTAL REQUESTED
\$1,398.80

Save
Allocate
Cancel

EDIT A SAVED TRAVEL REQUEST

Updated April 26, 2021

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

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: ctaveler2

Reason/Business Purpose: Human Resources conference
Comments To/From Approvers/Processors: