

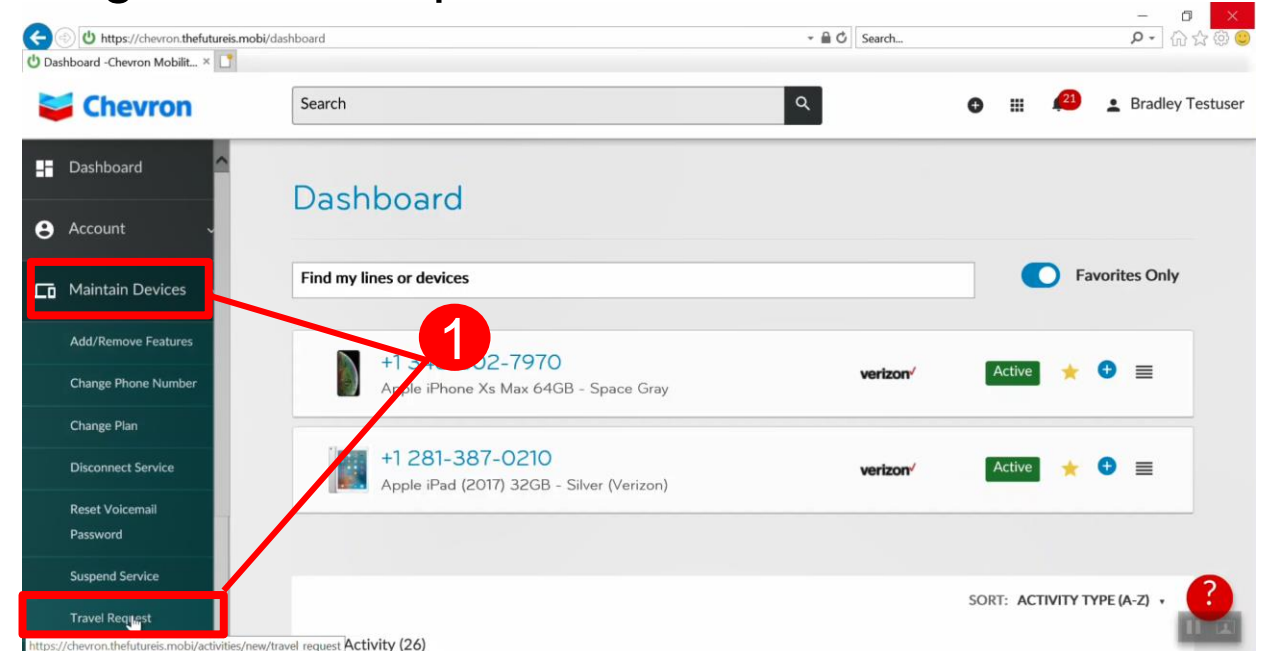


# **submit a travel request quick reference guide (QRG)**

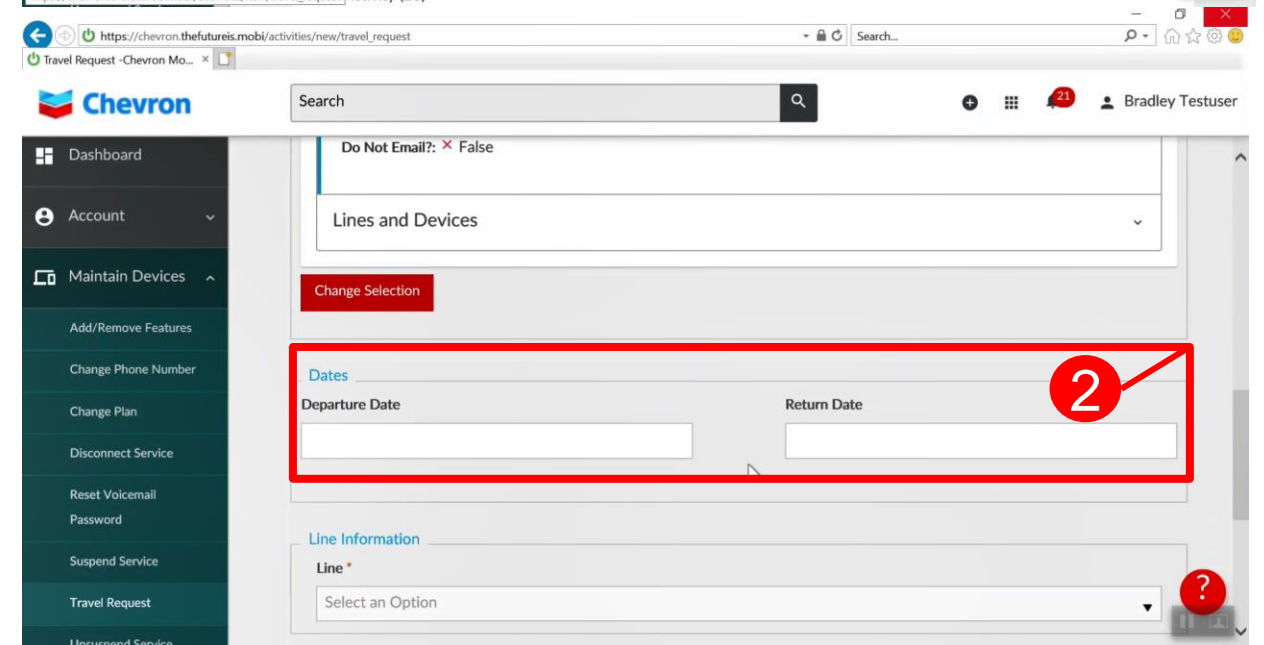
# tangoe mobile submit a travel request

This quick reference guide will walk you through submitting a travel request.

1. Click on **Maintain Devices > Travel Request** from the sidebar navigation. This will take you to the **New Activity** page.



2. Scroll to the **Dates** section and enter your Departure and Return dates.



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3. In the **Line Information** section, select which line this travel request applies to. In the **Comments** section, enter which location you are traveling to.

Line Information

Line \*

Select an Option

Comments

Travel Notes \*

Please tell us the location(s) you are traveling to.

4. Click **Continue**.

Line Information

Line \*

+1 281-387-0210 (Verizon United States)

Comments

Travel Notes \*

I am traveling to London for a conference.

Please tell us the location(s) you are traveling to.

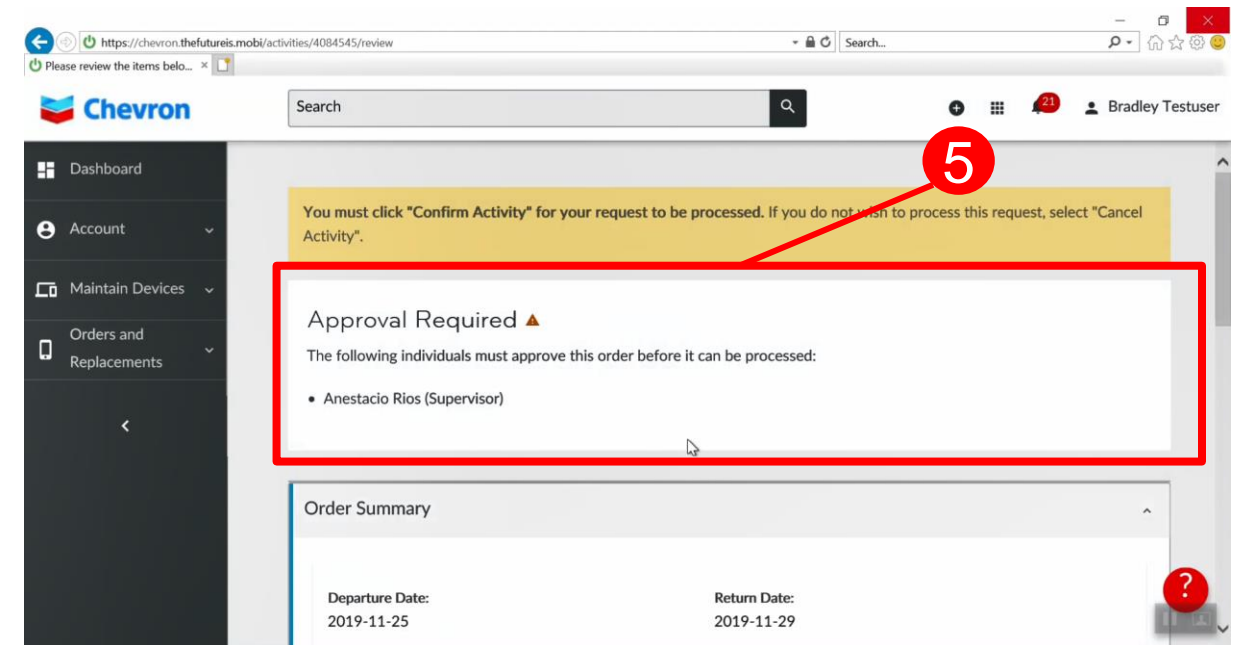
\* Indicates required field

Continue Cancel



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5. This will bring you to the *Order Summary* page. It notifies you that approval is required, and lets you know who needs to approve this request. Scroll down to review the page and check for accuracy.



6. Click **Confirm Activity** to confirm this request. This sends a notification to your supervisor or mobile administrator for approval.

