Entering Trip Segment Details

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 *00. Trip Details* category.

2. Complete all necessary details for the initial business location (required fields are indicated with an asterisk), then **click** Save.

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

Note: Ensure that the dates in your trip segments encompass all days of your trip.

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