Creating a No Cost Trip Request

If you will be traveling but will not be incurring any expenses, most likely because your trip is being paid by another institution, you can label your Request as a “no cost trip.”

Screenshots are provided to use as visual guides for certain steps.

1. When creating your trip Request, fill out the basic trip information. At the end, there is a checkbox titled No Cost Trip.
   - Please check the box
   - Input the KFS account number in the KFS Account field

2. Click on Create Request.

3. You do not have to add any expected expenses since this is a no cost trip.

4. Click on Submit Request.