What's New: Request Header

- Added optional **GL** field to Allocation section of header
- Added **Will this trip include personal travel?** field for compliance monitoring
  - If ‘Yes’ is selected, **Personal Travel Dates** is a required field
What's New: Expense Report Header

- Added optional GL field to Allocation section of header
- Merged SOM Mission-Based Accounting options to the new GL field
- Simplified Trip Type list: Domestic Group, Domestic In-State, Domestic out of State, Int'l Group, Int'l Travel, Non-University Travel, TCard Dept Reconciliation
- Restructured layout of fields
What's New: Expense Types

- Removal of Chartfield at Entry Level – travelers will use the Allocate function to expense at the entry level of select multiple expenses to muti-allocate

- New Dropdown Selections: Airfare, Entertainment, Airline Fees, Daily Meals

Example: Airfare

- Removal of Trip type and How did you book this airfare?

- Added fields for policy compliance approval routing: Was the Airfare Domestic or International?, Class of Service, and Number of Hours Traveled