

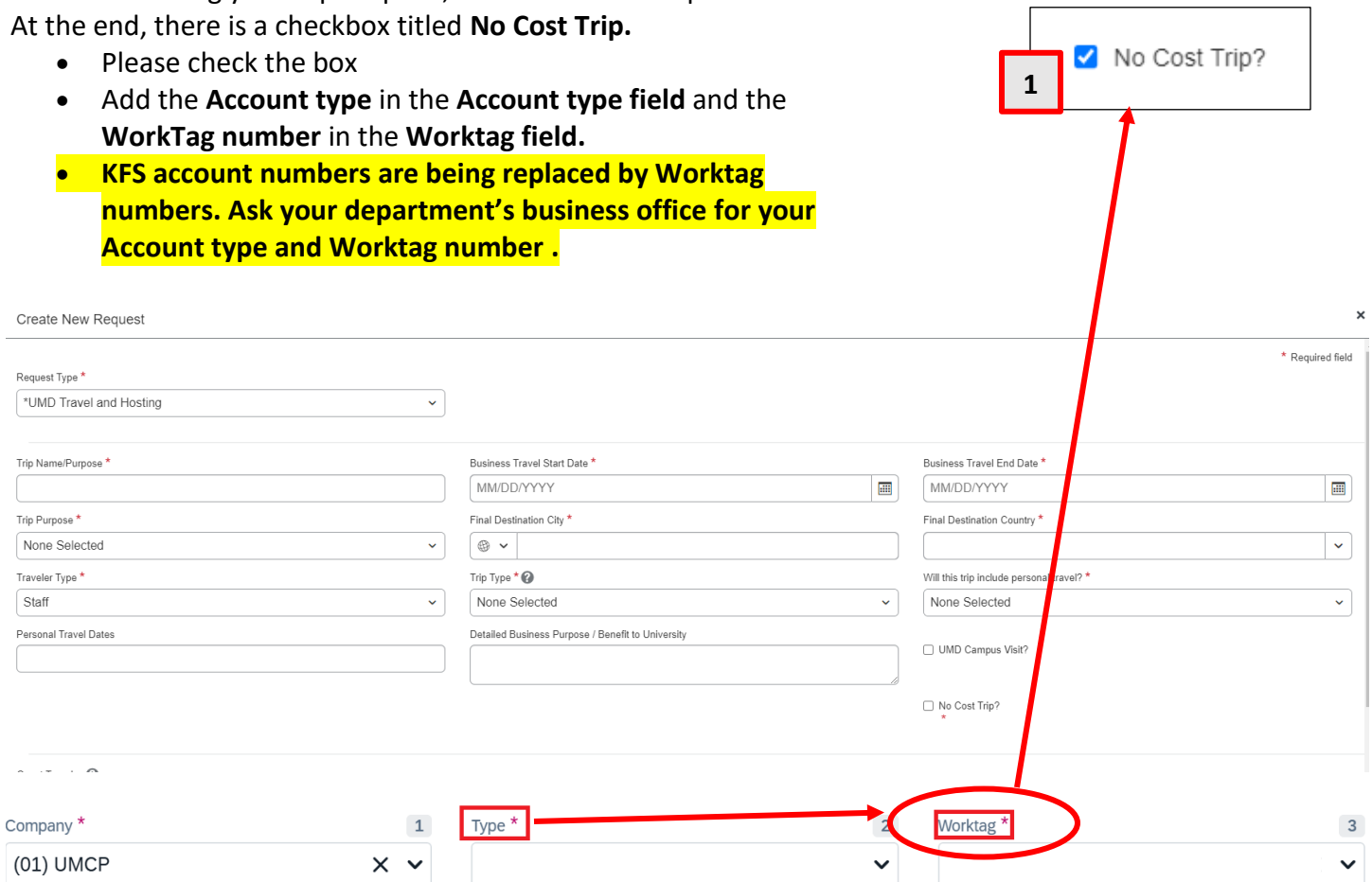
Creating a No Cost Trip Request

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
- Add the **Account type** in the **Account type** field and the **WorkTag number** in the **Worktag** field.
- **KFS account numbers are being replaced by Worktag numbers. Ask your department’s business office for your Account type and Worktag number .**



Create New Request

Request Type *
*UMD Travel and Hosting

Trip Name/Purpose *
Business Travel Start Date *
MM/DD/YYYY
Business Travel End Date *
MM/DD/YYYY

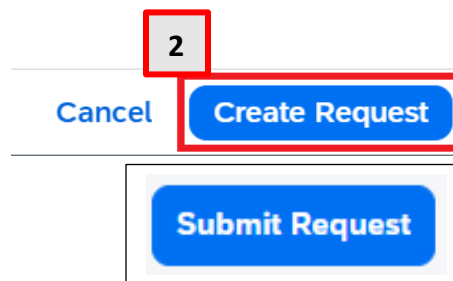
Trip Purpose *
None Selected
Final Destination City *
Final Destination Country *

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?

Company *
(01) UMCP
Type *
Worktag *

2. Click on **Create Request**, then **Submit Request**.



Cancel Create Request

Submit Request