Create New Request   ✕

* Required field

Trip Type *

*TCNJ Overnight Trip ⌄

(callout: Day/Overnight/Blanket)

Trip Name *

No Cost Trip - Sample

Travel Start Date *

02/28/2025 📅

Travel End Date *

03/01/2025 📅

Travel Request Purpose *

Conference/Event - Attendee ⌄

Benefit to TCNJ

Enhance recognition of TCNJ ⌄

Domestic/International *

Domestic ⌄

Final Destination *

⌄

Final Destination Country *

Search by Country/Region ⌄

How will you book your travel? *

03. External Travel Booking   **External or No Booking Needed** ⌄

Traveler Type *

Staff ⌄

If Faculty, are your classes covered?

None Selected ⌄

Additional Information   22/500

No cost trip - sample |

Are you receiving an Honorarium? *

Yes ⌄

Are any expenses paid by an external source, excluding Grants? *

Yes ⌄

Will this trip contain personal travel? *

No ⌄

Personal Dates of Travel

Create expense for your trip

No Cost Trip - Sample

Not Submitted | Request ID: 4VN9

Submit Request   Copy Request   Delete Request

Request Details ⌄   Print/Share ⌄   Attachments ⌄

⊕ Add   Edit   Delete   Allocate

You will see an error message saying you need to add an expense before you can submit your request.

Add an expense item and choose, "no cost trip."

That will allow you to save and submit the request.

No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

Alerts: 1

REQUEST

❌ **Error:** The Request has no Segments or Expenses. You must create at least one entry in order to submit the Request . View

Home / Requests / Manage Requests / No Cost Trip - Sample

No Cost Trip - Sample

Not Submitted | Request ID: 4VN9

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

Submit Request   Copy Request   Delete Request

⊕ Add   Edit   Delete   Allocate

Add expected expenses and/or travel plans   ✕

Search by expense type, category, description   🔍
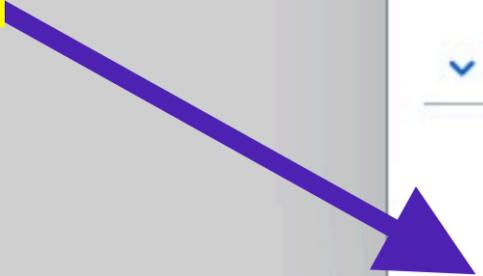
Collapse All Sections

03. Personal Car Mileage

⌄ **04. Meals & Entertainment**

    Daily Meal Per Diem

    Group Meals/Entertainment <10 Attendees

    Per Diem- Multiple Locations

⌄ **05. Fees**

    Passports/Visa Fees

    Registration/Fees

⌄ **06. Communications**

    Mobile/Cellular Phone

    Telephone/Fax

⌄ **08. Other**

    Department Limit

    Medical Expenses (Immunizations, First Aid, etc)

No Cost Trip

Select No Cost Trip

Submit for approval.

New Expense:No Cost Trip

Save   Cancel

⊕ Allocate

Add the expense, No Cost trip. No amount is needed in the Transaction Amount field.

* Required field

Transaction Date *

02/28/2025

Transaction Amount *

Currency *

US, Dollar (USD)   ✕   ⌄

Save   Cancel

Home / Requests / Manage Requests / Test No Cost Trip / No Cost Trip

No Cost Trip $0.00

← →

Close Expense

02/28/2025

* Required field

Transaction Date *

02/28/2025

Transaction Amount *

0.00

Currency

US, Dollar (USD)

Close Expense

Requests need the correct COA (find this in your request details area). Check that area next.

Entity *	1	Fund/Project # *	2	Organization/Task *	3
(TCNJ) The College of New Jersey	✕ ⌄	(000000) Default Fund	✕ ⌄	(1600) Dean of Humanities Social Sciences	✕ ⌄

Category/Award & Funding Source *	4	Program		Activity	
(000) Default Category	✕ ⌄	(0000) Default Program	⌄	(0000) Default Activity	✕ ⌄

Location *

(0000) Default Location

Correct to 100 (callout pointing to Category/Award & Funding Source)

Correct to 100000 (callout pointing to Fund/Project #)

This is your request details area, just below the type of trip, rationale, etc.

COA: Location must be (0000) Default Location (callout pointing to Location)

Comments

Correct Entries: TCNJ/100000/1600/100/0000/0000/0000

Remember to submit your request once the COA has been updated.

0/500