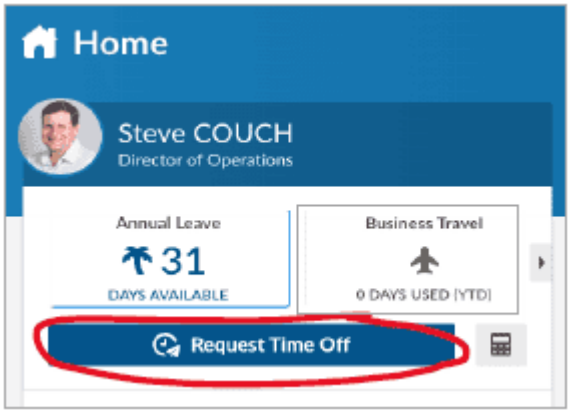
Requesting Business Travel in BambooHR

Human Resources · https://www.apni.net/Knowledgebase-APNI/requesting-business-travel-in-bamboohr/

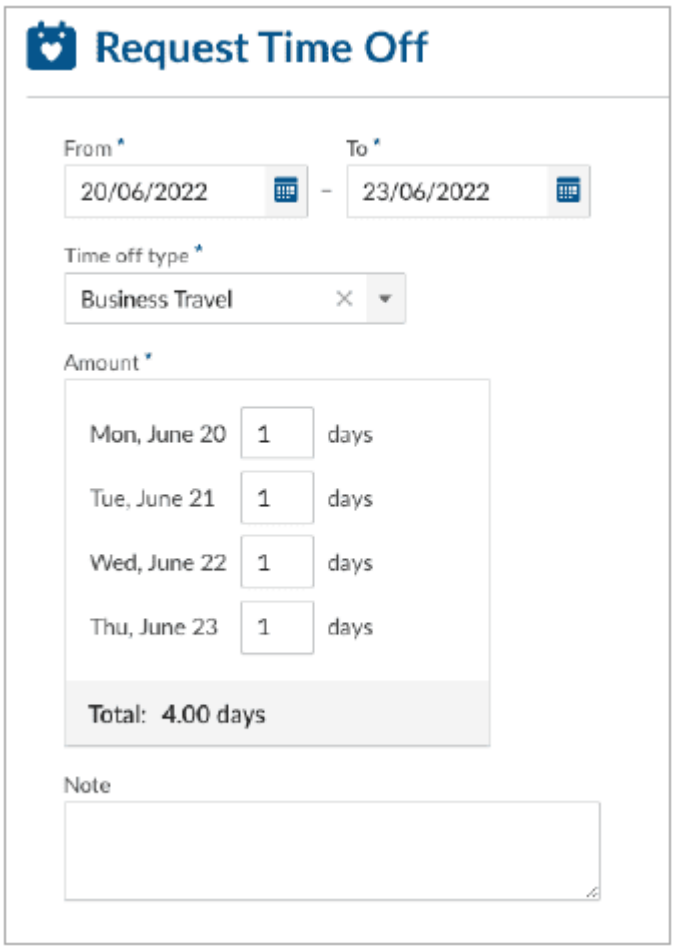
Step 1: Click on the “Request Time Off” link on your home page.



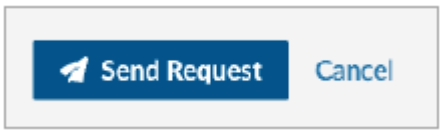
Note that while you are requesting “Time Off” for Business Travel, it is NOT counting as “off” time. BambooHR only has this module (the Time Off module) within their system for this procedure to be housed.

Step 2: Fill out the start date and return date of the travel. Choose “Business Travel” as the type.

Use the Note field to briefly explain the purpose of the trip.



Step 3: Submit your request by the “Send Request” button



The request will be routed automatically to your supervisor for approval. Once you have confirmation that the request is approved, you should file your Mission Order.