

Start your request Request

Cancel Save Print / Email Delete Request

Status: Not Submitted

Request Name - Destination, Date:

Business Purpose:

Request Header Segments Expenses Audit Trail

Request Policy
*UO-Request Policy

Request Name - Destination, Date: San Diego, CA - 11/2-7/18
Request/Trip Business Start Date: 11/02/2018
Request/Trip Business End Date: 11/07/2018
Destination City: San Diego, California
Destination Country: UNITED STATES
Travel risk advisory - Low (Level 1)

Request/Trip Purpose: Conference
Traveler Type: Faculty
Trip Type: 1 Domestic Travel
How will you book your trip?: 1-Online Concur Booking Tool
Does this trip include personal travel?: No

Personal Dates of Travel: [Empty]
Will you be absent any term other than summer?: No
Business Purpose: To attend the 2018 Society for Neuroscience conference in San Diego, CA 11/2-7/18.

Index: (LNGENF) LNGENF Neuroscience General F
Banner Activity Code: (YNIELC) YNIELC Neil, Christopher
Banner Location Code: [Empty]
Comments to Approver(s): [Empty]

Go to Segments – click on flight icon (if flying) and enter flight info. If booking lodging through Concur, enter Hotel info that you gathered earlier. Save.
Request 3MAK

Attachments Print / Email Close/Inactivate Request Delete Request





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Request Name - Destination, Date: San Diego, CA - 11/2-7/18

Business Purpose: To attend the 2018 Society for N...

Request Header Segments Expenses Audit Trail Travel Advisory

Add Segment
CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Multi-Segment Amount: 385.00 USD

Outbound
From: Eugene (Airport - EUO), Eugene, Oregon
To: Lindbergh Intl (Airport - SAN), San Diego, California
Date: 11/02/2018 Depart at: 03:10 pm
Comment: [Empty]

Return
Date: 11/07/2018 Depart at: 05:32 pm
Comment: [Empty]

Save Cancel

This will take you to Expenses – enter expenses you expect to have, meal per diem, taxi's parking, etc. Submit when done
Request 3MAK

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Status: Not Submitted

Request Name - Destination, Date: San Diego, CA - 11/2-7/18

Business Purpose: To attend the 2018 Society for N...

Request Header Segments Expenses Audit Trail Travel Advisory

+ New Expense Delete

Date	Expense Type	Amount	Requested

Expense Type: [Empty]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

02 Transportation	D4 Meals & Entertainment	06 Fees
Other Ground Transportation	Athletics-Meal Per Diem	Athletic-Tournament Entry Fees
Parking	Athletics-Team Activity	08 Other
Taxi	Group Travel Per Diem	Miscellaneous
03 Mileage	Hosting	Registration Fees
	Meal Per Diem	
	Reduced Meal Per Diem	

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00