Creating and Completing a Travel Request

NOT ALL WHO WANDER ARE LOST
Click on Requests

Go ahead, click it 😊
Click on Create New Request
Fill out all the fields with a red asterisk; click on Create Request

What is the purpose and benefit to A&M?
Add Expected Expenses
These can be things you’ve already purchased like flights
Or what you expect to spend on things like meals
The expenses do **NOT** need to be specific or include every expense
The expenses **DO** need to add up to the amount of approved funding
The purpose of adding expected expenses is to encumber the approved funding.
Click on Submit Request

YOU DID IT.

YOU CRAZY SON OF A B.TCH- YOU DID IT.