



A travel request or the audit trail for the corresponding request can be saved as a PDF, printed, or emailed to a manually typed email account. Note: if the total file size (for all receipt images) exceeds 25 MB, the PDF option will not be able to load the receipts and an error will display on the last page of the PDF.

 Tip: It is recommended to wait until the travel request is approved prior to this action, as the approval status is displayed on the page.

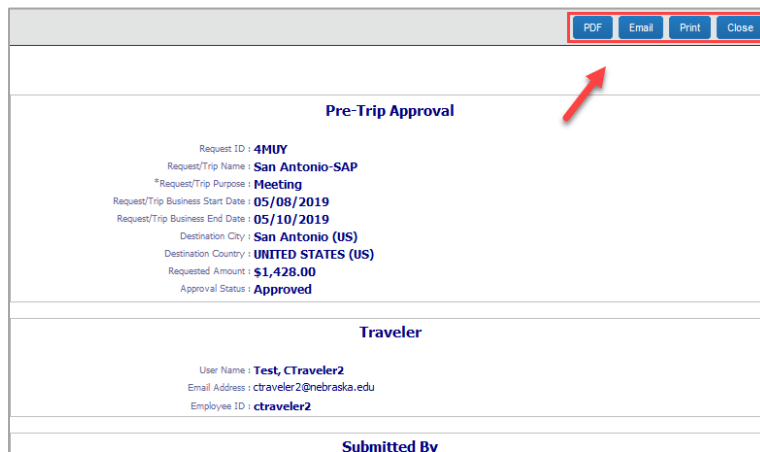
Open the travel request and click on **Print / Email**. Select either *Pre-Trip Approval Report* or *Audit Trail/Pre-Trip Request*. A pop-up box will appear with options to save as a PDF, email or print.

Available actions:

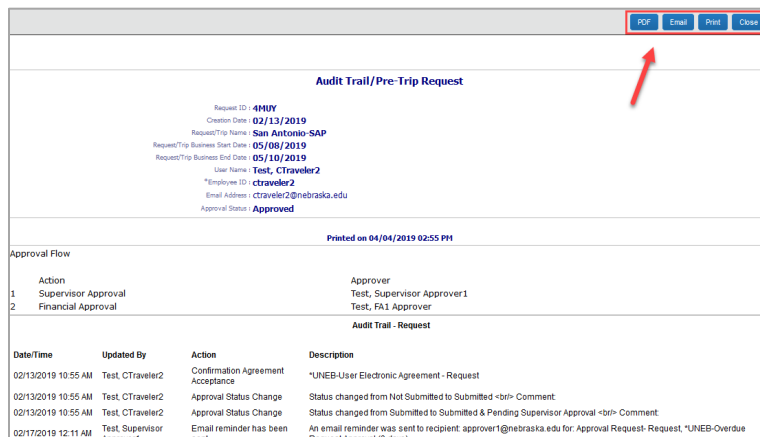
- If PDF is selected, user will be prompted to open or save the document.
- If print is selected, a pop-up displays a list of available print devices.
- If email is selected, enter the email recipient(s), a comment, and click send. This action will be added to the Audit Trail (tab) and show who took this action, on what date/time and the exact email address it was sent.

 Tip: For multiple recipients separate each email address with a semi-colon (;) or comma (,).

Example of Pre-Trip Approval Report:



Example of Audit Trail/Pre-Trip Request:



Date/Time	Updated By	Action	Description
02/13/2019 10:55 AM	Test, CTraveler2	Confirmation Agreement Acceptance	*UNEB-User Electronic Agreement - Request
02/13/2019 10:55 AM	Test, CTraveler2	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
02/13/2019 10:55 AM	Test, CTraveler2	Approval Status Change	Status changed from Submitted to Submitted & Pending Supervisor Approval Comment:
02/17/2019 12:11 AM	Test, Supervisor Approver1	Email reminder has been sent	An email reminder was sent to recipient: approver1@nebraska.edu for: Approval Request-Request, *UNEB-Overdue Request Approval (3 days)