


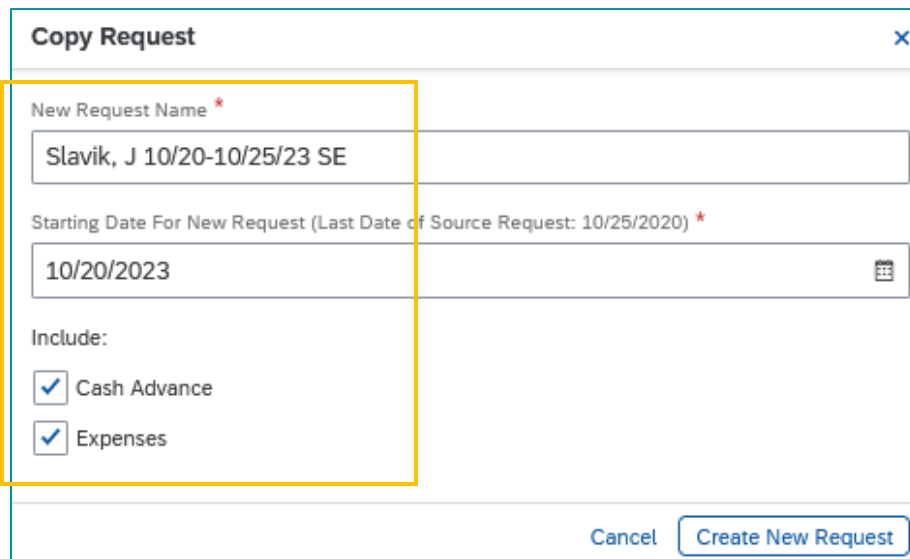
Copy a Request

Users can create a duplicate Request by using the Copy Request function. This is useful for travelers who make the same trip multiple times during the year (e.g. summer fieldwork). The function is also helpful when a Request is cancelled before final approval, but associated charges still need reconciliation.

1. Open the Request and select “Copy Request” from the More Actions drop-down menu



2. A window to specify what portions to copy and what initial changes to make appears
3. Change the name to suit the new Request, select the appropriate Business Start Date, select any items to include in the copy, and click “Create New Request”



4. The Business Travel Start Date changes to the date entered in “Starting date for New Request;” the Business Travel End Date sets for the same number of days between the original Request’s start and end dates
5. All information in the copied Request is changeable; update the Header and Expected Expenses as needed and Submit Request