
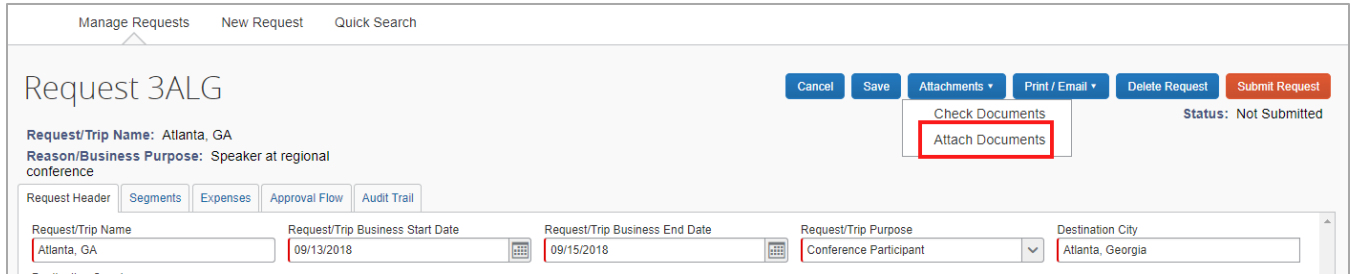


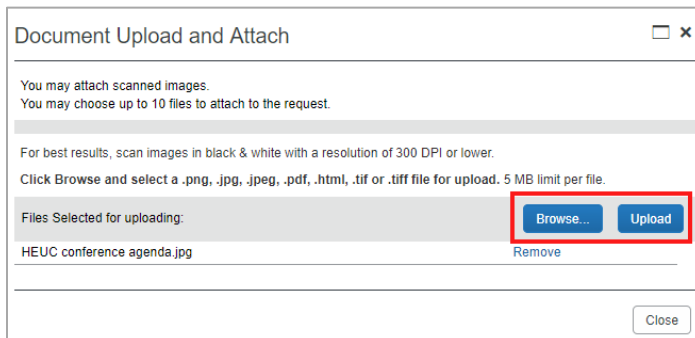
TRAVEL REQUEST

To attach conference information within the travel request, click on the *Attachment* dropdown menu and select *Attach Documents*.

 Tip: The attachment does not carry over to the expense report.

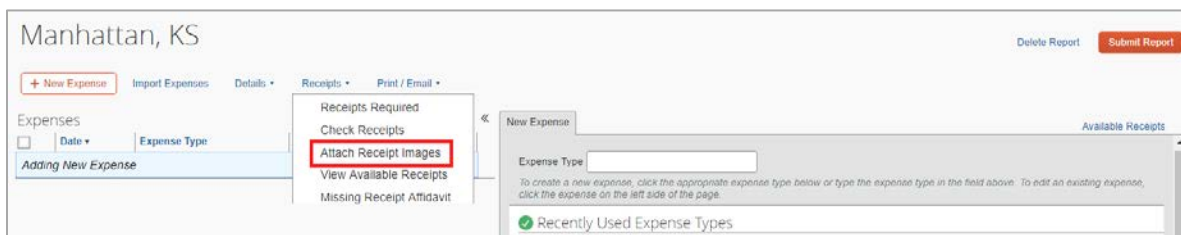


Browse to locate the PDF or image file and click on **Upload**.



EXPENSE REPORT

To attach conference information within the expense report, click on the *Attachment* dropdown menu and select *Attach Receipt Images*.



Browse to locate the PDF or image file and click on **Upload**.