

# TRAVEL REQUEST APPLICATION

Travel Requests

Search

ALL OPEN PENDING APPROVED

6900007394

XX

\$1.00

From: 06/14/2017

To: 06/14/2017

DRAFT

6900007337

TEST STATE

\$100.00

From: 05/31/2017

To: 06/02/2017

DRAFT

6900007308

SSS

\$22.00


From: 04/13/2017

To: 04/13/2017

DRAFT

+ Create

Create Travel Request



[Domestic Meal/Lodging Rates](#) [Exchange Rate Conversion](#) [Travel & Transport Website](#)  
[Foreign Meal/Lodging Rates](#) [How far is it? \(MapQuest.com\)](#) [Southwest Airlines - Online Bookings](#)

Cost Center Number	Cost Center Name
9144010100	CSN Director Activit

This Cost Center is used as a default for Travel Requests and Expense Statements. To change your Default Travel Cost Center, please contact your departmental HR coordinator.

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Edit

Print

Travel Request

6900007337

\$100.00

Approver Name: Julie A Davids

Cancel Trip

GENERAL ATTACHMENTS (0) WORKFLOW STATUS (10)

*Start Date/Time:	05/31/2017 11:00	Activity:	Other
*End Date/Time:	06/02/2017 15:00	*Trip Reason:	TEST CALENDAR
*Destination/City:	TEST STATE	User Defined:	asd1
*Country/State:	United States DC -District of Co	Estimated Costs:	100.00

> Additional Destinations (0)

> Trip Cost Assignment (1)

> Comments

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Display

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Approver Name: Julie A Davids

Cancel Trip

GENERAL

Additional Destination

\*Date: 05/31/2017

\*Time: 11:01

\*Arrival City:

\*Country: United States

\*State: DC -District of Columbia

\*Reason:

Activity: Other

OK Cancel

Activity: Other

Trip Reason: TEST CALENDAR

Traveler Defined: asd1

Estimated Costs: 100.00

+ Add

Activity Reason

Other TEST DEMO

Other TEST3

+ Add

Description

CSN Director Activit

Comments

Estimated Trip Costs (including expenses paid by your employer):

Save

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Travel Request

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\$100.00

Approver Name: Julie A Davids

Cancel Trip

GENERAL | ATTACHMENTS (0) | WORKFLOW STATUS (10)

Cost Assignment for trip

\*Percentage: 100.00

Cost Center: 9144010100

WBS Element:

Description: CSN Director Activit

OK Cancel

Trip Cost Assignment (1)

+ Add

Percent Cost Center/WBS Description

100 % 9144010100 CSN Director Activit

Comments

Save

Activity: Other

Trip Reason: TEST CALENDAR

Traveler Defined: asd1

Estimated Costs: 100.00

+ Add

Activity Reason

Other TEST DEMO

Other TEST3

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Approver Name: Julie A Davids

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ATTACHMENTS (0)

WORKFLOW STATUS (10)

\*Start Date/Time: 05/31/2017 11:00

\*End Date/Time: 06/02/2017 15:00

\*Destination/City: TEST STATE

\*Country/State: United States DC -District of Cr

Activity: Other

\*Trip Reason: TEST CALENDAR

User Defined: asd1

Estimated Costs: 100.00

Additional Destinations (2)

+ Add

Arrival City	Trip Country	State	Date	Time	Activity	Reason	
AURORA	US	DC	05/31/2017	11:01	Other	TEST DEMO	✕
D2	US	DC	05/31/2017	11:02	Other	TEST3	✕

Trip Cost Assignment (1)

+ Add

Percent	Cost Center/WBS	Description	
100 %	9144010100	CSN Director Activt	✕

Comments

+

Create

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Travel Request

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\$100.00

Approver Name: Julie A Davids

Cancel Trip

GENERAL

ATTACHMENTS (0)

WORKFLOW STATUS (10)

Action	Date	Time	Action By	Comments
Req Saved in Open Status	05/04/2017	09:23	Prem Manghnani	
	05/26/2017	08:45	Prem Manghnani	
	05/26/2017	08:46	Prem Manghnani	
	05/26/2017	08:54	Prem Manghnani	
	05/26/2017	08:56	Prem Manghnani	
	05/26/2017	09:01	Prem Manghnani	
	05/26/2017	09:02	Prem Manghnani	
	05/26/2017	09:06	Prem Manghnani	
	05/26/2017	09:08	Prem Manghnani	
Req Submitted for Approval	05/26/2017	09:08	Prem Manghnani	Next Step

+

Create

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Display

Save