

Conference Attendees or Participants

Updated March 20, 2026

Travel Application

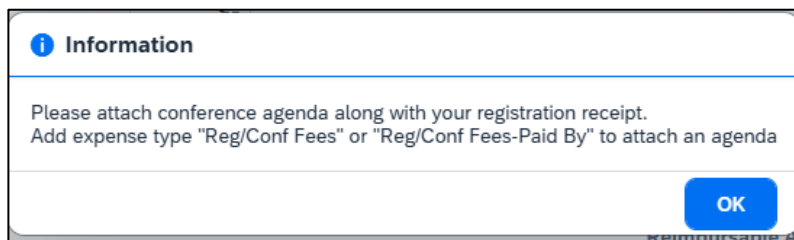
Request

Helpful Hints

A conference agenda attachment is required in order to save/submit the travel request.

Procedure

When selecting conference attendee or conference participant, a pop-up message will appear to remind the travel to include a conference agenda. Attachments on the travel request will transfer into the expense report.



When adding the expense type Registration/Conf Fees, click + to add the required attachment. If the conference agenda is not yet available, travelers can attach a registration confirmation or something similar. Note: the conference agenda will need to be added to the expense report, which is required for audit by Payment Services.

