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

Select Zero $ Trip from the expense types.

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

Browse for and upload the attachment.

Click Submit Request.