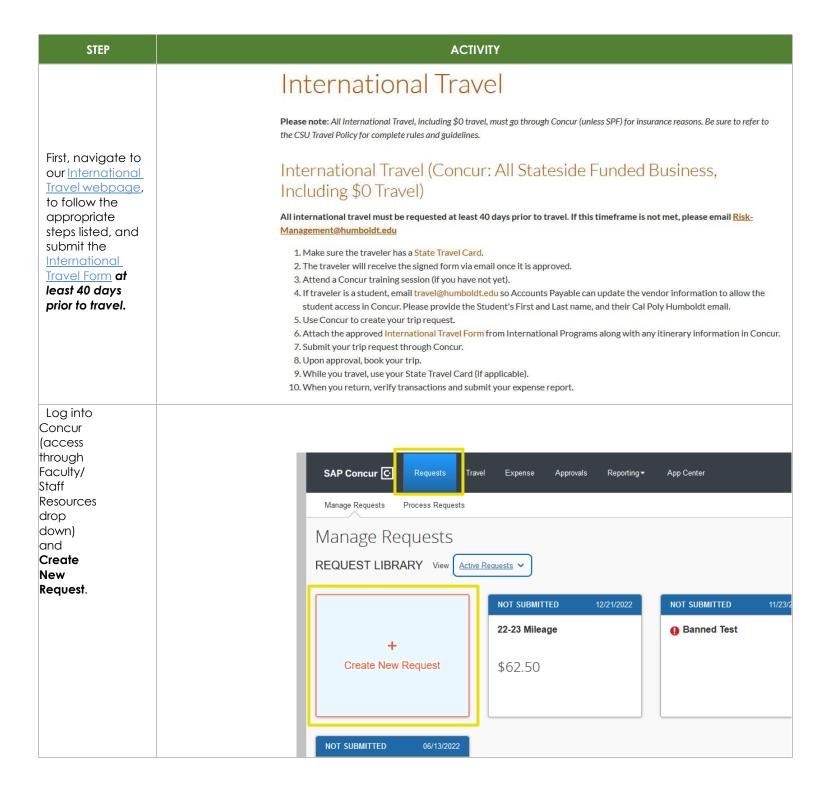
## DATE OF LAST UPDATE

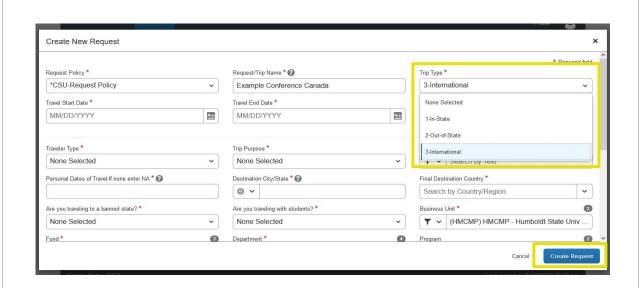
## **LAST UPDATED BY**

Jan 12, 2023

Bethany Rapp



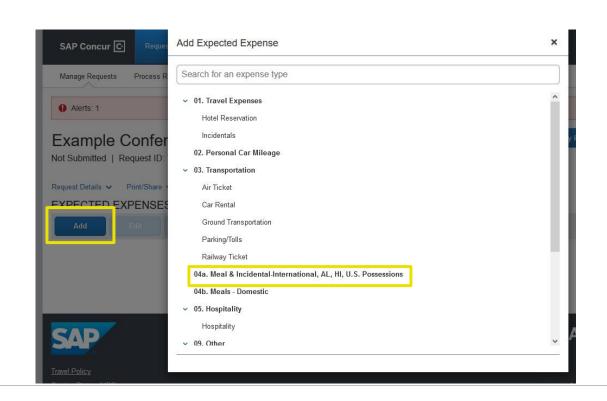
Fill out your
Request
information as
you normally
would, make
sure to choose
"3-International"
as the travel
type. Once your
Request info is
filled out, click
"Create
Request".



After you have filled out the International Travel Form, and received the approved/signed copy, attach it to your Request under the "Attachments" drop down.



Add your Expected Expenses to the Request, by clicking "Add". Make sure to select "04a, Meal & Incidental-International, AI, HI, U.S. Possessions" if your travel funding will cover meals. International Meal per diems are determined by location at this site.



Once you have added all Expected Expenses, and attached your International Travel form, you may "Submit Request".

Example Conference Canada fin

Not Submitted | Request ID: 779W

Copy Request Submit Request

Creating An Expense Report More Actions V San Marcos/LA \$21,440.00 Approved | Request ID: 74AY After your travel, you must create your Expense Report. Go to your originally approved Request and select "Create Expense Report". Now, you must create a Travel Local Mileage Fall 22 \$0.00 Itinerary for your International Not Submitted | Report Number: N3WH94 Travel that will automatically calculate your Report Details v Print/Share v Manage Receipts v Travel Allowance > per diem rate. Select the Add Expense Manage Travel Allowance "Travel Allowance" drop down, then "Manage Travel Allowance". Now select "1 Travel Allowances For Report: Local Mileage Fall 22 Create New **Itinerary**" in the 1 Create New Itinerary Available Itineraries 3 Expenses & Adjustments upper left. Assigned Itineraries Departure City Date and Time A No Assigned Itineraries Found

