REQUESTS: AIRFARE, LODGING, AND CAR RENTAL

TRAVEL APPLICATION

Request

HELPFUL HINTS

- Travel requests (pre-trip authorization) that include airfare, hotel, and car rental are entered on the segments tab.

PROCEDURE

Segments

The segments tab contains the travel-based sections of air ticket, hotel reservation, and car rental.

To create a segment, click on the corresponding icon. The appropriate segment fields appear.
The fields with | (red left border) indicate the information is required.

The default is set to round trip. This can be changed to one way. Enter the following **required** information:

- Amount: enter the estimated amount the air ticket will cost
- From: indicate the city the traveler is flying from
- To: indicate the city the traveler is flying to
- Outbound Date: the date will transfer over from the Request Header
- Return Date: the date will transfer over from the Request Header

**Optional:** enter the following information:

- [Outbound] Depart at (toggles to Arrive at)
- [Outbound] Comment
- [Return] Comment
- [Return] Depart at (toggles to Arrive at)

Once all information is entered to the air ticket segment, click on **Save**.

If applicable, add other segments such as hotel reservation(s), car rental(s), or additional air ticket(s) by clicking on the corresponding icon. As segments are saved, the running total appears in the top right corner of the request.
HOTEL RESERVATION

The fields with | (red left border) indicate the information is required.

![Hotel Reservation Form](image)

Enter the following required information:

- Amount: enter the estimated total amount the hotel reservation will cost. Enter the total amount – not the daily rate.
- City: indicate the city of the hotel

Optional: enter the following information:

- [Check-In] Date – transfers over from the Request Header
- [Check-In] Time
- [Check-In] Detail
- [Check-Out] Date – transfers over from the Request Header
- [Check-Out] Time
- [Check-Out] Comment

Once all the information is entered to the hotel reservation segment, click on **Save**.

If applicable, add other segments such as hotel reservation(s), car rental(s), or additional air ticket(s) by clicking on the corresponding icon. As segments are saved, the running total appears in the top right corner of the request (below the submit request button).
The fields with | (red left border) indicate the information is required.

Enter the following **required** information:

- **Amount**: enter the estimated total amount the car rental will cost. Enter the total amount – not the daily rate.
- **Pick-up City**: indicate the city where the vehicle will be picked up
- **Drop-off City**: indicate the city where the vehicle will be dropped off

**Optional**: enter the following information:

- **[Pick-up] Date** – transfers over from the Request Header
- **[Pick-up] Time**
- **[Pick-up] Detail**
- **[Drop-off] Date** – transfers over from the Request Header
- **[Drop-off] Time**
- **[Drop-off] Comment**

Once all the information is entered to the car rental segment, click on **Save**.

If applicable, add other segments such as hotel reservation(s), car rental(s), or additional air ticket(s) by clicking on the corresponding icon. As segments are saved, the running total appears in the top right corner of the request (below the submit request button).
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ALLOCATE, DELETE OR MODIFY A SEGMENT

A segment can be allocated, deleted or modified on an un-submitted travel request. Click on Delete to remove the segment or Modify to update the segment.

To allocate segments, click on the Allocate button.

Tip: segments are allocated together. Other expenses can be individually allocated.

Select the checkbox next to the expenses and click on Allocate Selected Expenses.

Click on Add New Allocation.
Tip: the allocation can be by percentage or amount

Enter the Cost Center or WBS for each allocation and click on Save.

On the expenses tab, the allocation will be indicated by a icon. Hover over the icon to display the allocation.