dash

Creating a Travel Authorization

Step 1 - Log into DASH

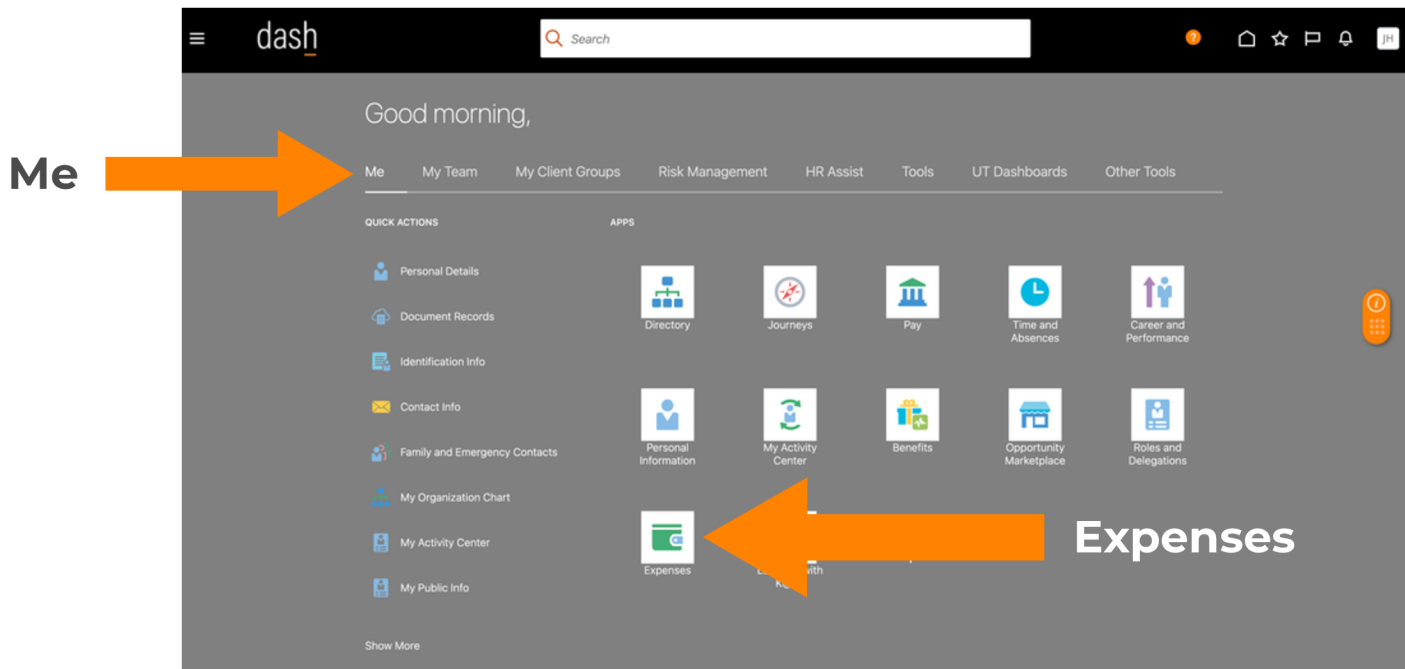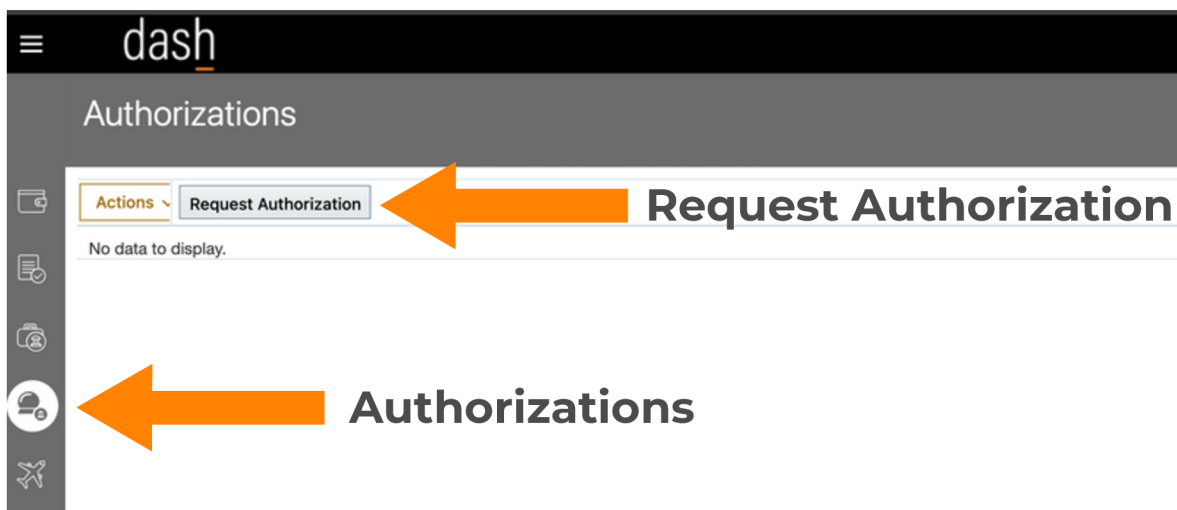Go to https://dash.tennessee.edu/ and log into your personal account

Step 2 - Navigate to Expenses

Under the **"Me"** section of your DASH account page, locate and click on the **"Expenses"** platform.

Step 3 - Request Authorization

In the **"Expenses"** Section, navigate in the left-most menu are to "Authorizations" and select **"Request Authorization"**

Step 4 - Purpose, Expense Location, Date

In the "Request Authorization" form, begin by filing out the following:

- Purpose
- Expense Location
- Start Date
- End Date

Once this information is completed, select the **"+"** sign under "Estimated Expenses" as seen in the image below.

Step 5 - Template, Type, Amount

After clicking the **"+"** sign, you will be prompted to select the appropriate "Template" and "Type" of expense from the available drop-down menus and enter a dollar amount for the request.

Step 6 - Description

After entering a dollar amount, addition information boxes will appear. Add a **"Description"** and verify the appropriate **"Account"** number is included in the request.

Description

Account

Step 7 - Complete Authorization

After completing all of the requested information select **"Save and Close"** in the top right corner of the page or **"Save and Create Another"** to create an additional expense estimate.

Save and Close

or

Save and Create Another