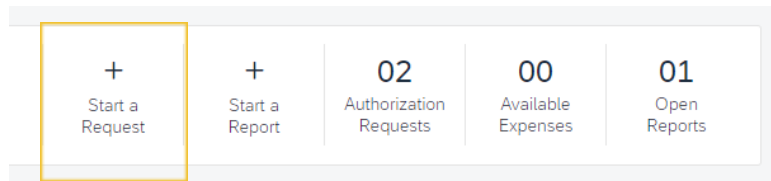


How to Create and Submit a Travel Request

Using Concur, you can submit a travel authorization request with your anticipated travel expenses which will then route to your supervisor for approval.

Step 1:

To create a request, using the quick task bar select **Start a Request**



Step 2:

On the Create New Request page, complete the required fields as marked by a red asterisk.

A screenshot of the 'Create New Request' form in SAP Concur. The form includes several fields with red asterisks indicating they are required: Request Policy, Request/Trip Name, Travel Start Date, Travel End Date, Traveler Type, Trip Purpose, Personal Dates of Travel, Destination City/State, Final Destination Country, Business Unit, Fund, Department, Class, and Project. The Business Unit is set to '(SDCMP) San Diego State'.

Step 3:

Once completed, select **Create Request**

A close-up screenshot of the bottom of the 'Create New Request' form. It shows the 'Program' dropdown menu and the 'Create Request' button, which is highlighted with a yellow box. The 'Cancel' button is also visible.

Step 4:

Once created, add expenses to the request by selecting **Add**

EXPECTED EXPENSES

Step 5:

Select the most appropriate expense type from the list

For example, **Hotel Reservation** for lodging expenses

Add expected expenses and/or travel plans

Search for an expense type

- 01. Travel Expenses
 - Hotel Reservation
 - Incidentals
- 02. Personal Car Mileage
- 03. Transportation
 - Air Ticket
 - Car Rental
 - Ground Transportation
 - Parking/Tolls
 - Railway Ticket
- 04a. Meal & Incidentals Per Diem
- 04b. Meals - Domestic- (Travel prior to 1-1-24)
- 05. Hospitality
 - Hospitality

Step 6:

On the new expense screen, complete the fields as needed

New Expense: Hotel Reservation Cancel Save

* Required field

Check-In
 Travel Start Date: 04/03/2024
 City:

Check-Out
 Travel End Date: 04/05/2024

Comment:

Maximum Nightly Rate: \$ Over Rate Comment:

Amount: Currency: US, Dollar

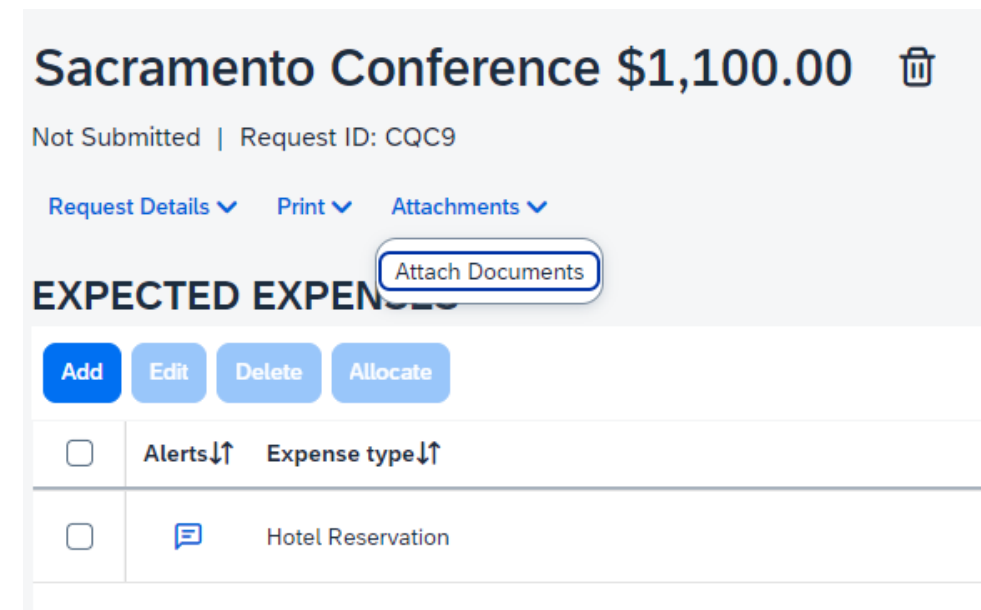
Step 7:

Once you've entered in all the information, click **Save**



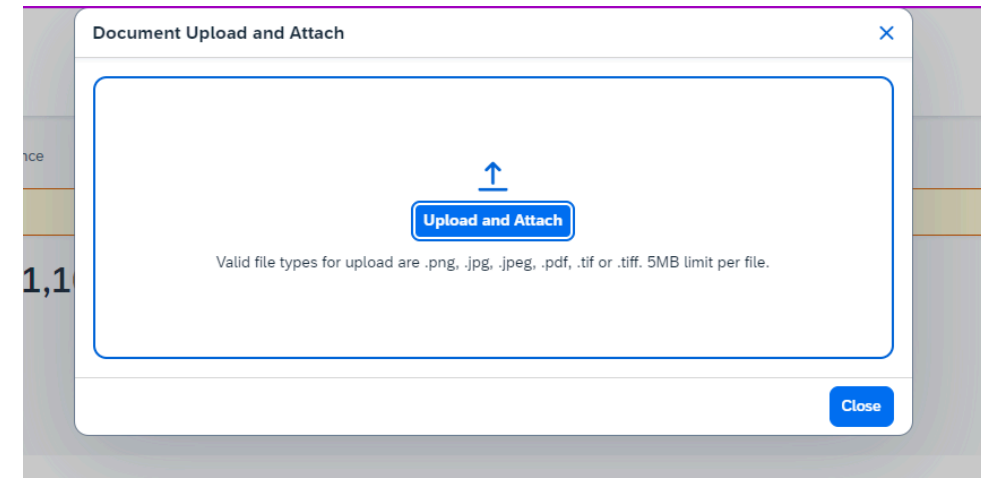
Step 8:

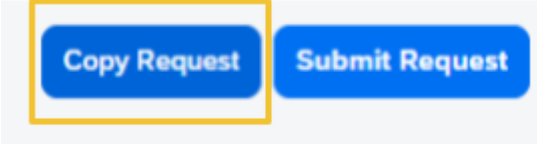
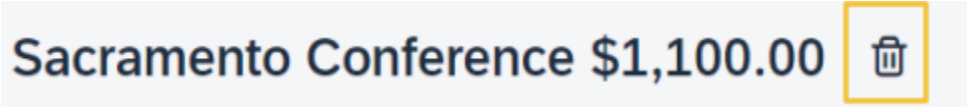
Attach any trip documents you may need for your approver's review by clicking the **Attachments** dropdown



Step 9:

Click **Upload and Attach**. You can now view or manage attachments under the same **Attachments** dropdown



<p><u>Step 10:</u></p> <p>If you would like to copy the request for similar travel, select Copy Request</p>	
<p><u>Step 11:</u></p> <p>If you want to delete the request, click the trash can icon to the right of the request title</p>	
<p><u>Step 12:</u></p> <p>Once you've entered in all of your anticipated expenses for the trip, submit for approval by clicking, Submit Request</p>	