Creating a Request Overview


2. Enter your SLAC User ID and Password, then click Login.
   
   **Note:** After successful login, you will be directed to the Dashboard/Homepage.

3. Select *Start a Request* from the *+New* dropdown.

![Image showing the dashboard with the +New dropdown highlighted]

4. Fill out all required fields marked in red on the *Request Header* tab.
   
   **Note:** Foreign requests have additional required information.

5. Select an expense category on the right and fill out all required fields. Repeat for each planned expense.
   
   **Note:** Be sure to fill out the mandatory Trip Segment(s) expense even if you only have one destination.

6. Once all fields are complete, verify all information is correct.

7. Click *Submit Request* for approval.