

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. The 'Will you be attending a conference?' dropdown menu is highlighted with a red box and set to 'Yes, attending in person'. Other fields include 'Request Policy' (SLAC-Domestic Travel), 'Request/Trip Start Date', 'Request/Trip End Date', 'Trip Type' (Domestic), and 'Business Purpose'.



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. The 'Add' button is circled in red with a '1'. The 'Training/Registration' option under '04. Other' is circled in red with a '2'. The dialog lists various expense types such as Lodging, Meals, Personal Trip Dates, Transportation, and Other.

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Note: To search for an event, use this format to type in the search box - Open parenthesis (*Start-End Date of event*) Close parenthesis *Name of Event*. For example (04.30-05.02) ESCC Spring Meeting 2024. You can also scroll down to find the event instead of typing all the information if it's already listed in the dropdown option.

New Expense: Training/Registration

Cancel Save

Allocate

Conference Start Date *

Event Name (If not on list)

Transaction Amount *

Event Website & Addtl Info (2000 char. limit)

Destination City

Event Role *

Currency *

Event Name *

This field is missing required information.

- (0000003104)
- (04.27-04.27) 2024 AUCC DDEP Awards Ceremony (0000003657)
- (04.27-04.29) 2023 Quantum Sensors for HEP (0000003181)
- (04.29-05.01) 2024 Tableau Conference (0000003560)
- (04.30-05.02) 2024 Department of Energy LSO Workshop (0000003567)
- (04.30-05.02) 2024 HEP-IC (0000003645)
- (04.30-05.02) ESCC Spring Meeting 2024 (0000003691)
- (04.30-05.03) 8th Annual MDP CM-2024 (0000003689)
- (04.30-05.03) EuCAIFCon 2024 (0000003660)
- (04.30-05.03) EuCAIFCon24 (0000003617)

Save
Cancel



Note: If the event is not listed in the *Event Name* dropdown, choose (0.0) Other (000000845). 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

Cancel Save

Allocate

Conference Start Date *

Event Name (If not on list)

Transaction Amount *

Destination City

Event Role *

Currency *

Event Name *

Event Website & Addtl Info (2000 char. limit)

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.