



## Example Post Travel (this is what the order will look like for post travel)

Pending Orders:  Sort:  Date

Order #838878 - Edit Mode [\(View\)](#)

<p><b>Delivery</b> </p> <p><b>Bubba Gump</b>          Phone: 206.616.7812          Direct Deposit: <input checked="" type="checkbox"/></p> <p>Number of Attendees: <b>N/A</b>          Business Purpose: <b>Option 2: Attend Gulf Shrimp Symposium in New Orleans, LA. 11/1/16-11/4/16.</b></p>	<p><b>General Info</b></p> <p>From: <b>Eric Sortun Global</b> <input checked="" type="checkbox"/>  <b>Test Unit of Test Division</b>  <a href="#">(Change Unit)</a>          Date: <b>Oct 18, 2016</b></p> <p><b>Purchasing Agent:</b>  <b>Sarah Pharris - PA</b> <input type="checkbox"/> </p> <p><b>Attachments:</b>  <a href="#">[Attach a file]</a></p>	<p><b>Approvals &amp; Notes</b></p> <p><b>Order Notes:</b>  <a href="#">[Add a Note]</a></p>
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	Product Number Requester	Description	Qty.	Unit Size	Unit Price	Budget(s)	Total Price	
1	Eric Sortun Global <input type="checkbox"/>	Travel Conference <b>Travel: Pre-Authorization</b> <i>Gulf Shrimp Symposium 11/1/16-11/14/16 New Orleans, LA. Airfare \$500; Reg \$99; Lodging \$500; Meals \$250; Car Service \$200; Parking \$100; Misc \$100. Total travel \$1749.</i> Object Code: 04-51	1.00		\$0.00	<b>88-8888</b> (test Budget B)	Sub-total: \$0.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>
2	Eric Sortun Global <input type="checkbox"/>	Travel Conference <b>Travel: Post Travel</b> <i>Gulf Shrimp Symposium 11/1/16-11/14/16 New Orleans, LA. Airfare \$498 CTA123456000001; Reg \$99 XR123456; Lodging \$524; Meals \$250; Car Service \$100; Parking \$100; Misc \$75</i> Object Code: 04-51	1.00		\$1,646.00	<b>88-8888</b> (test Budget B)	Sub-total: \$1,646.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>

[Add a Line Item](#)

<b>Budget Totals</b> 88-8888: \$1,646.00 (100%)	<b>Object Code Totals</b> 04-51: \$1,646.00 (100%)	<b>Budget/Object Code Totals</b> 88-8888/04-51: \$1,646.00 (100%)	<b>Grand Total: \$1,646.00</b>
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**Office Use** 

PO Number  
ER654321

**Options**

Status: Order has been submitted

- [Add a new line item](#)   [Change Vendor](#)
- [Change Owner](#)   [Edit Delivery Information](#)
- [Throwback order](#)   [Edit Office Use Information](#)
- [Attach a File to this order](#)
- [Add a Note to this order](#)
- [Show Order History](#)
- [Print Order](#)
- [Print Receiving Report](#)