

Review: Traveler's Name, Purpose of Trip, Index, Comment.

The screenshot shows a travel request form with the following fields and values:

- Personal Dates of Travel:** No
- Collaboration Research:** Faculty
- Requester Name:** Robert Roberts' Bi research for the ABC Grant for
- Business Purpose:** Business Purpose
- Requester Type:** Domestic Travel
- How will you book your trip?:** I-Online Counsel Booking Tool
- Does this trip include personal travel?:** No
- Requester Business Start Date:** 11/01/2018
- Requester Business End Date:** 11/04/2018
- Destination City:** Chicago, Illinois
- Destination Country:** UNITED STATES

A yellow highlight is present on the text: "Entered by Laurie Jacoby. THIS TRAVEL IS FOR THE ABC GRANT PLEASE FORWARD TO (NAME) BY CLICKING -APPROVE AND FORWARD- BUTTON".

At the bottom right, the "Approve & Forward" button is circled in red. Other buttons include "Cancel", "Save", "Attachments", "Print / Email", and "Send Back Request".

Additional information at the bottom of the form includes: "Status: Submitted & Pending Approval / Manager Approval", "Amount: \$400.00", and navigation links for "Approvals Home", "Requests", and "Reports".

Tip: Some departments may not be aware that their travelers travel for other departments. A quick email or phone call alert to a home department approval may be helpful for a successful transaction.



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