



“Zero-Cost” Trip

Occasionally, business travel is conducted at no cost to UA. UA neither directly pays for any travel costs nor issues a travel reimbursement through a Report. This includes self-funded business travel with no reimbursement and travel paid fully by a third party. A Request is still required for the business travel. (Ro5.02.060(6)(e))

1. Create a Request and complete the Header
 - a. Enter the name of the external source and the estimated amount they are paying

Are any expenses being paid by an external source? *	Name of the external source	Estimated amount to be paid by the external source
Fully arranged/paid by external source ▾	Self & NASA	\$ 2,000.00

- b. The funding source in the Header can remain as the default funding on the user's account since no expenses are added
2. Leave Expected Expenses with no information
3. Submit Request for trip approval
4. Once the trip is complete, Close the Request to remove it from the user's Active Requests (no Report required if no costs paid by UA)

Slavik, J 10/20-10/25 SEA \$1,756.00		More Actions ▾	Create Expense Report
Approved Request ID: 437A			
Request Details ▾ Print/Share ▾ Attachments ▾		Copy Request Cancel Request Close Request	