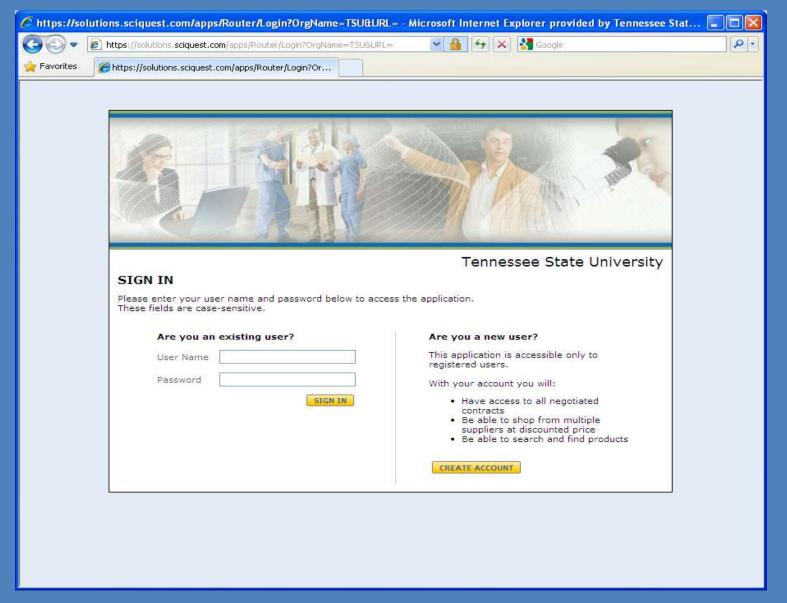
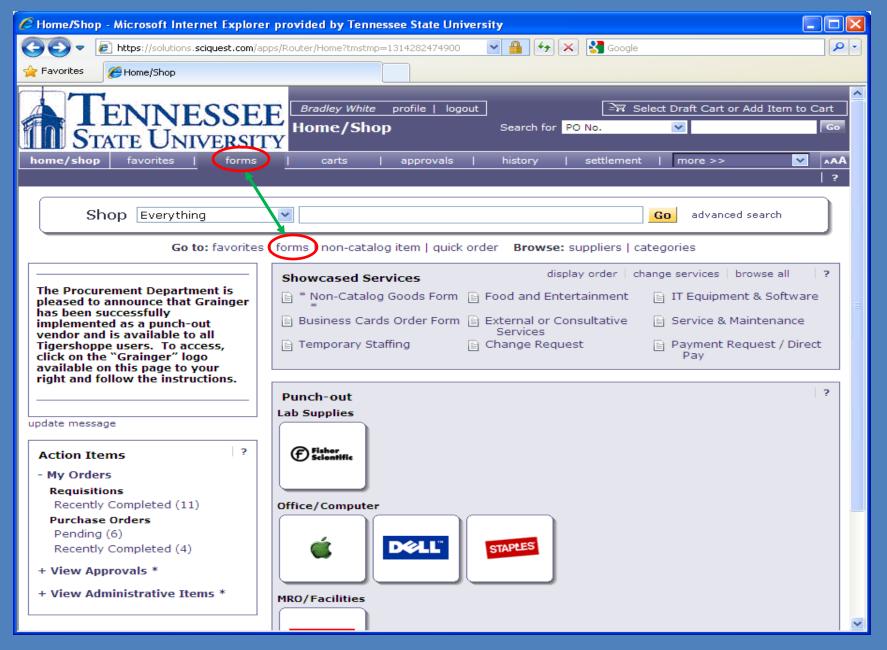
Log In to SciQuest



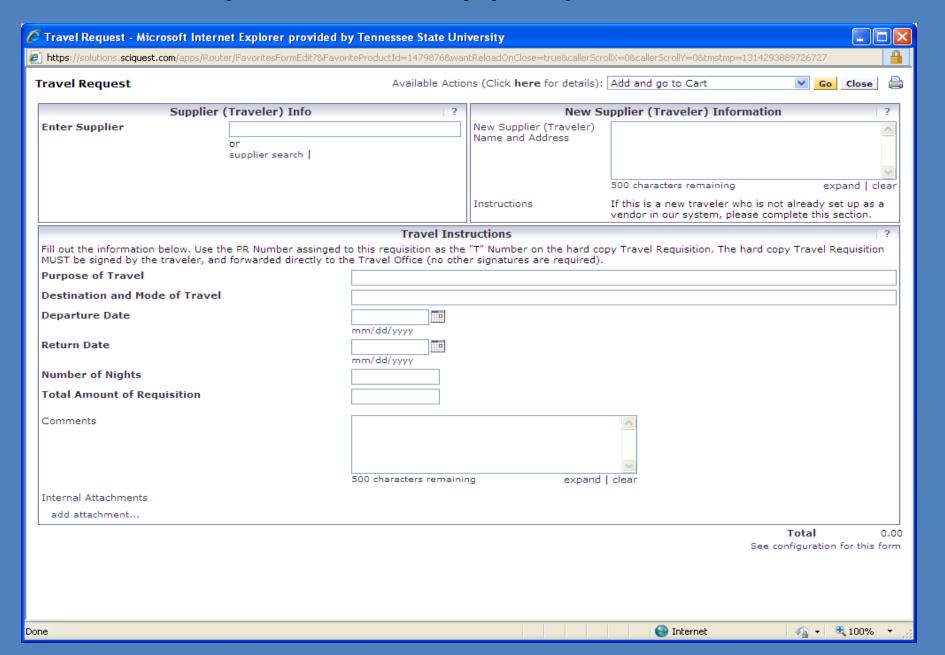
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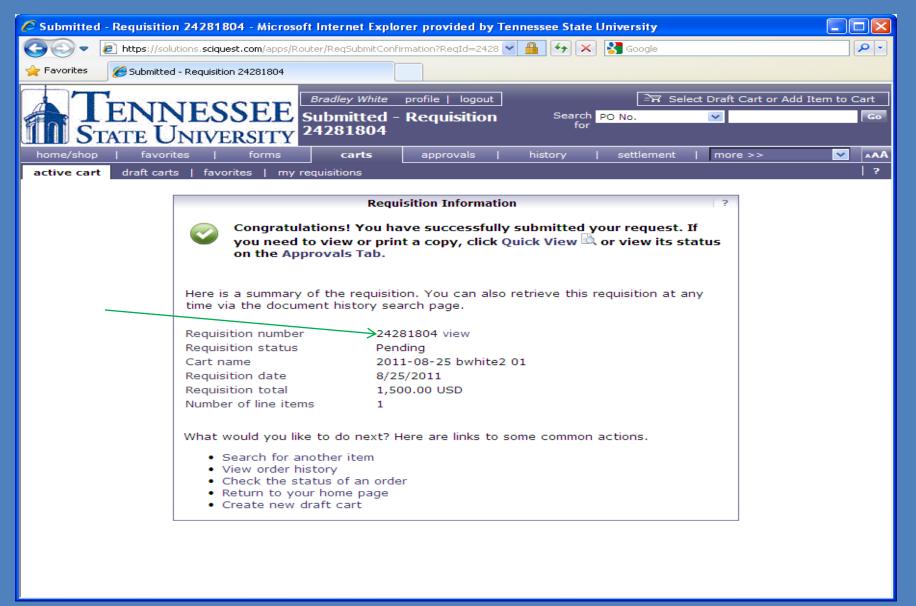
Scroll Down to the Appropriate Travel Form



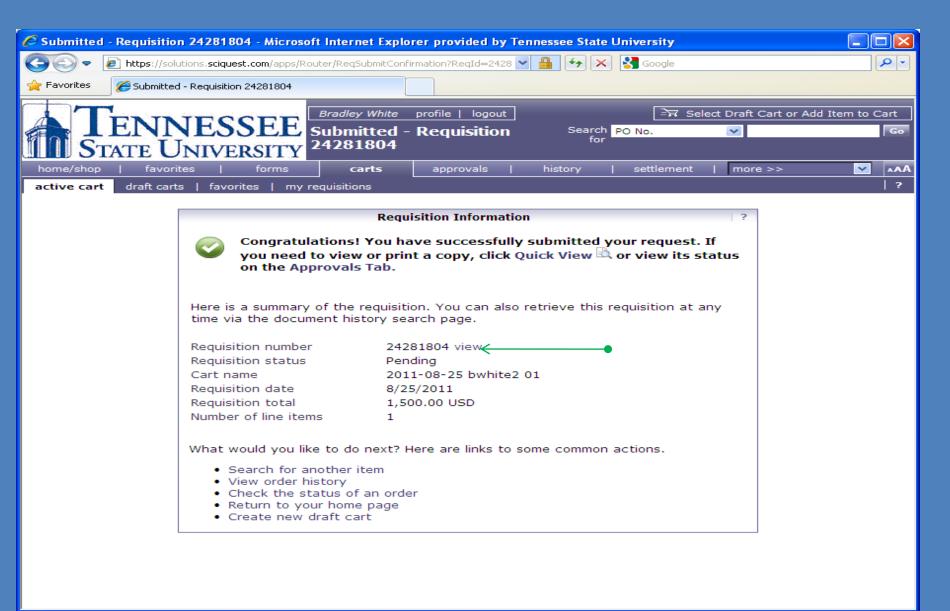
Complete the Appropriate Form



Use the SciQuest PR Number as your Travel Requisition Number



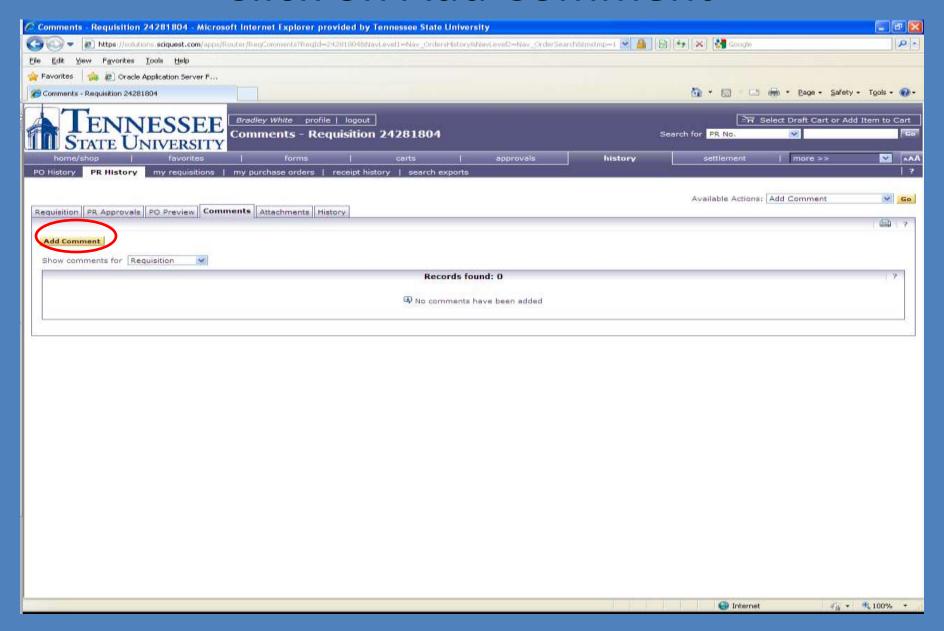
Click on the PR Number or View



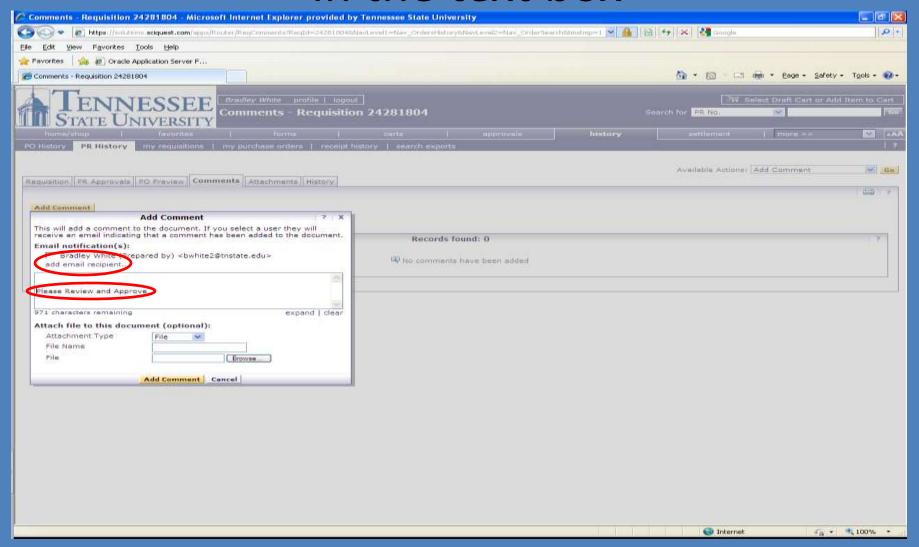
Click on Comments

Summary - Requisition 24281804 - Microsoft Internet Explo	orer provided by Tennessee State University		
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Other Information

- There is no need to attach copies of the SciQuest generated PR to the hard copy.
- Attachments are NOT required but may be submitted if you choose.
- The hard copy Travel Requisition should be signed by only the traveler, and submitted to the Travel Office with all supporting documents attached.