

# Zero Dollar Request

Updated March 18, 2026

## Travel Application

Request

## Helpful Hints

A zero-dollar request is created so a traveler has an approved request, yet there will be no reimbursement (e.g. outside entity will pay for travel expenses).

## Procedure

From within the travel request tile, click *Create*. Enter the required information in the report header. Scroll down to Expense Types and click + to add.

The screenshot shows the 'Cost Distribution' section of a travel request form. At the top, there are navigation tabs: 'Expected Expense', 'Personal/International Travel', 'Cost Distribution' (selected), and 'Expense Types'. Below the tabs, there are utility buttons: 'Audit Trail', 'Approval Flow', 'Print', 'Notify Employees', 'Save', and 'Reset'. The 'Cost Distribution' section contains a table with columns: 'Distrib...', 'Cost Object Type', 'Cost Object', and 'Description'. The first row has values: '100', 'Cost Center', '9145100600', and 'NEBIS ADMINISTRATION'. Below this is the 'Expense Types' section, which has a table with columns: 'Receipt Number', 'Transaction Date', 'Expense Type', 'City', 'Entered Amount', and 'Amount'. The table is currently empty with the text 'No data'. A red box highlights a '+' button in the top right corner of the 'Expense Types' table.

From the expense type dropdown, select *Zero \$ Trip* and click *Save*.

The screenshot shows the 'Expected Expense' section of a travel request form. At the top right, there are 'Save' and 'Cancel' buttons. Below the section title, there is a dropdown menu for 'Expense Type:' with 'Zero \$ Trip' selected and highlighted by a red box. Below this, there is a section titled 'Zero \$ Trip' with the following fields: 'Start Date:' with the value '04/06/2026', 'Entered Amount:' with the value '0.00', and 'Amount:' with the value '0.00'. All three amount fields have a dropdown menu set to 'USD - American Dollar'. There is also a 'Comment:' field.

Save the request to generate a report ID number. Reopen the request and click *Submit for Approval*.