

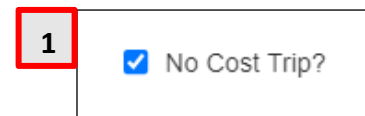
Creating a No Cost Trip Request

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



Create New Request x

Request Type * * Required field


*UMD Travel and Hosting

Trip Name/Purpose *

Business Travel Start Date * MM/DD/YYYY

Business Travel End Date * MM/DD/YYYY

Trip Purpose * None Selected

Final Destination City * 

Final Destination Country *

Traveler Type * Staff

Trip Type * None Selected

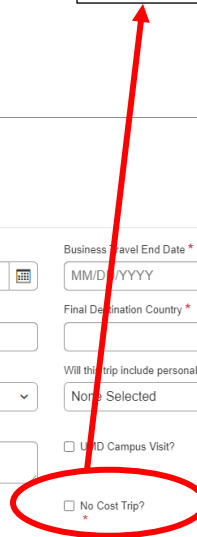
Will this trip include personal travel? * None Selected

Personal Travel Dates

Detailed Business Purpose / Benefit to University

UMD Campus Visit


No Cost Trip? *



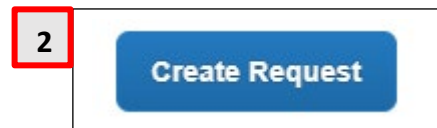
Campus * 1

 (01) College Park (UM)

KFS Account Number *

 Search by Code

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**.

