Creating a Travel Request

**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 (*).

**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).
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**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.

![Will you be attending a conference?](image)

**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.

![Project and Fund Input](image)

**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.
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**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.