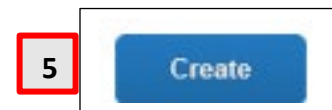
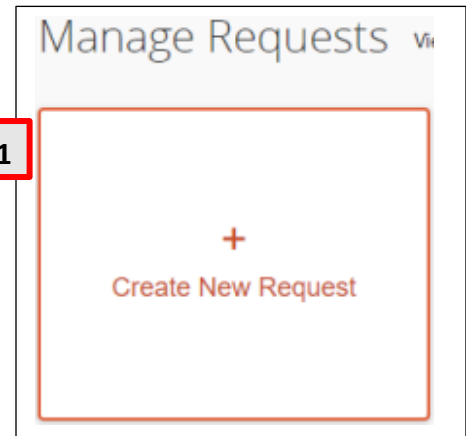


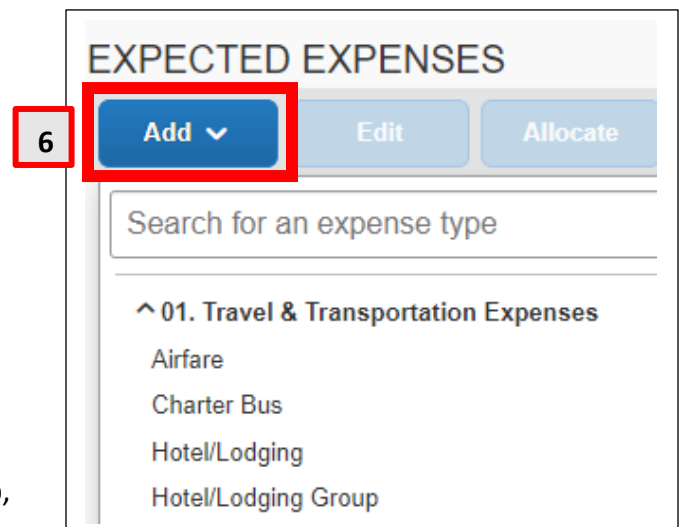
How employees can create a travel request

This aid is for Single Employees. Travel requests for Non-employees will be on another aid. Requests use estimated expenses. Actual costs will be added later when completing the expense report.

1. Click **Requests** at the top of the page
2. Click the **Create New Request** tile
3. Make sure the **Request Type** is correct
4. Required fields to complete:
 - **Trip Name/Purpose** – (Ex. ASSA Conf. April 2022)
 - **Business Travel Start Date**
 - **Business Travel End Date**
 - **Trip Purpose**
 - **Final Destination City**
 - **Traveler Type**
 - **Trip Type**
 - **Will this trip include personal travel?**
 - **UMD Campus Visit** – If travel is for a campus visit
 - **Campus**
 - **KFS Account Number** – Search function is defaulted to Text, but can be switched to Code.



5. Click **Create** at the bottom-right
6. Click **Add** under **Expected Expenses**
 - **Expense Type list** – Search for and select an expected expense for the trip (Ex. Airfare)
 - After you choose an expense:
 - **Amount** – Estimate cost for the expense
 - Click **Save**
7. Repeat **Step 6** for each expected trip expense.
8. After adding all of the expected expenses for this trip, click **Submit Request** in the upper-right corner.
9. Review the confirmation/acceptance statement and click **Accept & Continue**.



- This request has now entered workflow for approvals.