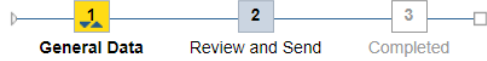


# Adding Attachments

# Add Attachments In Trip

## Create Travel Request



Employee Ressler, JeanAnn (00104447)

Previous Step   Review   Save Draft

Calendar of Trips   Attachments (0)

Travelers can attach documents here once items are completed and saved as a draft

Receipts are to be taped to sheet of paper in date order

### General Data

\* Start Date: 04/24/2018 07:00  
\* End Date: 04/25/2018 22:00  
Posting Date: 04/25/2018

### Destination

\* Trip Country: Standard Conus Rate, USA   Trip Region: VA/RK Richmond, VA  
\* Destination: Richmond Racetrack

Additional Destinations: No destinations entered

### Additional Information

\* Activity (Expenses): General Travel  
\* Reason: Administrative  
Estimated Costs: 267.00 USD   Enter Estimated Costs  
Comment:

Previous Step   Review   Save Draft

Advances: 0.00 United States Dollar  
Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purcl

### Attachments

Delete Attachment

Title	Added By	Added On
The table does not contain any data		

#### Add Attachment

Type:  File    Link    Note    Business Document

File Path: Choose File   No file chosen

Upload

Close

Choose File from your records and click "Upload"

# Add Attachment on Dashboards

My Trips and Expenses Dashboard - Click the tab that you need (All My Travel Requests or All My Expense Reports)

The screenshot shows the 'My Trips and Expenses' dashboard. At the top, there are tabs for 'All My Trips (5)', 'All My Travel Requests (5)', 'All My Expense Reports (4)', and 'Pending Exp. Reports (0)'. The 'All My Travel Requests (5)' tab is selected. Below the tabs is a toolbar with options like 'View: [Standard View]', 'Display/Print', 'Change', 'Copy', 'Delete', 'Cancel Trip', and 'Create New Travel Request'. The main area contains a table with columns: Trip Number, Start Date, End Date, Destination, Reason, Processing Status, Approval Status, Attachments, Expense Report, Alert, and History. The 'Attachments' column contains links like 'Add', 'Add', and 'Add'. A modal window titled 'Attachments' is open, showing a table with columns 'Title', 'Added By', and 'Added On'. Below the table is an 'Add Attachment' section with radio buttons for 'File', 'Link', 'Note', and 'Business Document'. The 'File' option is selected. There is a 'File Path' field with a 'Choose File' button and a 'No file chosen' message. An 'Upload' button is also present. A 'Close' button is at the bottom right of the modal.

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert	History
6000001392	04/25/2019	04/26/2019	Conference Center at Shippensburg University	SSHE Purchasing & Contracting Conference	transferred to FI	Request Approved	<a href="#">Add</a> (2)	Display		Display
6000001360	03/26/2019	03/26/2019	The Hotel Lancaster	discuss rates for MU and making reservations for Ware	Canc.posted in FI	Request Approved	<a href="#">Add</a>	Create		Display
6000001172	02/26/2019	02/26/2019	Windgate by Wyndam	Training the Trainer seminar - Fred Pryor	transferred to FI	Request Approved	<a href="#">Add</a>	Display		Display
6000000680	10/11/2018	10/11/2018	Ware Center	PASSHE Purchasing Conference - host	transferred to FI	Request Approved	<a href="#">Add</a>	Display		Display
6000000673					transferred to FI	Request Approved	<a href="#">Add</a> (1)	Display		Display

**Attachments**

Delete Attachment

Title	Added By	Added On
The table does not contain any data		

**Add Attachment**

Type:  File  Link  Note  Business Document

File Path:  No file chosen

In the "Attachments" column you should see a blue "Add" link – click there to add your attachments

Choose File from your records and click "Upload"