Additional Destinations

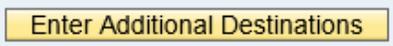**Location(s):**

> **myNKU: ESS Travel**

Purpose: *Reference: http://comptroller.nku.edu/travel/Travel_Request.php*

Enter Additional Destination, City, Start Date, Time, Reason, and Activity Type.

1. Click Enter Additional Destinations button

2. Enter the additional Activity
3. Enter the additional Trip Region
4. Click Accept

5. Additional destination is added to the Event in Itinerary

6. Click in the appropriate cell(s) to edit the information such as Date and Destination
7. Click Accept

Additional Destinations

Add Additional Destination	Delete				
Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	04/29/2013	02:00 PM		United States of America	
Trip Destination	04/29/2013	02:00 PM	San Diego, CA	California	Comic-Con
Additional Destination	04/30/2013	02:00 PM	Los Angeles, CA	California	CA State Univ

Activity: Meeting

Trip Country: United States of America   Trip Region: CA
California

Accept   Accept and Add Additional Destination   Delete

8. The additional destination with updated Date, Time, Destination, Reason will be added to the Itinerary, click Accept

Additional Destinations

Add Additional Destination	Delete				
Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	04/29/2013	02:00 PM		United States of America	
Trip Destination	04/29/2013	02:00 PM	San Diego, CA	California	Comic-Con
Additional Destination	04/30/2013	02:00 PM	Los Angeles, CA	California	CA State Univ
End of Trip	05/01/2013	04:00 PM		United States of America	

Previous Step   Accept   Save Draft

9. Additional destination is now reflected under Destination

Destination

Trip Country:	United States of America	Trip Region: CA California
Destination:	San Diego, CA	
Additional Destinations:	04/30/2013 Los Angeles, CA	

To delete a destination

1. Click Enter Additional Destinations button
2. Highlight the destination to be removed
3. Click Delete

4. The line will be removed from the Itinerary, click Accept

5. The additional destination is no longer reflected under Destination