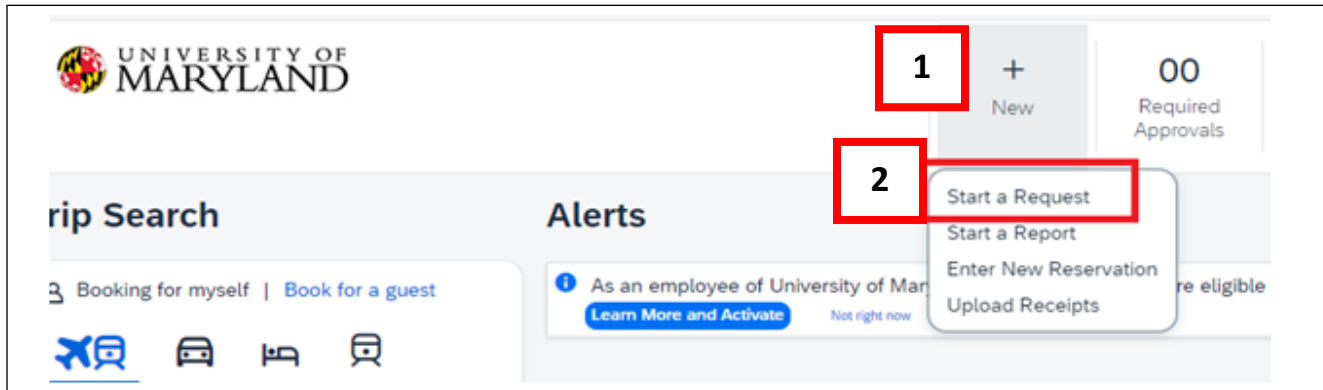
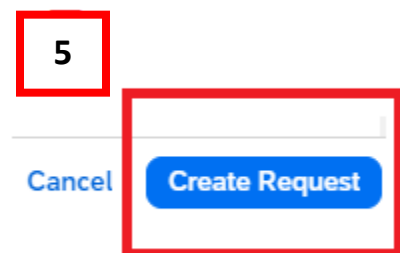


How employees can create a travel request

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.

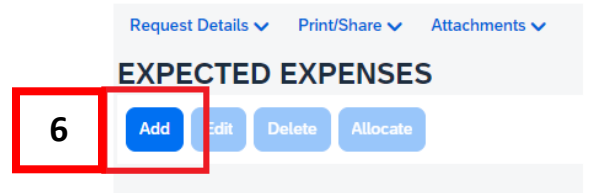


1. Click **+ New** at the banner near the top of the page
2. Click the **Start A Request** button
3. Make sure the **Request Type** is correct
4. Required fields to complete:
 - **Trip Name/Purpose** - (Ex. ASSA Conf. April 2025)
 - **Business Travel Start Date**
 - **Business Travel End Date**
 - **Trip Purpose**
 - **Final Destination City**
 - **Final Destination Country** (auto fills when you choose City)
 - **Traveler Type**
 - **Trip Type**
 - **Will this trip include personal travel?**
 - **Personal Travel Dates** (if applicable)
 - **Detailed Business Purpose**
 - **UMD Campus Visit** - if travel is for a campus visit
 - **No Cost Trip?** (if applicable)
 - **Guest traveler name** (if applicable)
 - **Worktag number (previously KFS Account Number)** - Search function is defaulted to Text but it can be switched to Code to search by numerical digits.
5. Click **Create Request** 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. Optional step - use the **Allocate** button to split an expected expense to multiple **Worktag** Numbers

9. After adding all the expected expenses for this trip, click **Submit Request** in the upper right corner.

10. Review the confirmation/acceptance statement and click **Accept & Continue**

- This request has now entered workflow for approvals

