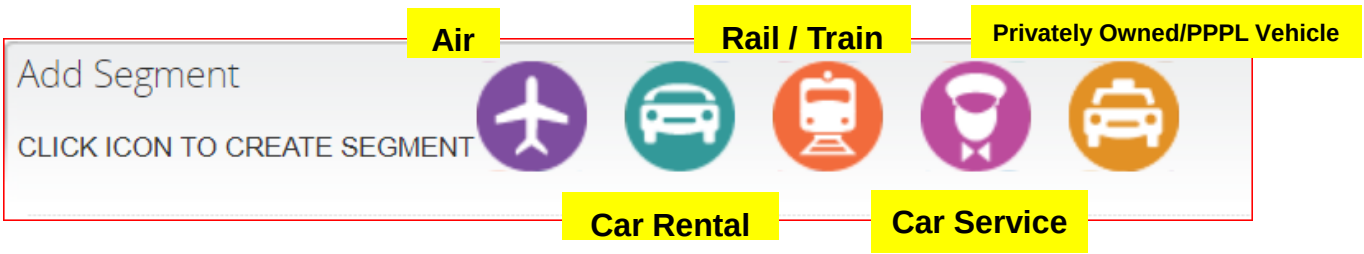
Entering Cost Estimates to a Request

Objective: This section will go over the general steps to add expenses to your request

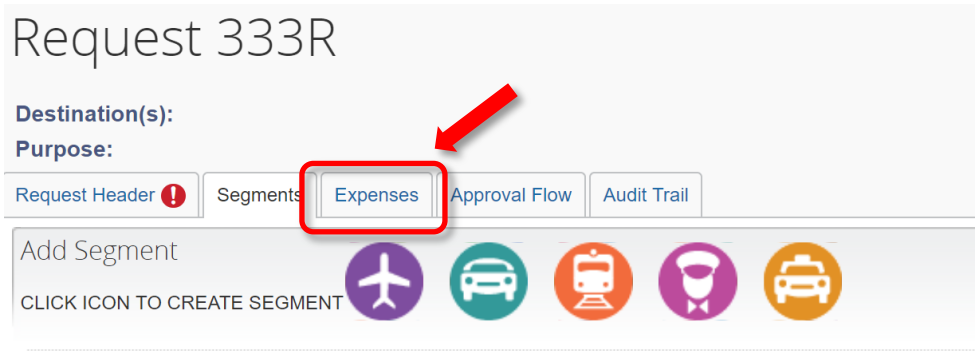
1. There are two categories of expenses that you may need to add to your request
   a. Segments (general transportation)
   b. Other expenses

2. The Segments tab is where you will enter all estimated transportation details for your trip.

Note: Be sure to include all anticipated transportation. Each segment type added must include an estimated cost amount.



3. When you are finished adding all of the anticipated Segments, **click** on the *Expenses* tab to add other estimated travel expenses.



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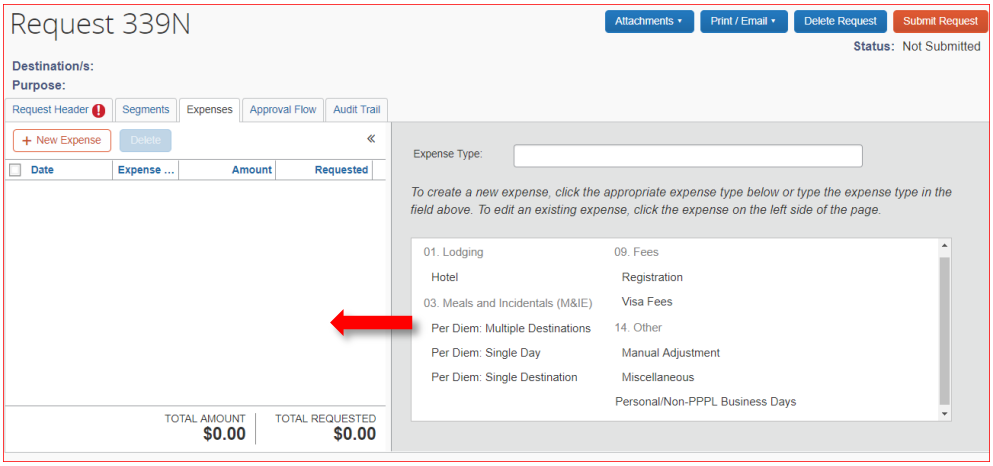
4. Once the Expenses tab is selected, you will see the page divided in two.

Note: On the right side you will see a list of available expenses to select from. The left side will populate with each expense you enter and save to the request .



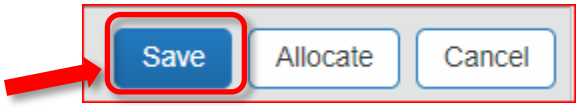
5. Select the proper expense types listed on the right hand side.

Note: The expenses identified in the Travel Request are to provide an estimate of your trip, not an actual amount. Actual expenses will be compiled when filling out the Expense Report.

Note: For detailed information on each expense type, please refer to the Expense Type Breakdown Training Guide.

6. For each expense type selected, complete all required fields.

7. Once all the fields are filled out, **click** the *Save button* on the lower right hand side.



8. After clicking Save, the expenses will appear on the left half of the screen.

9. Continue adding all relevant expenses for the trip.