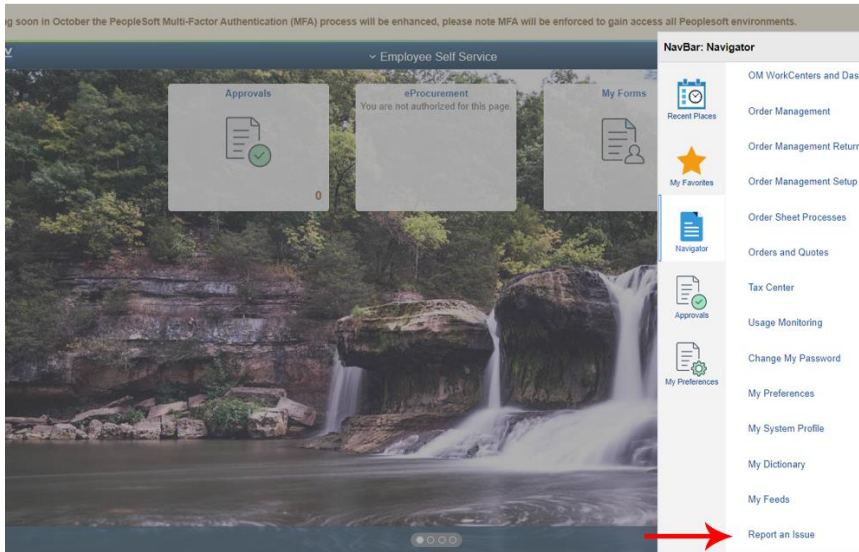# How to Submit the Travel & Expense Configuration Workbook

1. Log in to PeopleSoft. Navigate to and select Report an Issue.

2. On the Report an Issue screen:
   - Select "Travel" from the Module drop down menu
   - Enter "Please assign to IDOA" in the *Briefly Describe Reason for Ticket* field.
   - Enter your business unit and "T&E Workbook" in the *Describe Your Problem in More Detail* field.
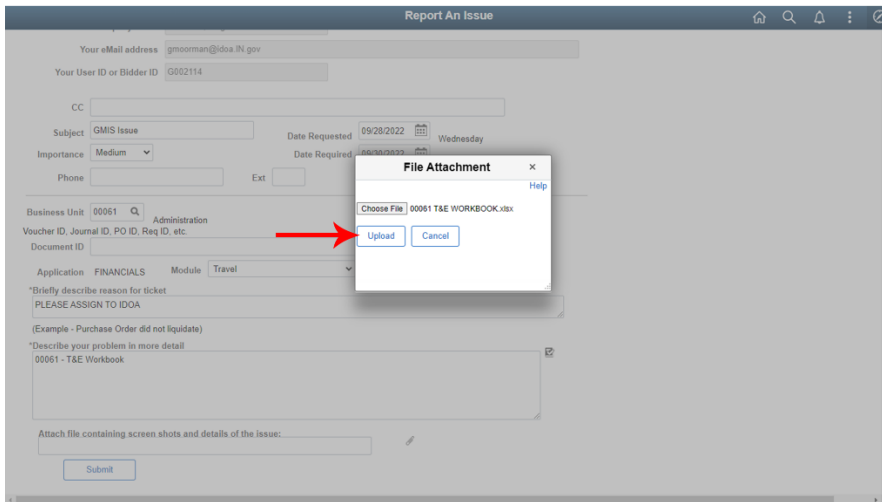   - Click the paperclip icon to upload your workbook.
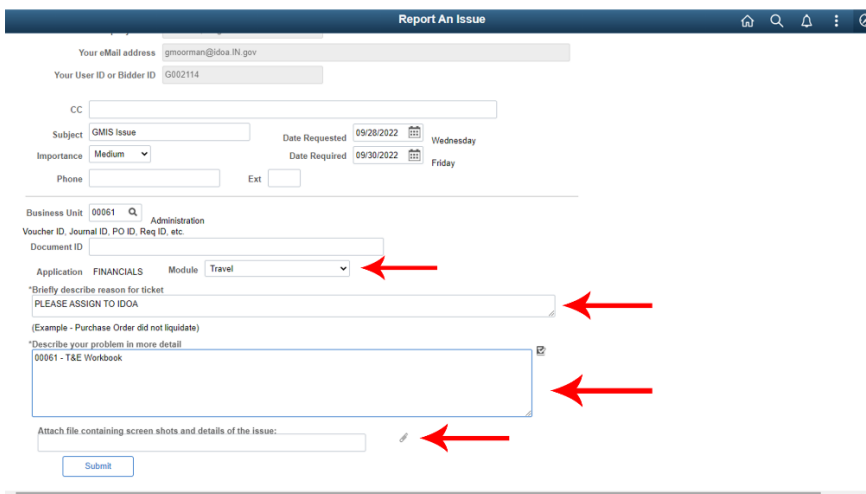
3. In the File Attachment window, click the Choose File button.
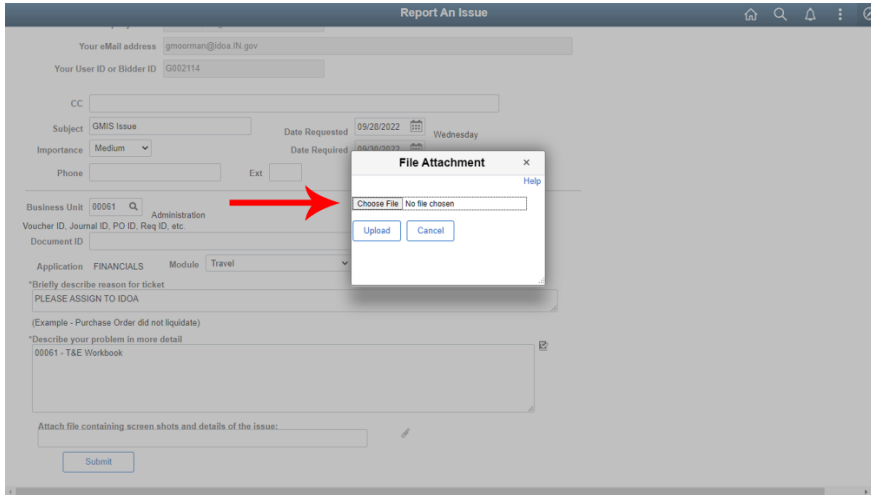
4. Locate and select the workbook file on your device. Then click the Open button.
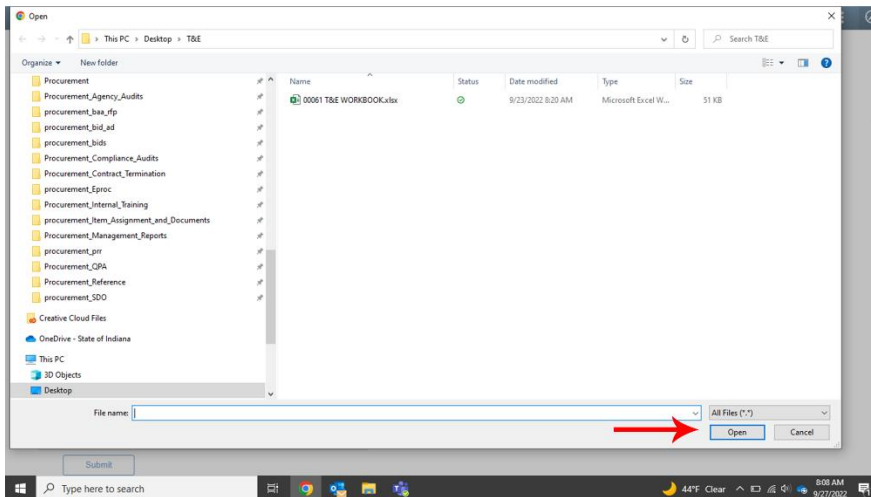
5. Click the Upload button.

6. The file is now uploaded on the Report an Issue screen. Click the Submit button. Your ticket is now submitted. You will receive an email confirmation.