in the Vendor



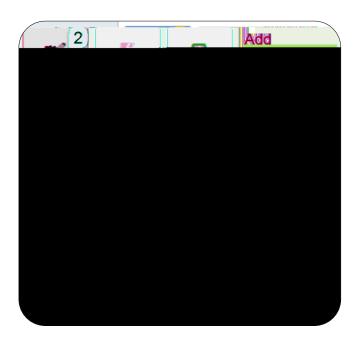
- field. Select the appropriate candidatecord. If the candidates not listed, scroll to the top of the list and click Vendor Not Found.
- x Address to correct If a candidate record was selected in the vendor field, and the address displayed is correct, leave this check box blank. If the address displayed is incorrect, select this check box.
- x <u>Candidate Information</u>: Enter the name, street address, city, state, and zip code of the candidate.
- x WSU Position Number / Position TitleEnter the position number and position title as listed on the search documentation
- x <u>Division Routing</u>:Select the appropriate division routing—if you are not a part of Academic Affairs or Student Affairs, select None.
- x <u>Department</u>: Select the appropriate department from the dropdown list. If the appropriate department is not listed, select Department Not Listed.
- x Will there bepersonal time during this trip
 Leave the box blank if there will not be personal

time included in this travel event. Select the check box if there will be personal time included in this travel event and enter the appropriate dates in the Personal Time Start/End Datefields. This field is not typically used for Candidate travel.

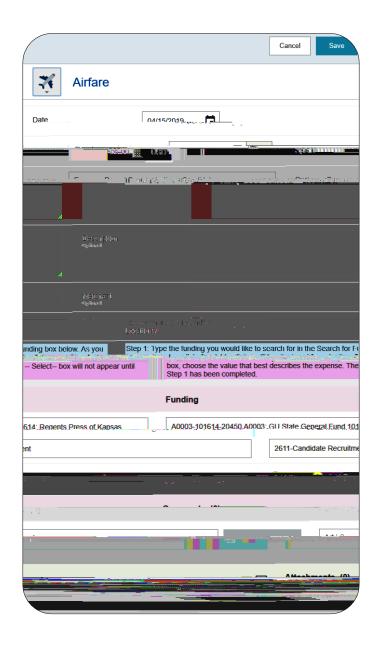
3. Click Save at the top righted of the screen to continue.

Add Expenses

4. Select the specific expense tile you want to add to the Expense Report



5. Complete the expensible form and click Save at the top right-hand side of the screen to continue.



- x <u>Date</u>: Entethe actual date of the expense which can typically be found on the receipt. The date on each expentarm must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- x <u>Spent</u>: Enter the actual amount spent for this expense type.
- x <u>Business Purpos</u>e: The business purpose will default with the information entered on the Expense Headebut can be modified (as needed) on any of the expense forms. Once