

A **Mileage** expense type is selected when a personal vehicle will be used. This will allow the traveler to submit an expense report for the actual miles traveled in a personal vehicle.

A **Fuel/Gas** expense type is selected when fuel/gas will be purchased for a rental vehicle.

Travel Request

Request 333M Attachments Print / Email Delete Request Submit Request

Request/Trip Name: Orlando, FL ASUG Conference Status: Not Submitted
Amount: \$3,715.00

Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
06/04/2018	Airfare	\$420.00	\$420.00
06/04/2018	Lodging	\$1,000.00	\$1,000.00
06/04/2018	Meal (including tip)	\$295.00	\$295.00
06/04/2018	Registration/Conf Fees	\$2,000.00	\$2,000.00

TOTAL AMOUNT: \$3,715.00 TOTAL REQUESTED: \$3,715.00

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 (including tip)	Misc Travel-parking/tolls/etc
State/Private/Rented/Chartered Plane	04. Mileage	Registration/Conf Fees
Taxi/Shuttle/Train/Bus		Team/Group Costs
		Zero \$ Trip

Expense Report

+ New Expense Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			

TOTAL AMOUNT TOTAL REQUESTED

New Expense Available Receipts

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.

Recently Used Expense Types

Meal (or grocery equivalent)	Registration/Conf Fees	Airfare
Lodging	Meal (including tip)	

All Expense Types

01. Transportation	...03. Food/Meals	...06. Other
Airfare	Meal (or grocery equivalent)	Incidentals
Bus Rental	Meals One Day Travel	Job Applicant
Car Rental	Official Func Exp-Agenda/Names	Laundry/Dry Cleaning
Fuel/Gas	04. Mileage	Misc Travel-parking/tolls/etc
State/Private/Rented/Chartered Plane	Mileage/Personal Car	Phone/Fax/Internet
Taxi/Shuttle/Train/Bus		Registration/Conf Fees
02. Travel Expenses	05. Office Expenses & Supplies	Subscriptions/Fees/Dues
Lodging	Copy Charges	Subsistence/Student Exp
Lodging/Conference Rate	Educational Supplies	Visa/Vaccinations (if required)
Rental of Conf Facilities	Office Supplies	Personal Expense
03. Food/Meals	Supplies (Auto & Repair)	
Meal (including tip)	06. Other	
	Baggage & Airport Fees	