

# Adding Personal Days to a Request

**Objective:** This section will cover how to include personal days in your request.

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

The screenshot shows the 'Create New Request' form. The 'Will this include personal travel?' dropdown menu is highlighted with a red border and has 'Yes' selected. Other fields include: Request Policy (\*SLAC-Domestic Travel), Name Your Request (Test), Request/Trip Start Date (05/01/2024), Request/Trip End Date (05/05/2024), \*Trip Type (Domestic), \*Trip Type2 (Domestic), Business Purpose (Enter business purpose), Will you be attending a conference? (No), and Local Travel? (No).

2. In the travel request form, add an expense entry for personal trip dates.

The screenshot shows the 'Add expected expenses and/or travel plans' dialog. The 'Add' button is highlighted with a red box, and a red arrow points from it to the 'Personal Trip Dates' option in the list. The list includes categories like 00. Trip Details, 01. Trip Expenses (with sub-items like CERN - Meals and Incidentals, CERN Lodging, etc.), and 02. Transportation (with sub-item Airfare).

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3. Fill in all the required fields (indicated by a red asterisk), and then click Save.

Home / Requests / Manage Requests / Testing / New Expense: Personal Trip Dates

### New Expense: Personal Trip Dates

Allocate

Personal Trip Start Date \* 04/20/2024

Personal Trip End Date \* 04/25/2024

Comment/Personal Location 8/2000  
Testing

Save Cancel

4. Continue adding your regular expenses. Adding personal days will not impact your *Trip Segment Details*. Remember to manually deduct your Meals and Incidental Expenses for personal days in your Expense Report, as this will not be done automatically. Once completed, click "Submit request" to finalize your submission.

Home / Requests / Manage Requests / Test

### Test

Not Submitted | Request ID: 7W3J

Copy Request Submit Request