

ZERO DOLLAR TRAVEL REQUEST

TRAVEL APPLICATION

Request

HELPFUL HINTS

- A zero dollar travel request allows a traveler to travel on official university business that will not incur any expenses. Example: a traveler has been asked to speak at a conference and the conference will pay for all the travel and meal expenses.
- Zero dollar trip *should only be used* if there is zero payment by the university. If the university pays expenses in advance and will be subsequently reimbursed from an outside source, the traveler should submit a travel request with the projected expenses.

PROCEDURE

Create a new travel request. Enter the required information on the Request Header tab.

Within the fields shown below, be sure to select *Yes* from the dropdown menu and enter the necessary details.

Are any costs funded by an external entity?	Identify external entity & describe covered costs
Yes	Georgia State University - all travel costs

Click [Save](#).

Request Cancel Save Print / Email Delete Request Submit Request Status: Not Submitted

Request/Trip Name: Reason/Business Purpose:

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name	Request/Trip Business Start Date	Request/Trip Business End Date	Request/Trip Purpose	Destination City
Atlanta, GA	04/19/2021	04/22/2021	Conference Participant	Atlanta, Georgia

Destination Country: UNITED STATES

Trip Type	Does this trip contain personal travel?	Personal Dates of Travel	Are any costs funded by an external entity?	Identify external entity & describe covered costs
Domestic	No		Yes	Georgia State University - all travel costs

Cost Object Type	Cost Object	User Defined	Personnel Area	Employee ID
(CC) Cost Center	(2105120001) English		Test-UNL	ctraveler2

Reason/Business Purpose: Presenting three sessions at conference hosted by Georgia State University.

Comments To/From Approvers/Processors:

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Updated April 28, 2021

Segments are not required for this type of trip. Click on the Expenses tab.

Request AQQE

Request/Trip Name: Atlanta, GA
Reason/Business Purpose: Presenting three sessions at con...

Request Header Segments **Expenses** Approval Flow Audit Trail

+ New Expense Delete

Select Zero \$ Trip as the expense type.

Request AQQE Attachments Print / Email Delete Request Submit Request Status: Not Submitted

Request/Trip Name: Atlanta, GA
Reason/Business Purpose: Presenting three sessions at con...

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
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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 \$0.00 TOTAL REQUESTED \$0.00

Enter the required information and click **Save**.

Request AQQE Attachments Print / Email Delete Request Submit Request Status: Not Submitted

Request/Trip Name: Atlanta, GA
Reason/Business Purpose: Presenting three sessions at con...

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
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Expense Type: Zero \$ Trip Transaction Date: 04/19/2021

Trip Funded By: Georgia State University Description: Presenting three sessions at conference.

Transaction Amount: 0.00 USD

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Allocate Cancel

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If needed, attach information or verification for the reason for the trip by clicking on the Attachments dropdown menu and select Attach Documents.

Request AQQE

Request/Trip Name: Atlanta, GA
Reason/Business Purpose: Presenting three sessions at con...

Attachments Print/E-mail Delete Request Submit Request
Check Documents Status: Not Submitted
Attach Documents

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
04/19/2021	Zero \$ Trip	\$0.00	\$0.00

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

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

Browse for and upload the attachment.

Document Upload and Attach

You may attach scanned images.
You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Speaker_GSU_conference.pdf

When finished, click .