

Travel's Primary Purpose and Comments

When entering travel information into PeopleSoft for a Travel Request Number, the user will be required to pick a primary purpose for the trip. The travel purpose choices are:

- Book Buying
- Conference
- Coordinate CE Class
- Intramural Competition
- Meeting
- Other
- Peer Review
- Presentation
- Professional Development
- Recruiting
- Research
- Study Abroad Escort Services
- Study Abroad Visits
- Symposium
- Training/Workshop

If the trip's primary purpose is not one of those in the list, select "Other" and add an explanation of the primary purpose to the Comments field.

The Comments field is required to be completed for any trip with a Primary Purpose of "Other".

In addition, this field can be used by the department for any additional information they would like to have added to the travel authorization for reporting purposes, such as name of event, topic of presentation being given, additional locations involved in a single trip, dates for personal time that occurs as part of a trip.