

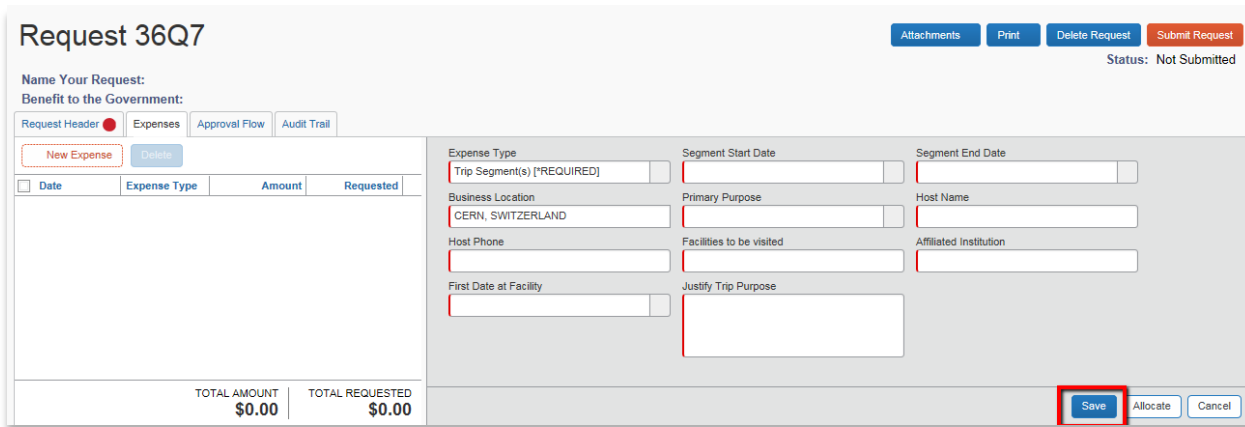
Entering Trip Segment Details

Objective: In this section we will go over the steps to add trip segments to your request.



Note: Entering your trip segment details is important especially if you are going to multiple locations. For multi-destination trips, you must enter a separate trip segment for each location. For single destination trips, you must still fill out a trip segment spanning the duration of your trip.

1. In the *Expenses* tab, **click** on *Trip Segment(s) [*REQUIRED]* under the *00. Trip Details* category.
2. Fill out all information for the first location (required fields are marked in red) and then **click** *Save*.



Request 36Q7

Attachments Print Delete Request Submit Request

Status: Not Submitted

Name Your Request:
Benefit to the Government:

Request Header Expenses Approval Flow Audit Trail

New Expense Delete

Date	Expense Type	Amount	Requested
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TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Type: Trip Segment(s) [*REQUIRED]

Segment Start Date: [Red border]

Segment End Date: [Red border]

Business Location: CERN, SWITZERLAND

Primary Purpose: [Red border]

Host Name: [Red border]

Host Phone: [Red border]

Facilities to be visited: [Red border]

Affiliated Institution: [Red border]

First Date at Facility: [Red border]

Justify Trip Purpose: [Red border]

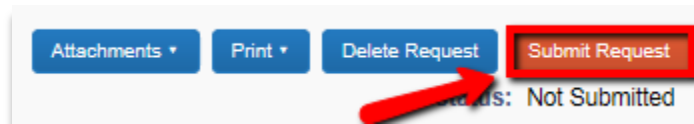
Save Allocate Cancel

3. Repeat this process for all locations that you are traveling to during your trip.



Note: Double check that all days of your trip are encapsulated by the dates found in the trip segments.

4. Continue adding your regular expenses and **click** *Submit request* to submit your request when finished.



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Status: Not Submitted