“Zero-Cost” Trip

Occasionally, business travel is conducted at no cost to UA. UA neither directly pays for any travel costs nor issues a travel reimbursement through a Report. This includes self-funded business travel with no reimbursement and travel paid fully by a third party. A Request is still required for the business travel.

1. Create a Request and complete the Header
   a. Enter the name of the external source and the estimated amount they are paying

   ![Table]

<table>
<thead>
<tr>
<th>Are any expenses being paid by an external source?</th>
<th>Name of the external source</th>
<th>Estimated amount to be paid by the external source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully arranged/paid by external source</td>
<td>Self &amp; NASA</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

   b. The funding source in the Header can remain as the default funding on the user’s account since no expenses are added

2. Leave both Segments and Expenses with no information

3. Submit Request for trip approval

4. Once the trip is complete, Close/Inactivate the Request to remove it from the user’s Active Requests (no Report required if no costs paid by UA)