

Objective: This section will outline the procedure for adding trip segments in your request.



Note: Providing your trip segment details is crucial, particularly for trips involving multiple locations. In cases of multi-destination trips, it's necessary to input a separate trip segment for each location. Even for single-destination trips, completing a trip segment encompassing the entire duration of your travel is still required.

- 1. In the Expenses tab, click on Trip Segment(s) [*REQUIRED] under the OO. Trip Details category.
- 2. Complete all necessary details for the initial business location (required fields are indicated with an asterisk), then **click** Save.

New Expense:Trip	o Segment(s) [[*REQUIRED]			Cancel
B Allocate					
					* Required field
Segment Start Date *		Segment End Date *		Business Location *	
05/16/2024	Ê	05/31/2024	Ë		~
Primary Purpose *		Host Name *		Host Phone *	
None Selected	~				
Facilities to be visited *		Affiliated Institution *		First Date at Facility *	
				MM/DD/YYYY	Ë
Hotel Name *		Hotel Address *		Hotel Phone *	
Will you present Scientific &Technical Info/DOE-fu	inded research? * 🚱				
None Selected	~				
lustify Trip Purpose *					0/200

3. Follow the same procedure for each business destination included in your trip itinerary.



4. Continue adding your regular expenses and **click** *Submit* request to submit your request when finished.

Copy Request Submit Request	- 1		
		Submit Request	Copy Request