

Add an Attachment

Updated March 27, 2026

Travel Application

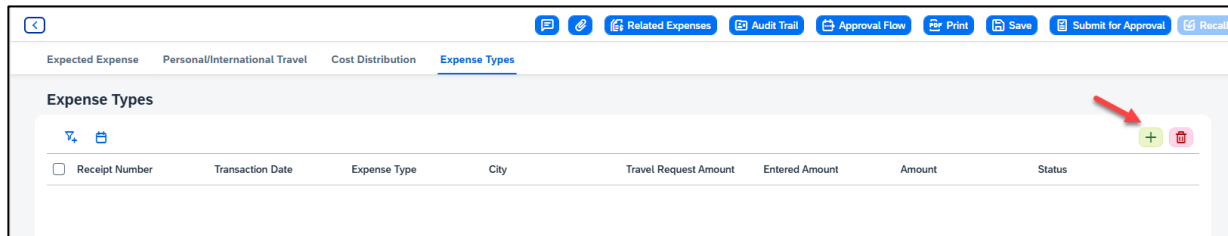
Expense

Helpful Hints

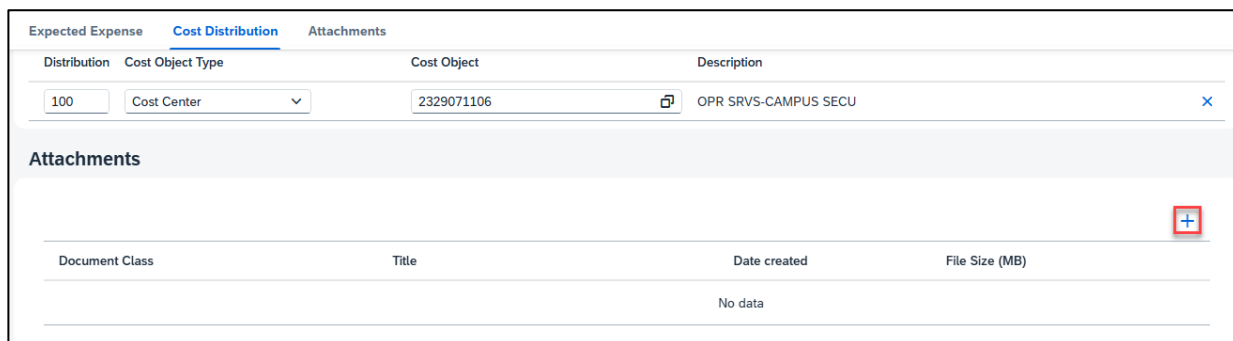
- Attachments are required for all expense entries except meals per diem, mileage, and three expense types (Misc travel-parking/tolls, copy charges, and phone/fax/internet) if the amount is \$9.99 or less.
- Note: for Registration/Conf Fees expense type, it is required to attach a conference agenda to the expense report. This is a requirement for audit by Payment Services.

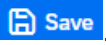
Procedure

From within the expense report, create a new expense line by clicking +.



Select an expense type from the dropdown menu and enter the required information. Scroll down to the Attachments section and click +.



Search for an attachment, select it and click *Open*. Click  Save.