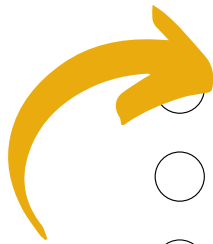


Travel Requests: **Creating Travel Requests**

Welcome to our introductory training on creating travel requests in Concur.

Before Travel To Do List



- ☐ Submit travel request _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

A travel request must be submitted and approved for university travel before the travel takes place,

Request/Trip Purpose *

3) Research

5) Faculty Led Study Abroad

6) Student or Faculty Recruiting

7) Donor/Alumni Relations

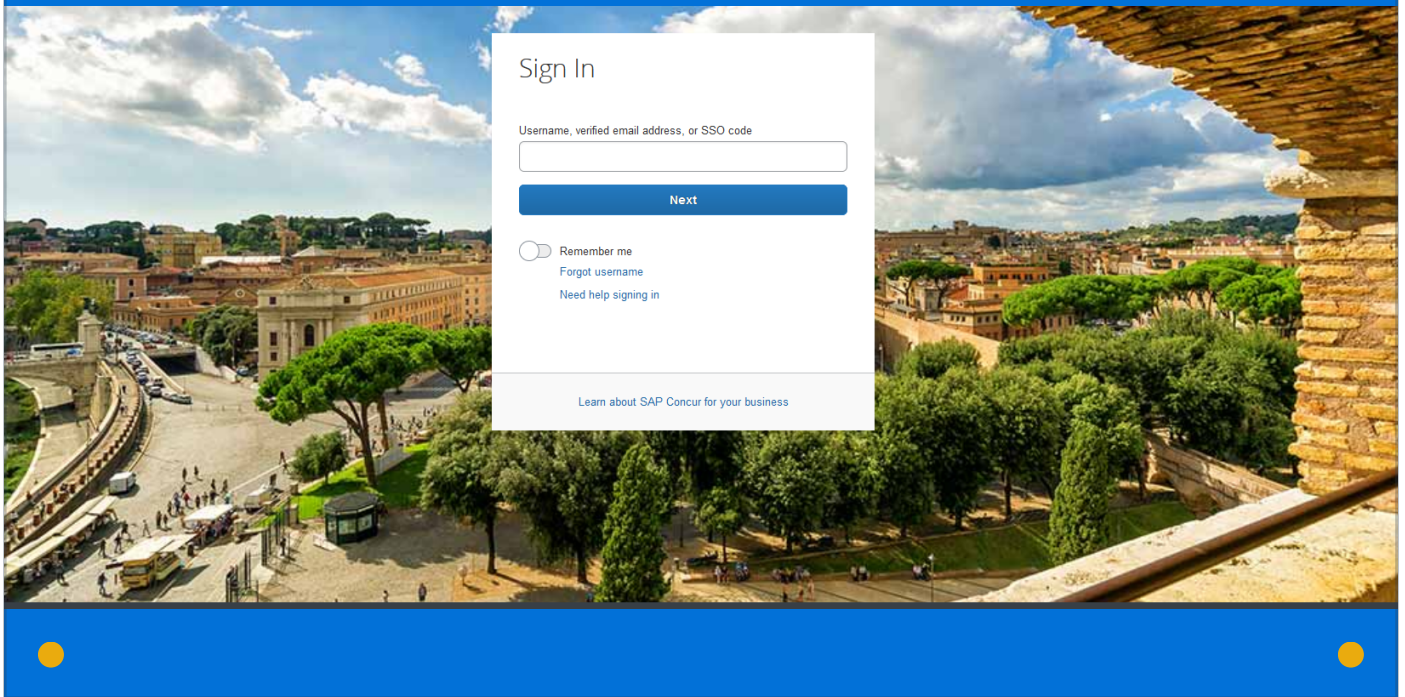
8) In-State Mileage (Parking/Tolls)

9) Other

8) In-State Mileage


request

with the exception that no request is required for monthly in-state mileage travel.




To begin the process of completing a travel request, log in to Concur.

SAP Concur



SAP Concur

Home



+

Start a Request

+

Start a Report

02

Required Approvals

00

Authorization Requests

00

Available Expenses

00

Open Reports

Company Notes

Deployment Toolkit

You can access the deployment toolkit using this link .

Concur Training Toolkit

This link will provide information to utilise the Concur Expense System.

My Tasks

02

Required Approvals

Nick T. | Europe Travel Request

\$3,000.00 — Travel

Stacy T. | Red Stapler


\$15.00 — Expense

→

00

Available Expenses

You currently have no available expenses.




→

00

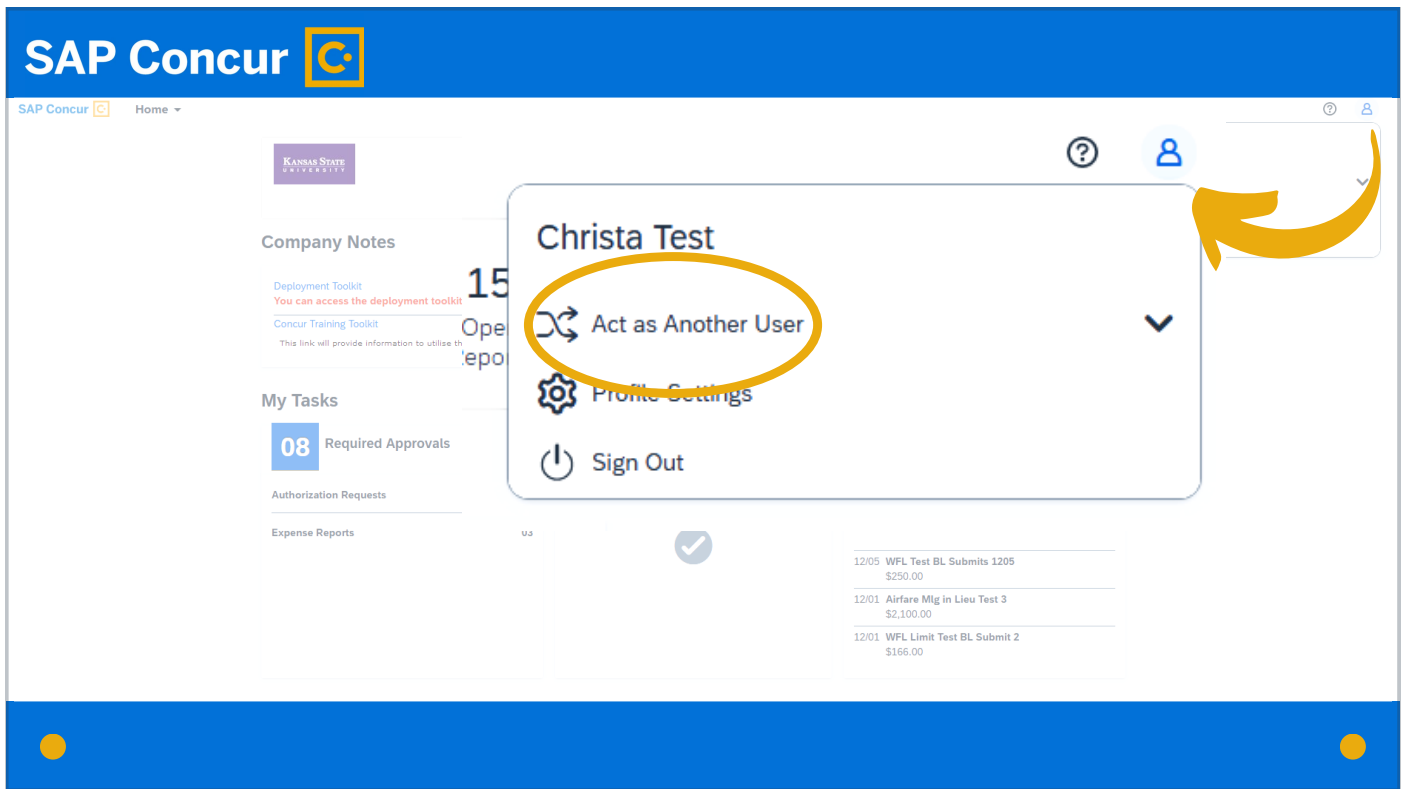
Open Reports

You currently have no open reports.




→

The log-in process takes you to your personal profile. If you are the traveler, this is the profile you want to use.




If you are a delegate acting on behalf of a traveler, you want to switch to that traveler's profile. Instructions on how to do this are provided in our Delegates training video.

SAP Concur



SAP Concur

Home



+Start a Request

+Start a Report

02Required Approvals

00Authorization Requests

00Available Expenses

00Open Reports

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02Required Approvals

Nick T. | Europe Travel Request


\$3,000.00 — Travel

Stacy T. | Red Stapler

\$15.00 — Expense


00Available Expenses

You currently have no available expenses.



00Open Reports

You currently have no open reports.



You are now ready to create the request. Click on Start a Request.

Video: Creating Travel Requests

Page 7 of 28

TE

Y

Create New Request

* Required field

Request Policy *
*Domestic Travel Request

Request/Trip Name *
Request/Trip Start Date *
MM/DD/YYYY

Request/Trip Purpose *
None Selected

Trip Type *
None Selected

Destination City *
Destination Country *
Search by Country/Region

Does this trip include personal travel? *
None Selected

Personal Dates of Travel


Additional Information


Comments To/From Approvers/Processors

Cancel Create Request

Terminology:
request header

Concur refers to the details on this screen as the request header.

SAP Concur 

SAP Concur  Requests ▾

[Manage Requests](#)

September Conference \$391.48

Pending Travel Request for Approval | Request ID: 336K

[Request Details ▾](#) [Print/Share ▾](#) [Attachments ▾](#)

[Request](#)
[Request Header](#)
[Request Timeline](#)
[Audit Trail](#)

EXPENSES

[Details↓↑](#)

[Travel & Conference Registration](#)

[Personal Car Mileage](#) Manhattan, KS, USA - El Dorado, KS 67042, USA

You can always get back to the request header screen to view or edit it under the Request Details dropdown menu.

SAP Concur

Create New Request

Request Policy *

*Domestic Travel Request

Request/Trip Name *

Request/Trip Purpose *

None Selected

Destination City *

Request/Trip End Date *

MM/DD/YYYY

Does this trip include personal travel? *

None Selected

Traveler Type *

None Selected

Comments To/From Approvers/Processors

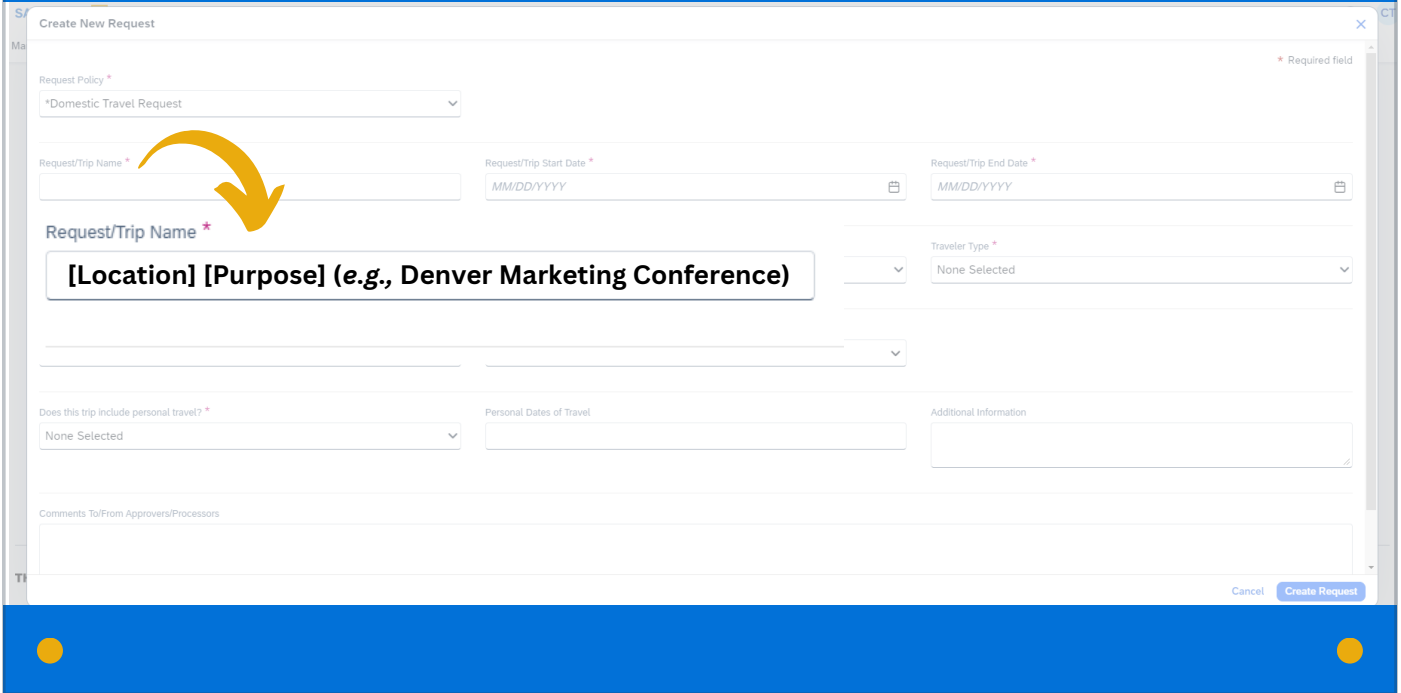
* Required field

* Required field

Cancel


Create Request

All fields on the header marked with a red asterisk are required fields. Fill them out with the trip details applicable to the travel you are requesting.



Create New Request

Request Policy *
*Domestic Travel Request

Request/Trip Name *  Request/Trip Start Date * MM/DD/YYYY Request/Trip End Date * MM/DD/YYYY

Request/Trip Name *
[Location] [Purpose] (e.g., Denver Marketing Conference)

Traveler Type *
None Selected

Does this trip include personal travel? *
None Selected

Personal Dates of Travel

Additional Information

Comments To/From Approvers/Processors

Cancel Create Request

For the Request/Trip Name, the name should clearly identify the location and purpose of the trip you are making.

Create New Request

* Required field

Request Policy *
*Domestic Travel Request

Request/Trip Name *
Request/Trip Start Date *
MM/DD/YYYY
Request/Trip End Date *
MM/DD/YYYY

Request/Trip Purpose *
None Selected
Trip Type *
None Selected
Traveler Type *
None Selected

Destination City *
Destination Country *
Do Not Select

Destination City *
primary destination

Additional Information

Comments To/From Approvers/Processors

Cancel Create Request

The Destination City field is the primary destination of your travel—the location of the main purpose of your travel.

Create New Request

* Required field

Request Policy *
*Domestic Travel Request

Request/Trip Name *
Request/Trip Start Date *
MM/DD/YYYY
Request/Trip End Date *
MM/DD/YYYY

Request/Trip Purpose *
None Selected
Trip Type *
None Selected
Traveler Type *
None Selected

Destination City *
Destination Country *
Search by Country/Region

Does this trip include personal travel? *
None Selected

Personal Dates of Travel

Additional Information

Comments To/From Approvers/Processors

Cancel Create Request

The Personal Dates of Travel field is a free-text field.

Create New Request

Request Policy *

*Domestic Travel Request

Request/Trip Name *

Request/Trip Start Date *

MM/DD/YYYY

Request/Trip End Date *

MM/DD/YYYY

Request/Trip Purpose *

None Selected

Trip Type *

None Selected

Traveler Type *

None Selected

Destination City *

Destination Country *

Search by Country/Region

Does this trip include personal travel? *

None Selected

Personal Dates of Travel

10/27/2023

Additional Information

Comments To/From Approvers/Processors

Cancel

Create Request

This allows you to enter a single date,

Create New Request

* Required field

Request Policy *
 *Domestic Travel Request

Request/Trip Name *
 Request/Trip Start Date *
 MM/DD/YYYY

Request/Trip End Date *
 MM/DD/YYYY

Request/Trip Purpose *
 None Selected

Trip Type *
 None Selected

Traveler Type *
 None Selected

Destination City *
 Destination Country *
 Search by Country/Region

Does this trip include personal travel? *
 None Selected

Personal Dates of Travel

Additional Information

Comments To/From Approvers/Processors

October 26-27, 2023

Cancel Create Request

a range of dates

Create New Request

Request Policy *

*Domestic Travel Request

Request/Trip Name *

Request/Trip Start Date *

MM/DD/YYYY

Request/Trip End Date *

MM/DD/YYYY

Request/Trip Purpose *

None Selected

Trip Type *

None Selected

Traveler Type *

None Selected

Destination City *

Destination Country *

Search by Country/Region

Does this trip include personal travel? *

None Selected

Personal Dates of Travel

10/25/2023, 10/27/2023

Additional Information

Comments To/From Approvers/Processors

Cancel

Create Request

or multiple individual dates as needed.

Create New Request

Request Policy *
 *Domestic Travel Request

Request/Trip Name *
 September Conference

Request/Trip Start Date *
 09/25/2023

Request/Trip End Date *
 09/25/2023

Request/Trip Purpose *
 1) Conference Attendee

Trip Type *
 2) In-State

Traveler Type *
 2) Staff

Destination City *
 El Dorado, Kansas

Destination Country *
 UNITED STATES (US)

Does this trip include personal travel? *
 No

Personal Dates of Travel

Additional Information

Comments To/From Approvers/Processors

Cancel **Create Request**

When all required fields—and any additional fields if necessary—are complete, click the Create Request button in the bottom right corner.

Manage Requests

September Conference

Not Submitted | Request ID: 336K

[Request Details ▾](#)

[Print/Share ▾](#)

[Attachments ▾](#)

[Manage Travel Allowance ▾](#)

EXPECTED EXPENSES

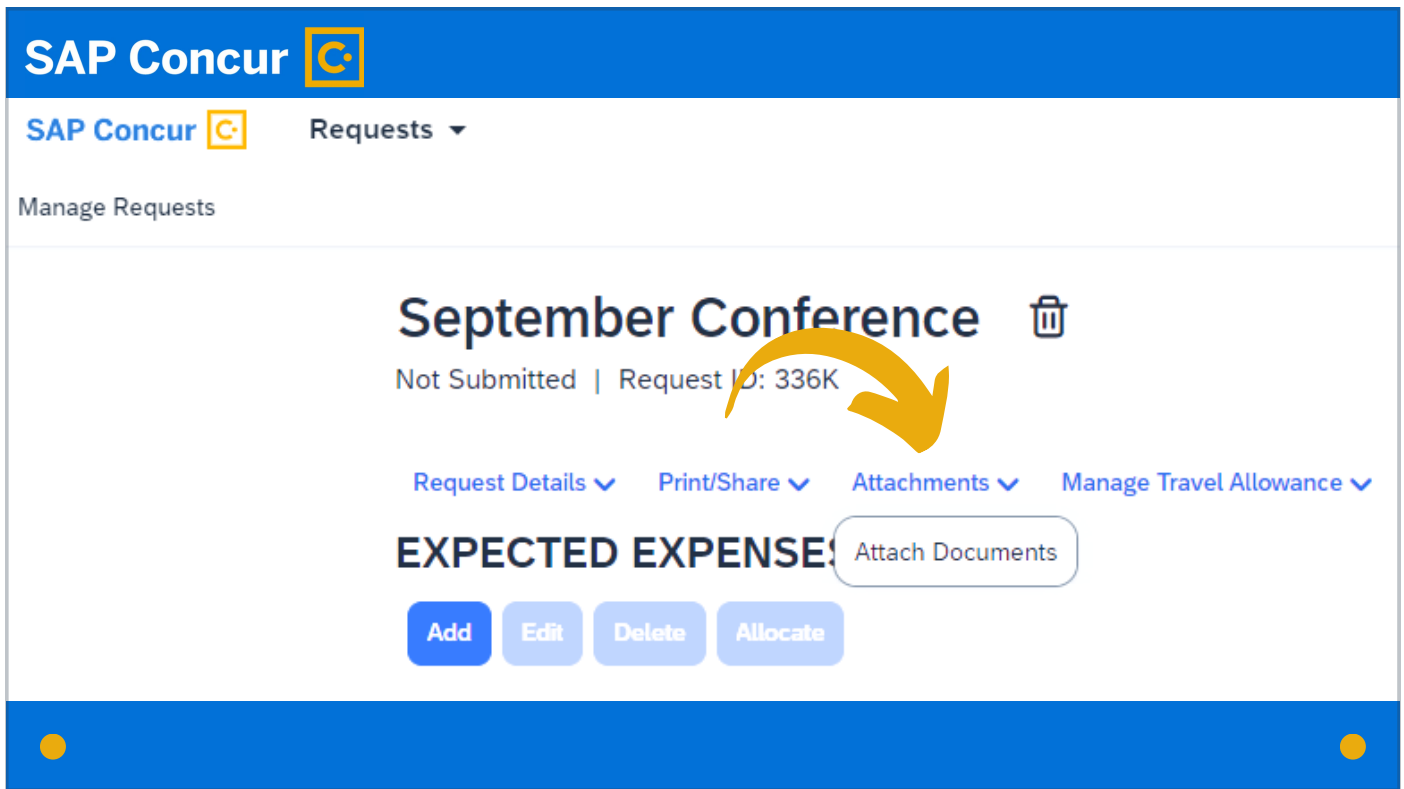
Add

Edit

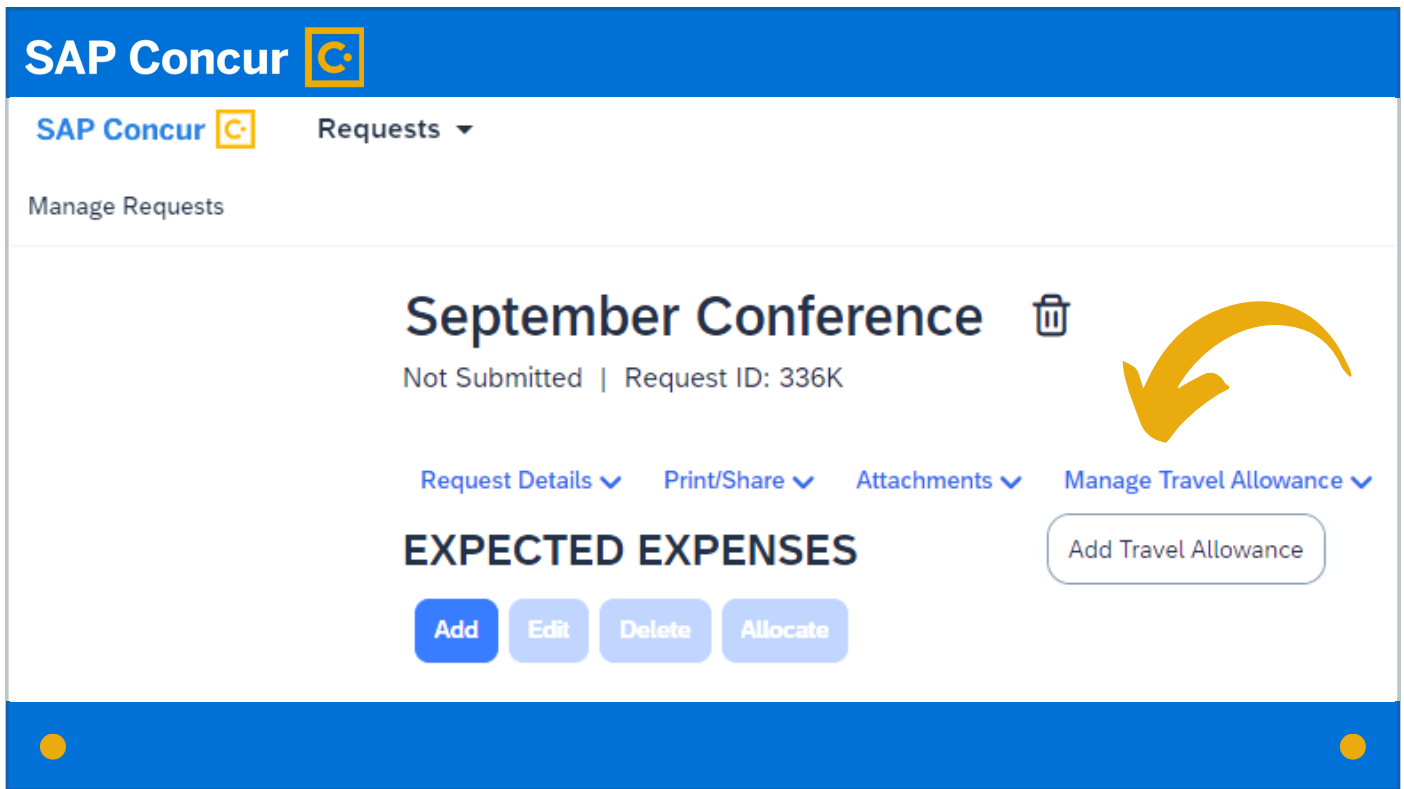
Delete

Allocate

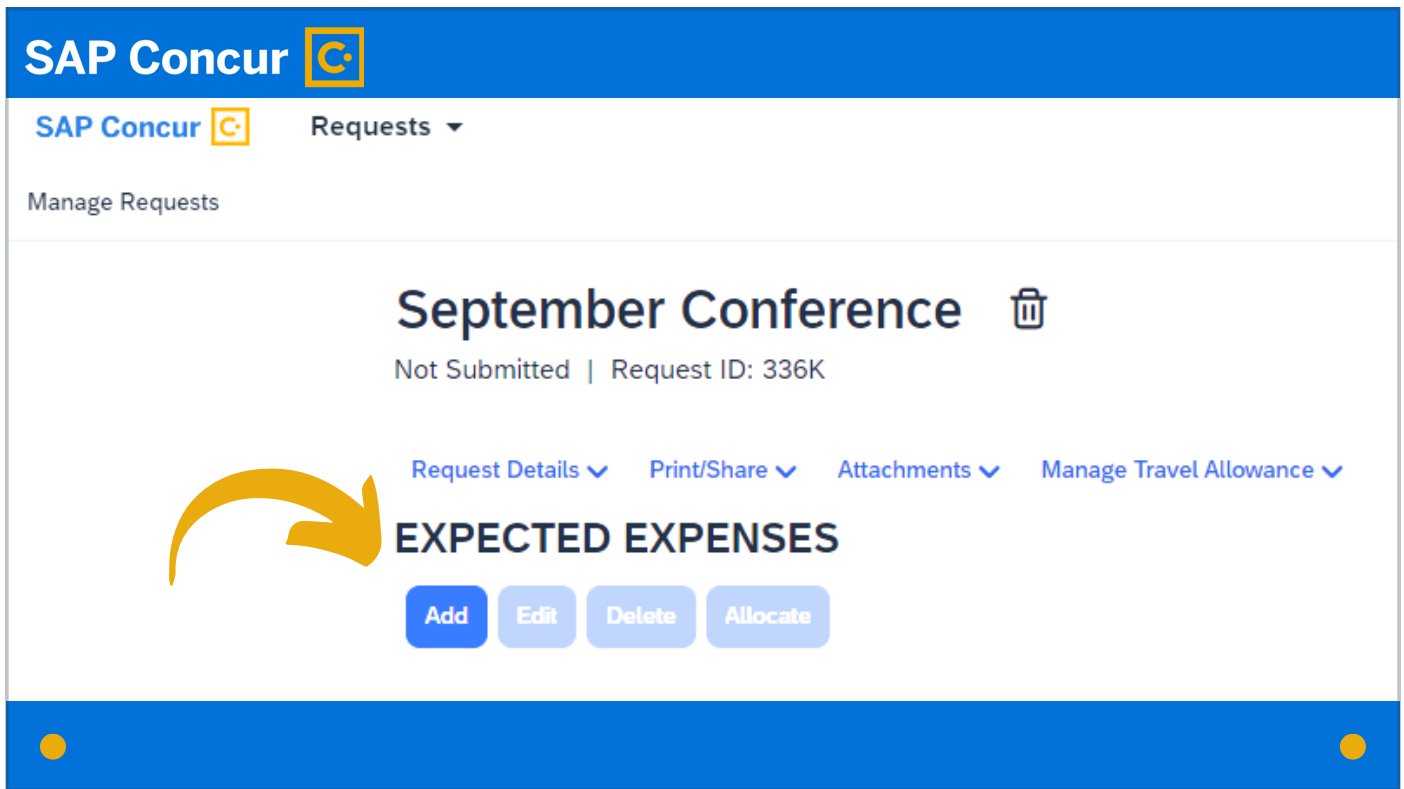
A new screen will appear that will allow you to manage the request.



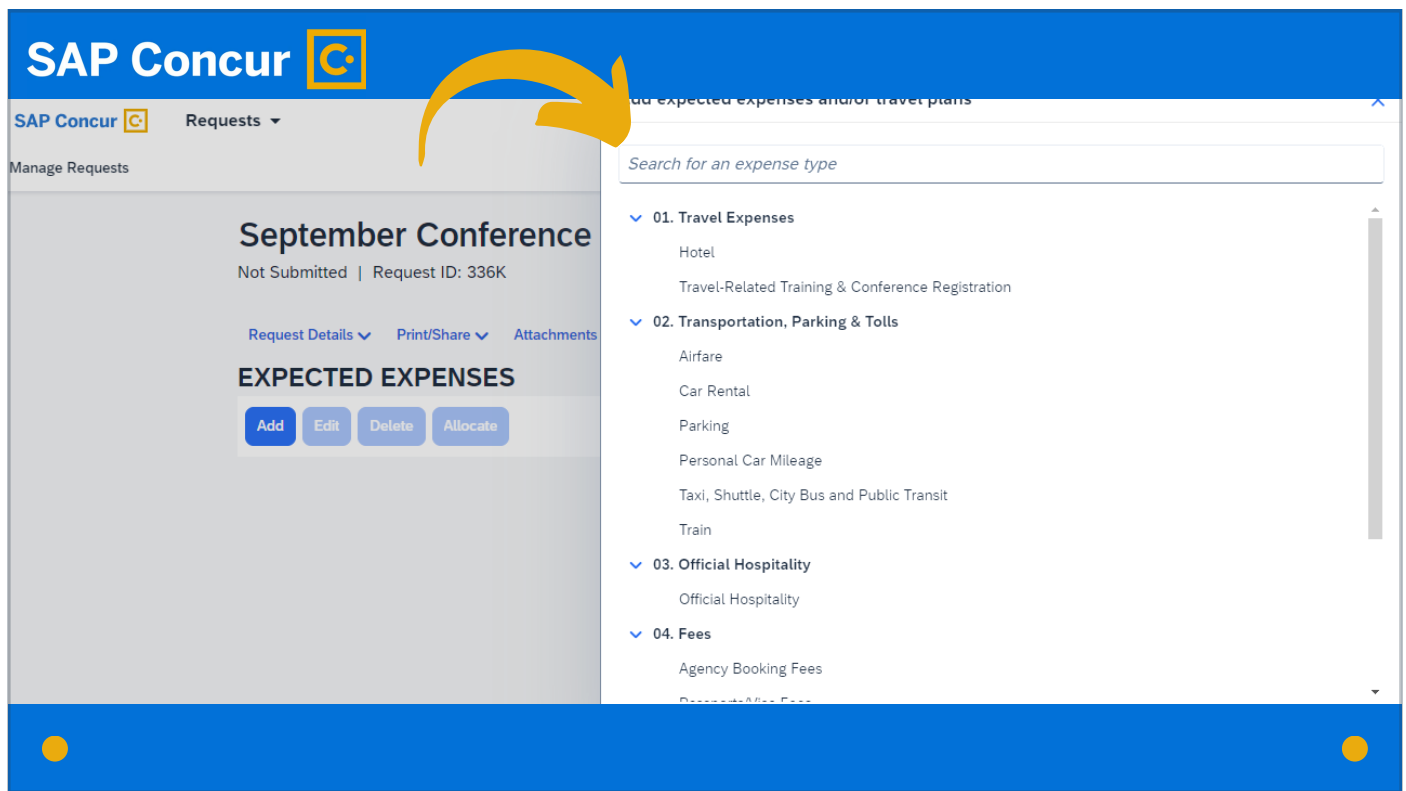
From this screen, you can attach documents pertaining to the travel request if necessary, such as a conference agenda or the International Travel Registration, etc.



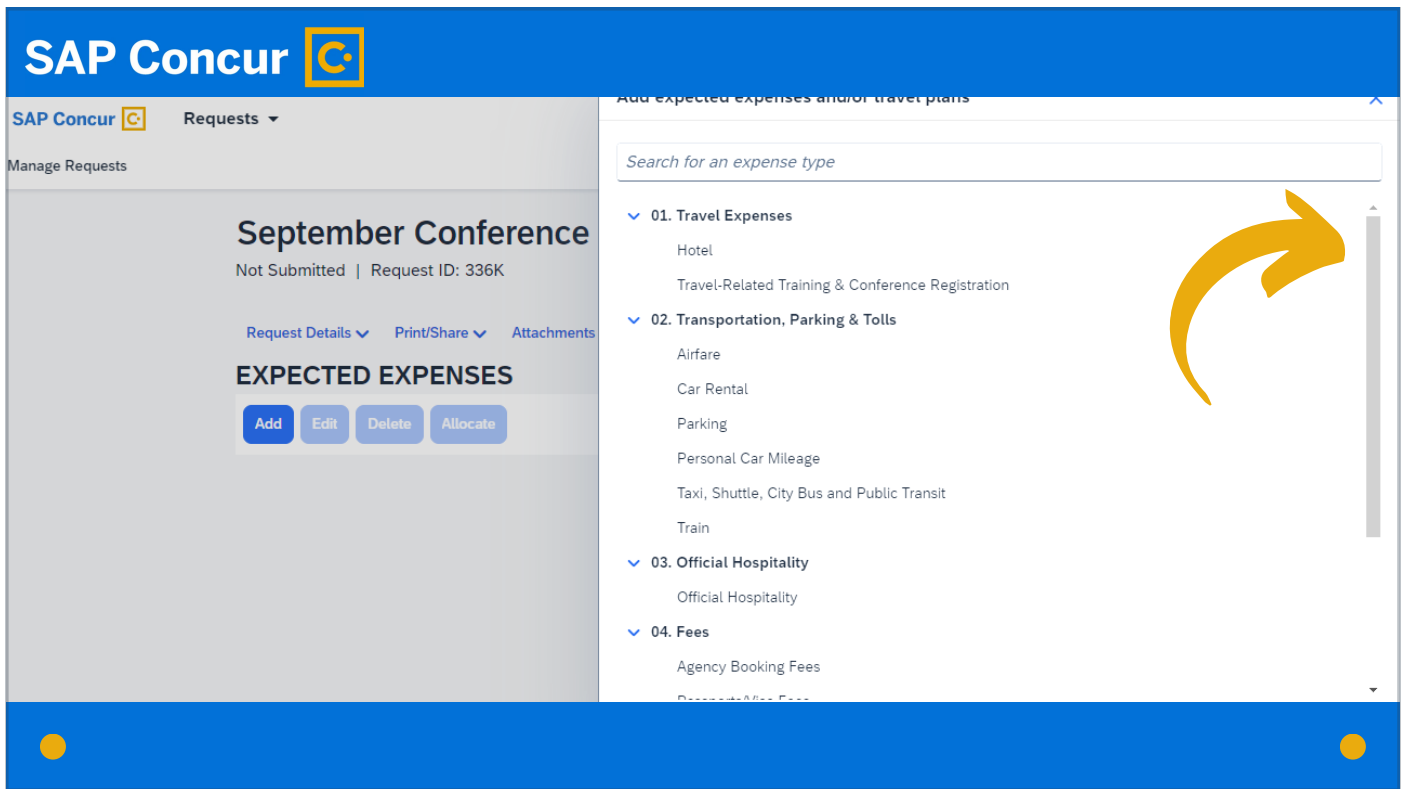
You can also add travel allowances by clicking the Manage Travel Allowance dropdown menu and selecting Add Travel Allowance.



And you can add expected expenses to the travel request by clicking the Add button.



A screen will appear allowing you to search for the type of expense you wish to add.



You can also scroll through the list of available expense types using the scroll bar on the right.

New Expense: Travel-Related Training & Conference Registration \$250.00

Cancel

Save

10/22/2023

 Allocate

Request/Trip Start Date

10/22/2023

Request/Trip End Date

10/28/2023

Transaction Amount *

250.00

Currency *

US, Dollar



Comment

Once you click on an expense type, a screen will appear with fields pertaining to that expense type. Fill in all required fields (marked with the red asterisk) and any additional fields that apply.

Manage Requests

New Expense:

10/22/2023

 Allocate

Request/Trip Start Date

10/22/2023

Transaction Amount *

250.00



Training Tip! Expenses on travel requests are expected expenses only and do not have to be exact.

Manage Requests



Travel-Related Training & Conference Registration \$250.00

[Cancel](#) [Save](#)

10/22/2023

 Allocate

Request/Trip Start Date

10/22/2023

Request/Trip End Date

10/28/2023

Transaction Amount *

250.00

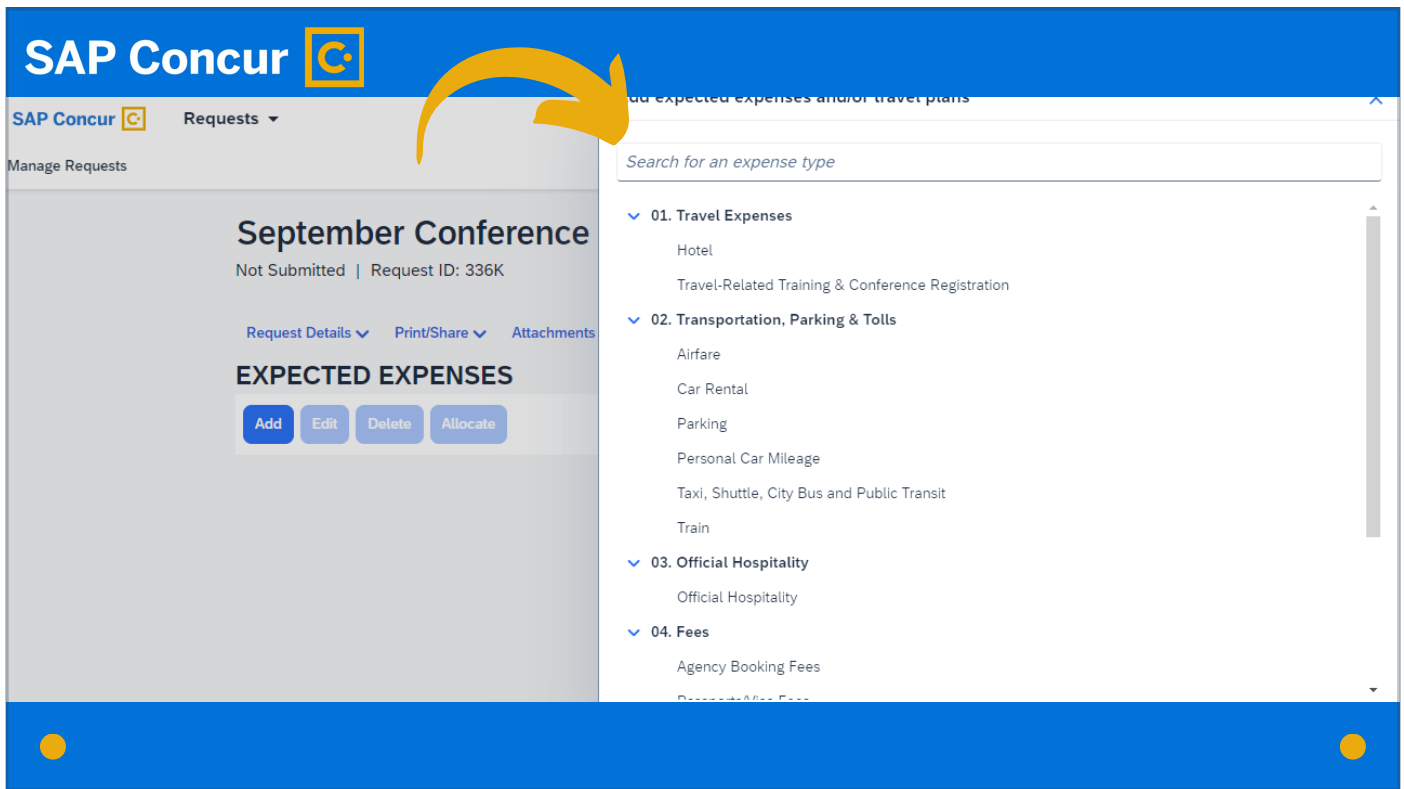
Currency *

US, Dollar

Comment



When the expense details are complete, click Save.



If there are other expenses associated with the travel request, search for those and repeat the steps to provide required data.