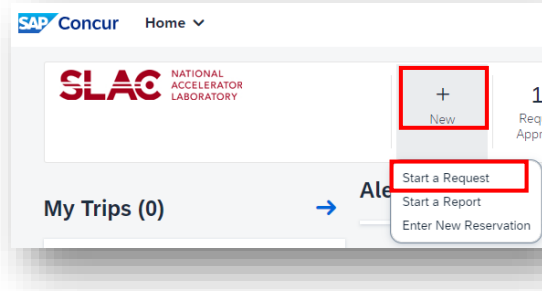


Objective: This section will cover the steps for creating a Travel Request for Domestic and Foreign

1. Hover your cursor over the '+ New' button located at the top of the screen and **select** *Start a Request* from the dropdown menu.



2. In the *Create New Request* screen, **choose** either 'Foreign' or 'Domestic' from the dropdown menu under the 'Request Policy' field. Then, proceed to complete all the required fields marked with a red asterisk (*).

A screenshot of the 'Create New Request' form. The form contains several fields, some of which are marked with a red asterisk (*) to indicate they are required. The 'Request Policy' field is highlighted with a red box and contains the value '*SLAC-Domestic Travel'. Other fields include 'Name Your Request', 'Request/Trip Start Date', 'Request/Trip End Date', 'Business Purpose', 'Trip Type', 'Trip Type2', 'Will you be attending a conference?', 'Local Travel?', 'Project', 'Activity', 'WBS', 'Fund', 'Org', and 'Location'. The 'Org' field is pre-filled with '(10047030) BSD Controllers Office' and the 'Location' field is pre-filled with 'SLAC'. At the bottom, there is a 'To Continue:' section with a button that says 'Click on the 'Expenses' tab'.

Note: Ensure that the 'Request Policy' field matches the 'Trip Type' and 'Trip Type 2' fields (e.g., for SLAC – Foreign Travel, select 'Foreign' as the trip types, and for SLAC – Domestic Travel, select the 'Domestic' trip type).

A close-up screenshot of the 'Request Policy', 'Trip Type', and 'Trip Type2' fields. The 'Request Policy' field is highlighted with a red box and contains the value '*SLAC-Domestic Travel'. The 'Trip Type' field is also highlighted with a red box and contains the value 'Domestic'. The 'Trip Type2' field is highlighted with a red box and contains the value 'Domestic'. The 'Request Policy' field is marked with a red asterisk (*) and has a help icon. The 'Trip Type' and 'Trip Type2' fields are also marked with a red asterisk (*) and have help icons.



Note: If your travel involves attending a conference, ensure that you select *Yes* in the *Will you be attending a conference?* field. Even if you are unsure whether the event qualifies as a conference, it is advisable to select *Yes*, and the travel office will review and validate the event for you.



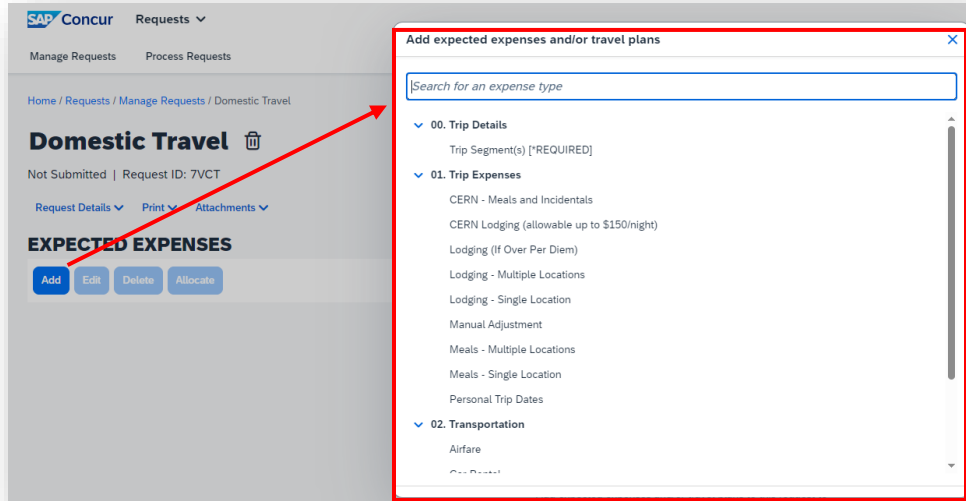
Note: If the travel is being funded by non-SLAC sources, use *OFund* as the project number for domestic travel, and *FFund* as the project number for foreign travel.



Note: When a project number is selected, the dropdown options for 'Activity,' 'WBS,' and 'Fund' will be narrowed down to show only the applicable choices for the selected project.

3. After completing the request header, **click** *Create Request* at the bottom of the screen.

4. Next, you will need to add your expected expenses for the travel. Start by **clicking Add**, which will display all the available expense types for the trip.

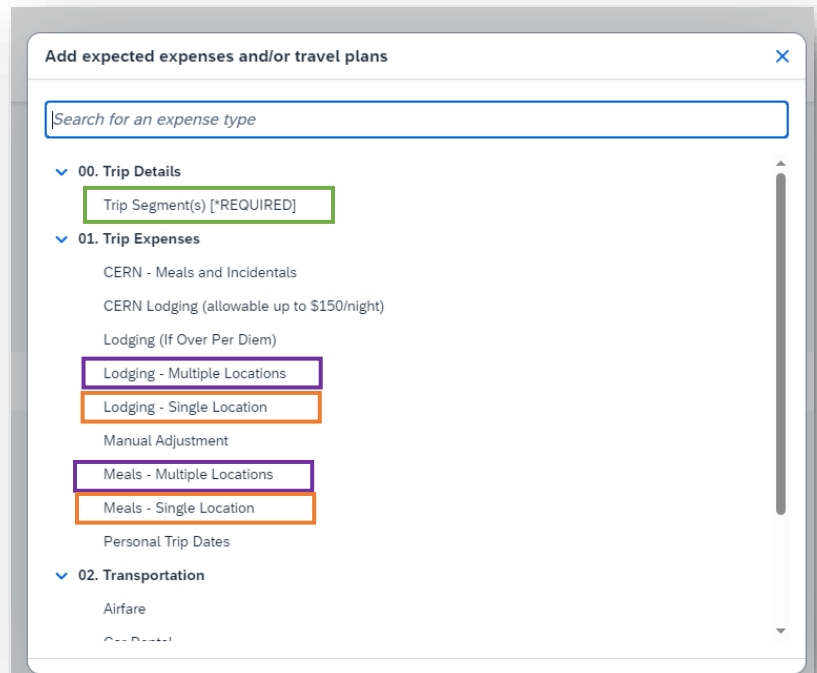


Note: It is recommended that you add the *Trip Segment(s)* [REQUIRED]* expense first, as it is a mandatory expense type, and you will not be able to submit your request without it.



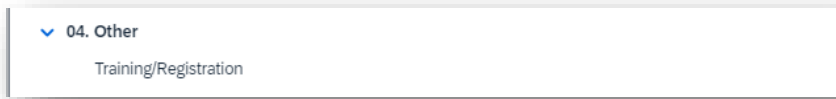
Note: For travel to a single destination, use the *Lodging – Single Location* and *Meals – Single Location* expense types.

For travel to multiple locations or if trip includes personal travel, use *Lodging – Multiple Location* and *Meals – Multiple Location*, and specify the number of days or nights in each location.

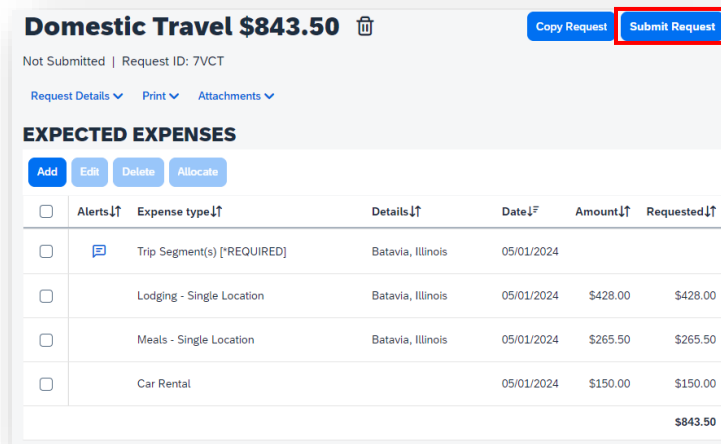




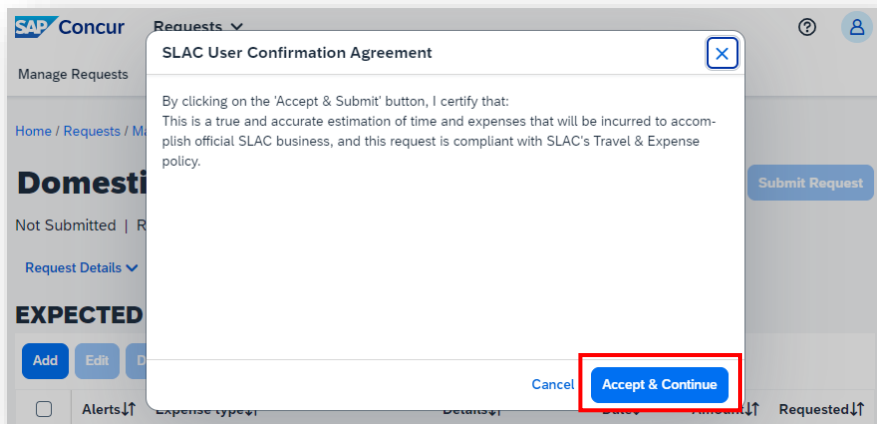
Note: If you selected Yes for the “Will you be attending a conference?” field in [step #2](#), remember to add the Training/Registration expense type to your travel request.



6. Once you have finished adding all the necessary expenses, **click Submit Request**.



7. Read the *SLAC User Confirmation Agreement*, and then **click Accept & Continue**.



Note: Please be aware that the expense types listed under the request are intended to provide an *estimated projection* of your trip expenses, not the actual amounts. The actual expenses incurred during your travel will be compiled and reported later when you create and submit an expense report.