

Create a New Request

To create a new request:

1. Either:
 - On the **Quick Task Bar**, click **New > Start a Request**.
- or -
 - On the menu, click **Requests >Create New** (on the sub-menu) > **New Request**.

The **Request** page appears, with the **Request Header** tab selected.

2. On the header, complete all required fields and the optional fields.
 - Please see “How Will You be Booking Your Travel.docx” for more information on answering the question “How will you be booking your travel?”
 - If any of the trip will be paid with grant funds, you should select Grant – OU Employee or Grant – non-employee for your traveler type.
3. Click **Save**.
 - The request ID, request name, and purpose appear at the top.
NOTE: The request ID is used by the travel agency for tracking.
 - The **Segments** tab becomes available.
4. On the **Segments** tab:
 - a) If you will have airfare, click the airplane icon.
 - b) Complete the segment fields. Note the following about segment fields:
 - **Amount** field:
 - Enter the total estimated cost of the airfare for the trip.
 - You can enter zero if necessary.
 - **Detail** field:
 - Enter the origin airport for your trip in the “from” field.
 - Enter the destination airport for your trip in the “to” field.
 - Enter your outbound and inbound dates.
 - c) Click **Save**. Note the following:
 - As you save segments, the running total appears in the top right corner of the request (below the **Submit Request** button).

5. On the [Expenses](#) tab:

- Select the appropriate expense type and date.
- Enter the estimated amount.

6. Click **Submit Request**.

- If you have an approver designated in the system, and you selected option 1, 2, or 6 for “How will you be booking your travel?” the request will be routed to your supervisor for approval.
- If you do not have an approver designated in the system, and you selected option 1, 2, or 6 for “How will you be booking your travel?” the request cannot be submitted.
- If you selected options 3, 4, or 5 to answer the question “How will you be booking your travel”, the system will skip the approval requirement and will auto-approve.