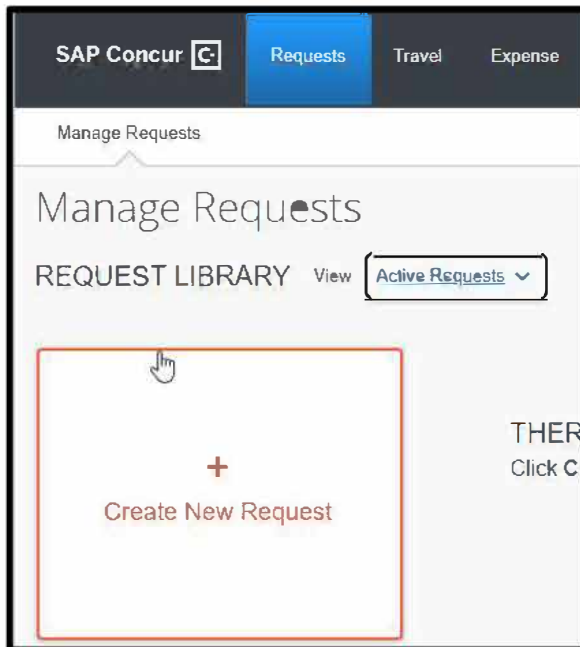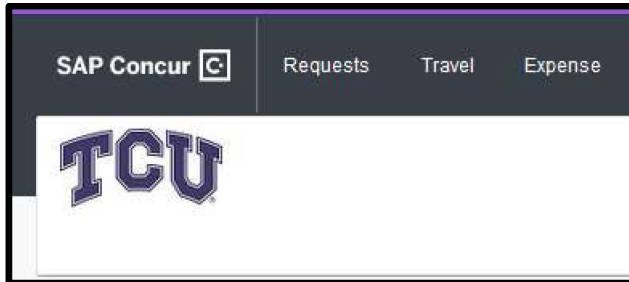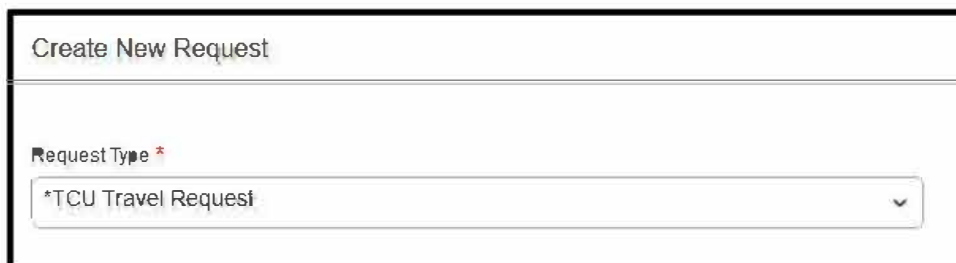# Creating and Submitting a Travel Request

Note: Effective 10/1/23 an approved Travel Request will be required for all employees in order to submit Travel Expense Reports with a trip type of In-State-Overnight, Out of State, and/or International Travel.

1. From the home page, click **Request** and then **Create New Request**.

2. Upon clicking **Create New Request**, you will select ***TCU Travel Request** in the Request Type.

3. You will then be required to enter information specific to your trip for the following **Request Headers**.

| Field Description	Format
Request Type	From Drop Down Menu
Trip Name	Free Form – Information to properly identify the trip
Business Purpose	From Drop Down Menu
Travel Start Date	Enter from Calendar
Travel End Date	Enter from Calendar
Final Destination, City, State	Free Form
Trip Type	From Drop Down Menu
Traveler Type	From Drop Down Menu
Will you be expending University Funds?	From Drop Down Menu
Are you traveling with students?	From Drop Down Menu
Will you be taking University Property with you?	From Drop Down Menu
Will this trip include personal travel?	From Drop Down Menu
Personal Travel Dates	Free Form
Business Unit	From Drop Down Menu
Fund	From Drop Down Menu
Department	From Drop Down Menu
Project	From Drop Down Menu
Additional Information/Comments	Free Form

4. Once you have entered the required information, select **Create** Request.

We will now add the estimated expenses for this trip.
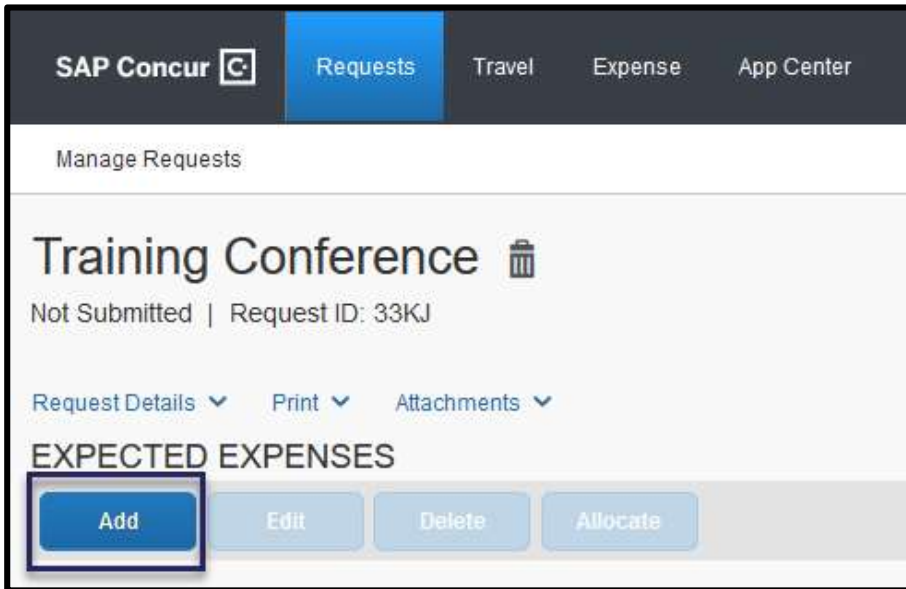
5. Click on the **Add** button under **Expected Expenses.**

6. Under **Expected Expenses**, you can add expenses for **Travel and Transportation**, **Other Travel Expenses, Personal Vehicle Mileage, Meals and Hospitality, Fees and Dues** and **Registration Expenses**.
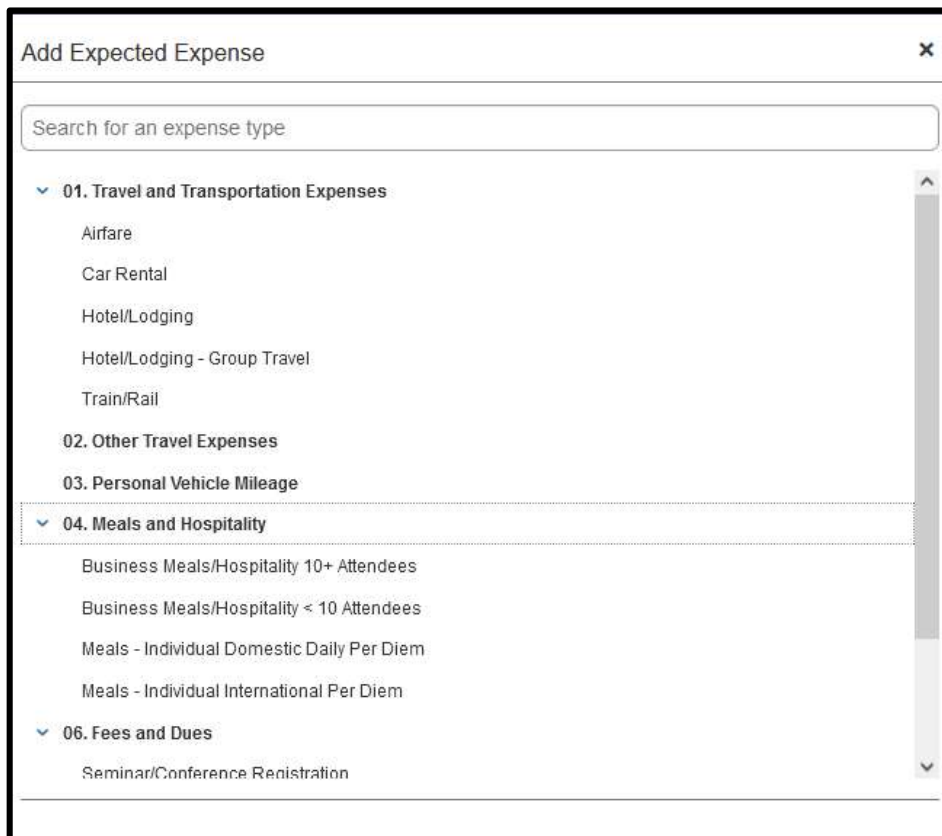
7. Each expected expense has required fields to related to the expense type. The individual estimated amounts are included in the request total.

8. Once you have added all of your Expected Expenses, select **Submit Request.**

9. Review the Request User Agreement and select Accept & Continue.

10. After submitting your Travel Request, in More Actions you may Cancel Request or Copy Request, you may also Recall the request (prior to the final approval) if you need to make changes or additions.