

OFFICIAL FUNCTION REQUEST

TRAVEL APPLICATION

Request

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[ADD EMPLOYEE\(S\)](#)

Select



OFFICIAL FUNCTION REQUEST

Updated October 28, 2019

Continue to add employee names, including the name of the employee submitting the request. Non-employee names can also be added at this time (see instructions below). Once all names have been added, click on [] at the bottom right.

Save the expense type.

For a quick view of the attendees and amount, hover over the [] icon on the save expense list.

ADD NON-E



OFFICIAL FUNCTION REQUEST

Travel Quick

