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07 22

Requests Expense Reports

Requests

Request Submitted	Total	Request Type	Request Name	Request ID	Employee	Request Dates	Date
7/2021	\$1,938.10	Travel	CSP Conference-Madison, WI CSP Conference	C9LP	KTraveler1, Test	10/13/2021 10/15/2021	08/1
8/2018	\$2,870.00	Travel	CHICAGO II 12/21/2018-12/25/2018	3CFO	Traveler15, Test	12/21/2018	09/1

Copy of test for Lisa 49MP KTraveler1, Test 12/04/2018 12/10/2018 Travel





Cancel Save Attachments Print/Email Send Back Request Approve

Check Documents
Attach Documents

Status: Pending Financial Approval
Amount: \$1,938.10

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e-Trip Approval

Request ID: C9LP
Request/Trip Name: CSP Conference
Destination: Madison, WI

Traveler

Employee ID: K.Traveler1

Submitted By

Sender Name: Test, KTraveler1
Email Address: ktraveler1@nebraska.edu

Status: Pending Financial Approval
Amount: \$1,938.10
Request/Trip Name: CSP Conference Madison, WI

Destination Country: UNITED STATES

Does this trip contain personal travel? No
Personal Dates of Travel:
Are any costs funded by an external entity? No
Identify external entity & describe covered costs:
Trip Type: Domestic

Cost Object: User Defined
Personnel Area:
Employee ID:
Cost Object Type:
Reason/Business Purpose: CSP Conference

Comments To/From Approvers/Processors:
User Last Name: Test, KTraveler1







User-Added Approver:

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Last Name
First Name
Email Address
Login ID
Employee ID

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Approval Flow Audit Trail

Supervisor Approval:

