Business Trip

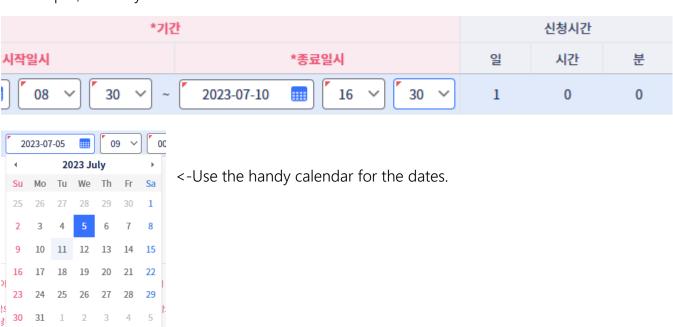


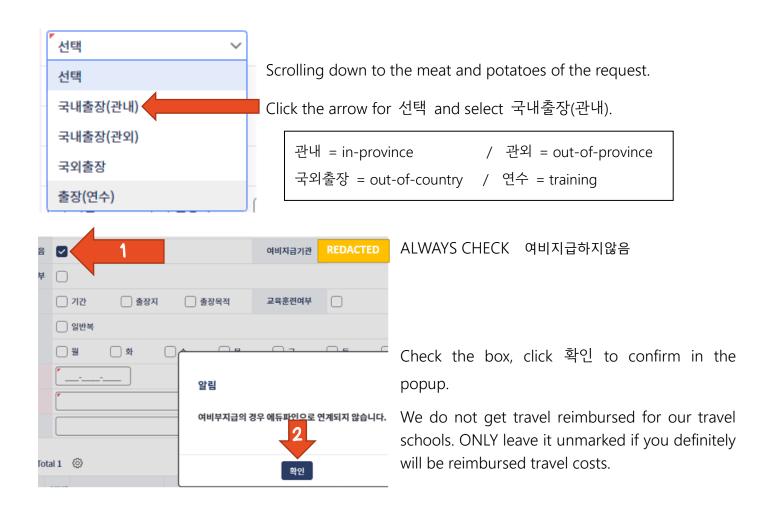
On the left-side menu, open 복무, then click 개인출장관리



This screen will appear. Select 신정 to add a new business trip.

On the pop up screen, let's start at the top. Change the date and time to match your official trip. Travel school days typically are just the entire school day. If it's a trip for other purposes, double check what time to put, as many will allow for travel time to and from.





Input your phone number, the location of where you are going, and the purpose.

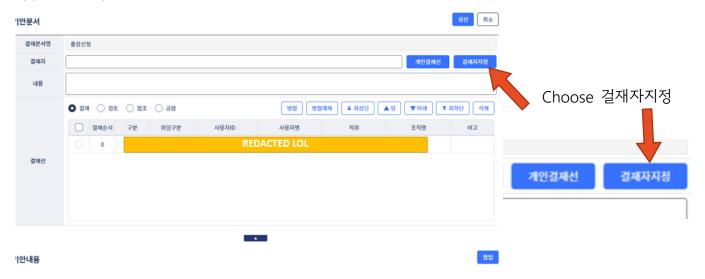
*NOTE: Write in Hangeul or Romanized. Be sure it is the CORRECT spelling unless you're specifically told a format.



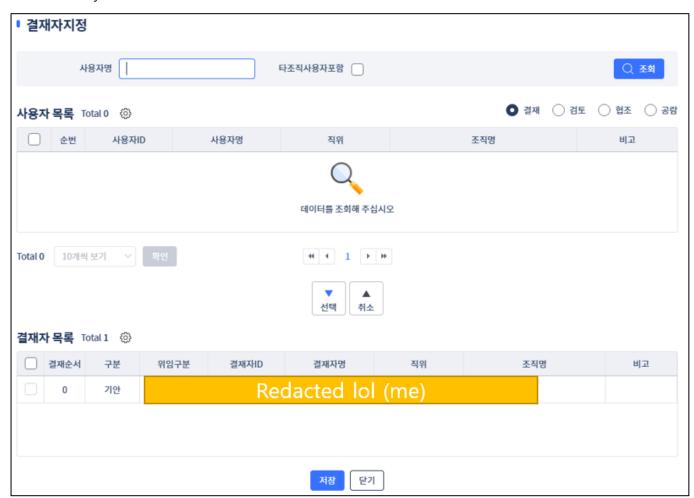
To go on to approval request: Scroll to the bottom to 승인요청.



Approval Request:



That leads to yet another window:

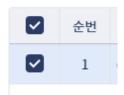


You will need to search your approver (IN HANGEUL)



When you locate their name, check the box on the left next to it. Then 추가 to add.

사용자 목록 To



Check the box next to their name.

Use the down arrow to add them for approval 선택 취소

Their name will appear under yours. Click 저장. It will go back to the submission window.

