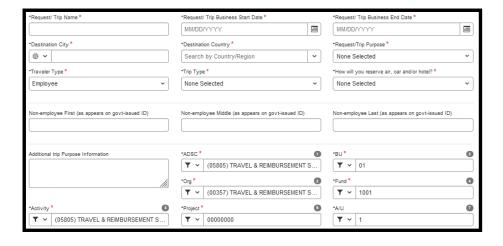
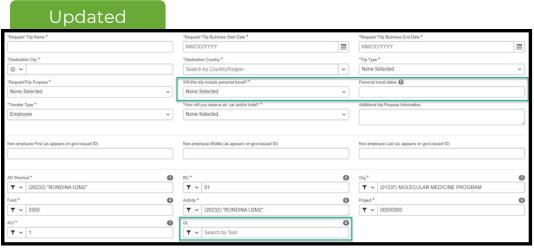
What's New: Request Header

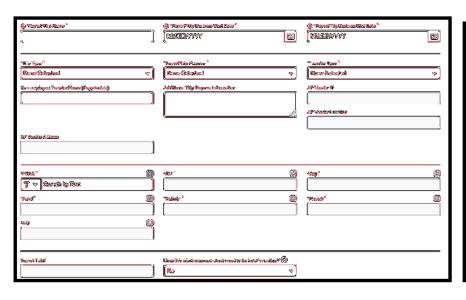
- · Added optional GL field to Allocation section of header
- · Added Will this trip include personal travel? field for compliance monitoring
 - If 'Yes' is selected, **Personal Travel Dates** is a required field

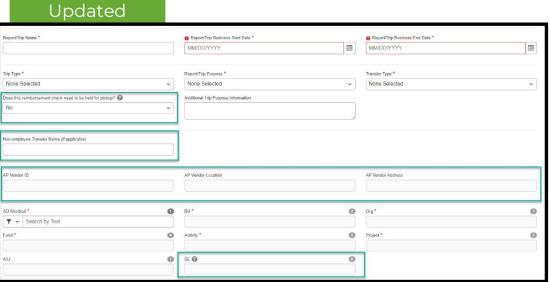




What's New: Expense Report Header

- · 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 Reconcilaition
- Restructured layout of fields





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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

