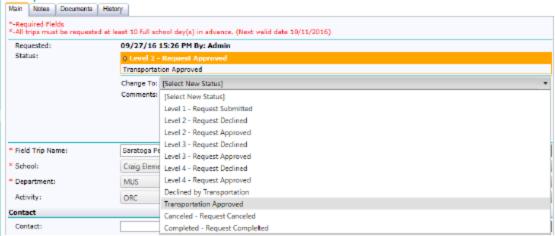


FIELD TRIP REQUEST FORM



When a Field Trip request is submitted, an email notification is sent to the next person in the Field Trip request/approval process. When the approver clicks on the link in the email message, they will be redirected to the Infofinder *le* login page. After logging in, the Field Trip request will open to the Main tab.

To change the Status of a Field Trip request:

- 1 Select the correct status from the Change To drop-down list.
- 2 Enter Comments into the free-form text area. See Note*
- 3 Click on the Save button at the bottom of the form.

*Before saving the Approval please scroll down and input a valid travel account number.

