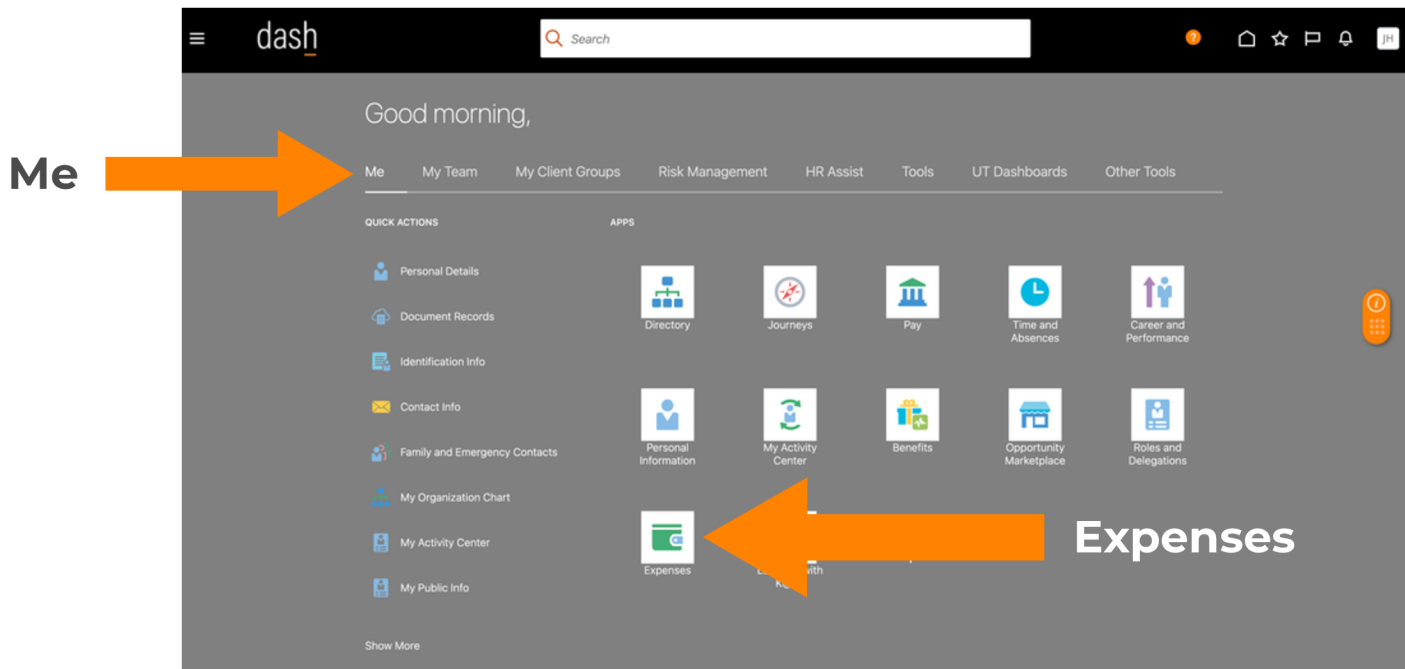


Step 1 - Log into DASH

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

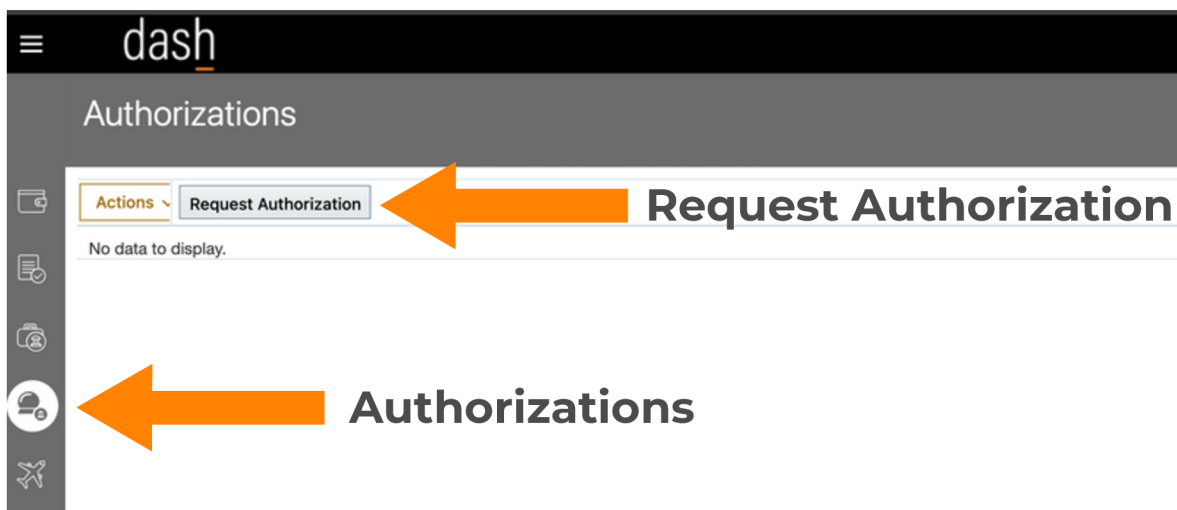
Step 2 - Navigate to Expenses

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 filling 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.

dash

Request Authorization ?

Purpose

* Expense Location

* Start Date

* End Date

Attachments None +

Estimated Total
0.00USD

Estimated Expenses (0)

+ Select “+” Sign

No data to display.

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.

dash

Estimate Expense ?

Save and Create Another Save and Close Cancel

* Template

* Type

* Amount

Attachments None +

Information icon

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.

dash

Estimate Expense

Save and Create AnotherSave and CloseCancel

International Travel UTK

ATravel Authorization

Example format: #,##0.00;-#,##0.00

USD -

AttachmentsNone

Account

Project Number

Task Number

Contract Number

Funding Source

Account

Description

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 Create AnotherSave and CloseCancel

International Travel UTK

ATravel Authorization

Example format: #,##0.00;-#,##0.00

USD -

AttachmentsNone

Account

Project Number

Task Number

Contract Number

Funding Source

Save and Close or Save and Create Another