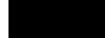
TRAVEL APPLICATION

Request

Н

Updated October 28, 2019

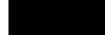




Updated October 28, 2019

ADD EMPLOYEE(S)

Select





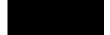
Updated October 28, 2019

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





Updated October 28, 2019

Copyright © University of Nebraska Board of Regents

OFFICIAL FUNCTION REQUEST

Travel Quick

OFFICIAL FUNCTION REQUEST

Updated October 28, 2019



