

Request: Add an Attachment

Updated March 27, 2026

Travel Application

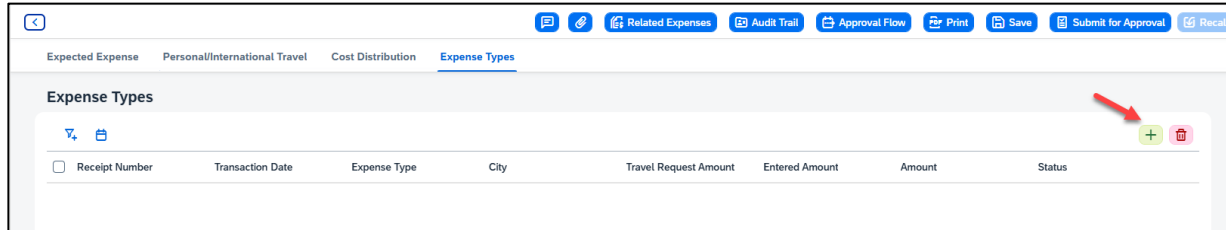
Request

Helpful Hints

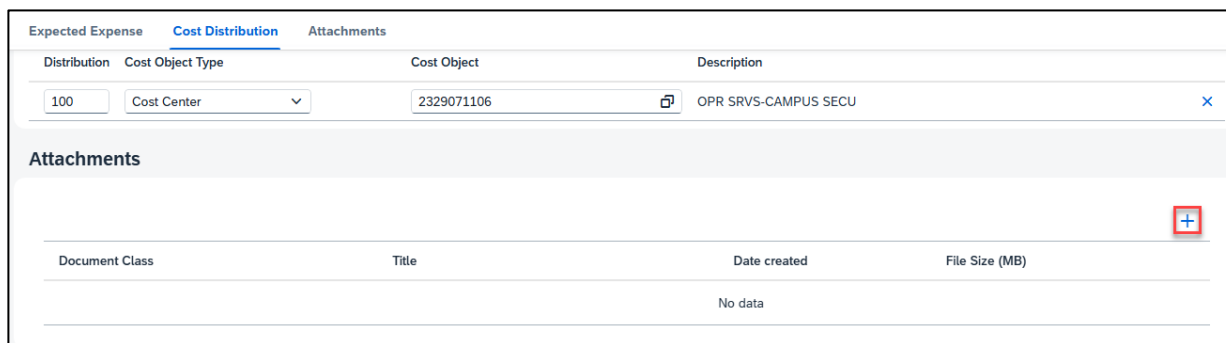
- Attachments are only required in the travel request for *Registration/Conf Fees* expense type. If the conference agenda is not yet available when submitting the request, attach a registration confirmation or something similar. The conference agenda will need to be added to the expense report, which is required for audit by Payment Services.
- Attachments saved in the travel request transfer to the expense report.

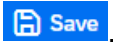
Procedure

From within the travel request, create a new expense line by clicking + and select an expense type from the dropdown menu.



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 .