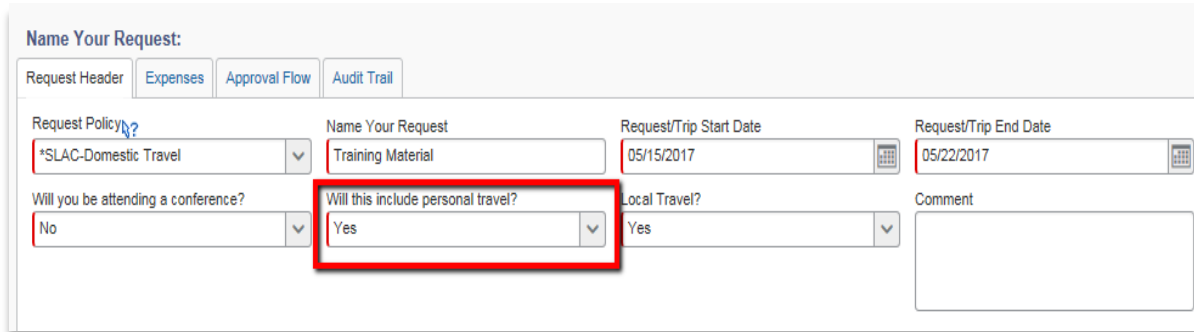


Adding Personal Days to a Request

Objective: In this section we will go over how to include personal days in your request

1. In the *Request Header* tab, select *Yes* under the *Will This Include Personal Travel?* drop-down menu.



Name Your Request:

Request Header | Expenses | Approval Flow | Audit Trail

Request Policy: *SLAC-Domestic Travel

Name Your Request: Training Material

Request/Trip Start Date: 05/15/2017

Request/Trip End Date: 05/22/2017

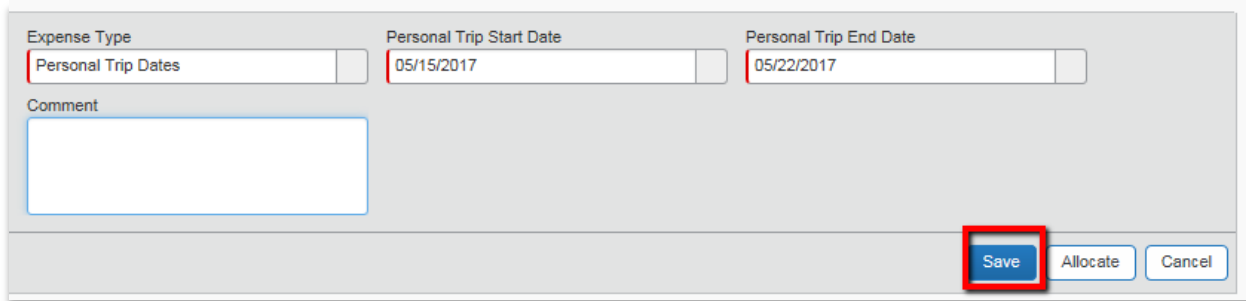
Will you be attending a conference?: No

Will this include personal travel?: Yes

Local Travel?: Yes

Comment:

2. In the *Expenses* tab, **click** on the *Personal Trip Dates* expense under the *01. Trip Expenses* category.
3. Fill out all information (required fields are marked in red) and then **click** Save.



Expense Type: Personal Trip Dates

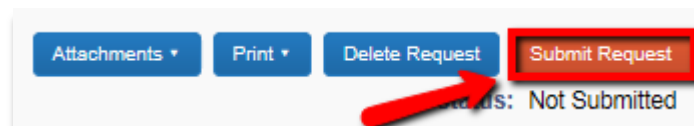
Personal Trip Start Date: 05/15/2017

Personal Trip End Date: 05/22/2017

Comment:

Save | Allocate | Cancel

4. Continue adding your regular expenses. Adding personal days does not affect your *Trip Segment Details*. You will need to deduct your Meals and Incidental Expenses for personal days in your *Expense Report*, it will not be done automatically. **Click** *Submit request* to submit your request when finished.



Attachments | Print | Delete Request | **Submit Request**

Status: Not Submitted