

Adding Conference Information to a Request

Objective: This section covers the required details to provide when attending for a conference.

1. In the *Request Header* section, use the *Will you be attending a Conference?* dropdown menu to **indicate** your attendance status - either *Yes, attending in person* or *Yes, attending virtually*.

The screenshot shows the 'Create New Request' form with the following fields:

- Request Policy: *SLAC-Domestic Travel
- Name Your Request: Attending a Conference
- Request/Trip Start Date: 08/01/2024
- Request/Trip End Date: 08/05/2024
- *Trip Type: Domestic
- *Trip Type2: Domestic
- Business Purpose: Test
- Will you be attending a conference?: **Yes, attending in person** (highlighted with a red box)
- Will this include personal travel?: No
- Local Travel?: No



Note: If unsure whether the event meets the criteria to be classified as a conference, **select "Yes"** and continue by entering the event information as outlined in step #2. The travel office will review the provided details and validate the event accordingly.

2. Within the travel request form, **add** a new expense entry for *Training/Registration*. Complete the required fields with the event information, then **click Save**.

The screenshot shows the 'Add expected expenses and/or travel plans' dialog box with the following options:

- Search for an expense type
- Client Lodging (allowable up to \$200/night)
- Lodging (If Over Per Diem)
- Lodging - Multiple Locations
- Lodging - Single Location
- Manual Adjustment
- Meals - Multiple Locations
- Meals - Single Location
- Personal Trip Dates
- 02. Transportation
 - Airfare
 - Car Rental
 - Taxi/Car Service/Rideshare/Train
- 04. Other
 - Training/Registration** (highlighted with a red box)
- 05. Mileage

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Note: If the event is not listed in the *Event Name* dropdown, **choose (0.0) Other (0000000845)**. Then, **enter** the name of the event in the *Event Name (if not on list)* field and provide the conference website URL in the *Event Website & Addtl Info* field. If no website exists, include any available information and attach supporting documentation to expedite conference verification.

New Expense: Training/Registration \$300.00

Cancel Save

Allocate

Conference Start Date * *

Destination City

Event Name *

Event Name (If not on list) 16/64

Event Role *

Transaction Amount *

Currency *

Event Website & Addtl Info (2000 char. limit) 1 /2000

Save
Cancel



Note: When using STAP funds for registration fees, do not allocate "Training/Registration" to your STAP fund during the request phase. This step will occur later when completing your expense report.