

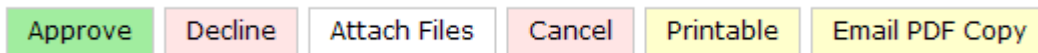
## Attaching Documents

Financial Services are pleased to advise that an enhancement has been made to the TBT which will allow co-ordinators and approvers the ability to attach documents, associated to a travel request, to the booking page.

Users will note the addition of a new icon, as below to the tool bar located at the bottom of the booking page.

You may now attach a document by following the process:

**Step 1** - Click on the “**Attach Files**” icon – located on the bottom tool bar on the booking page; you will then be automatically directed to the **Document history page**, shown below.



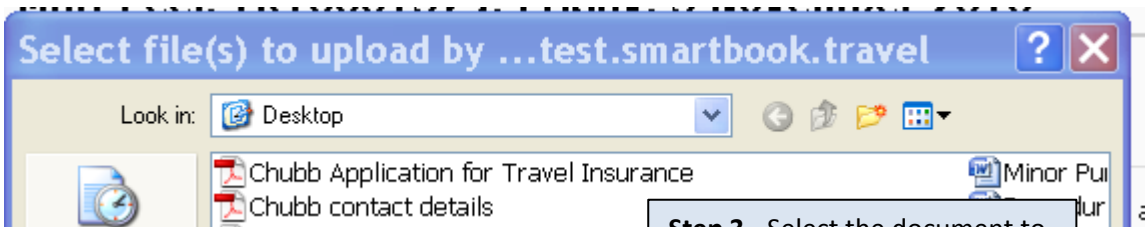
[« Back to queue](#)

### Current Attachments

No files have been attached to this booking yet.

[+ Add a new attachment](#)

**Step 2** - Click the “**Add a new attachment**” to display your browser



**Step 3** - Select the document to be attached

[+ Add a new attachment](#)

### Upload Queue

[✓ Chubb Application for Travel Insurance.pdf](#)

The following notation will appear to confirm your document has been attached

If you would like further guidance or assistance with this or any other matter relating to travel, please do not hesitate to contact your Supply Chain Support staff.