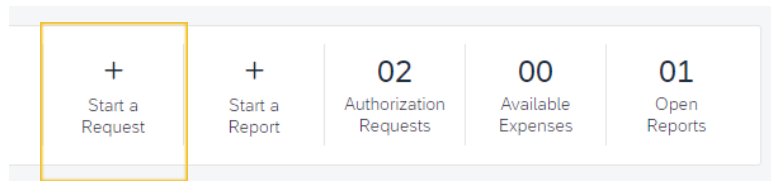


How to Create and Submit a Travel Request

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.

Step 3:

Once completed, select **Create Request**

Step 4:

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

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

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: [dropdown]

Check-Out

Travel End Date: 04/05/2024

Comment: [text area]

Maximum Nightly Rate: \$ [text field] Over Rate Comment: [text field]

Amount: [text field] Currency: US, Dollar [dropdown]

Step 7:

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



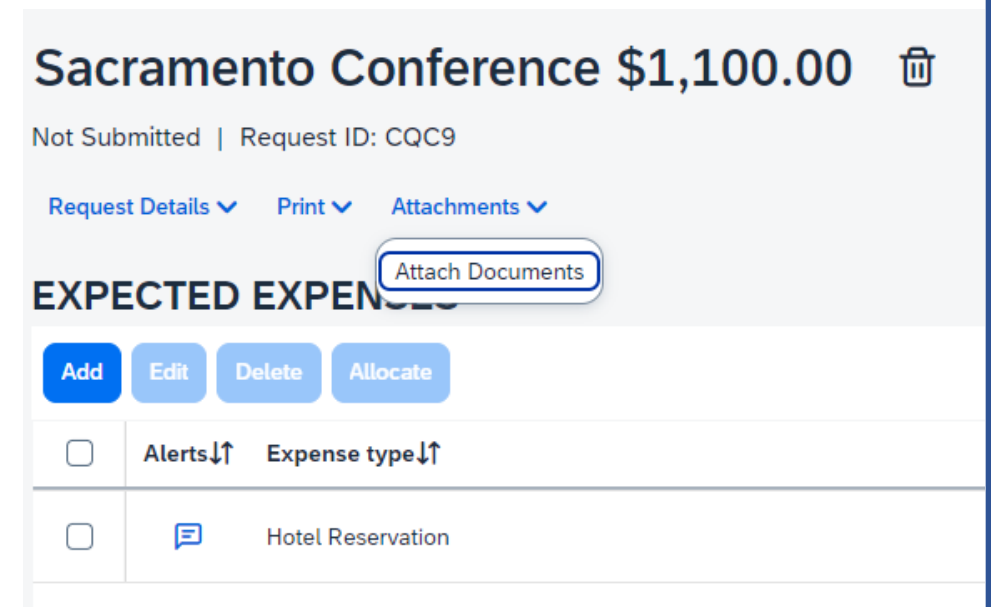
City

Cancel Save

* Required field

Step 8:

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



Sacramento Conference \$1,100.00

Not Submitted | Request ID: CQC9

Request Details Print Attachments

Attach Documents

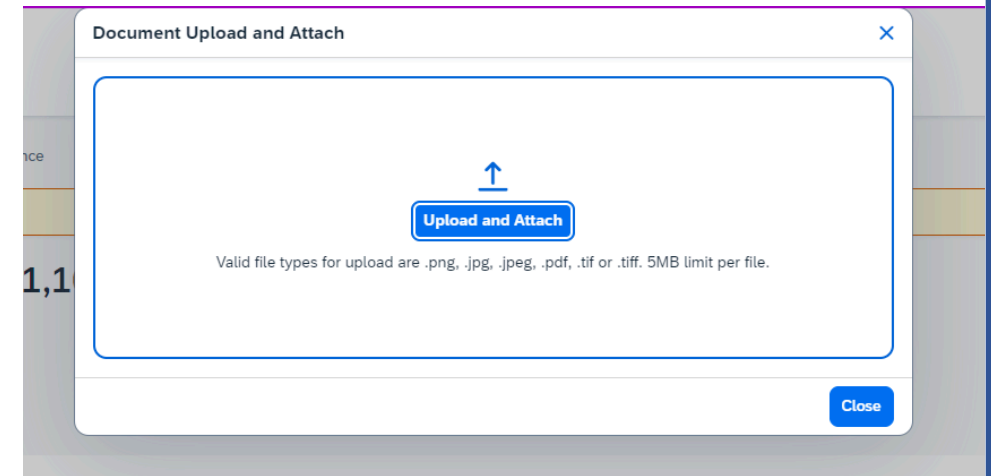
EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts	Expense type
<input type="checkbox"/>		Hotel Reservation

Step 9:

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



Document Upload and Attach

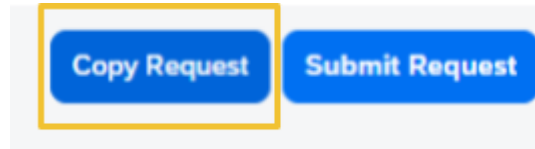
Upload and Attach

Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Close

Step 10:

If you would like to copy the request for similar travel, select **Copy Request**



Step 11:

If you want to delete the request, click the trash can icon to the right of the request title

Sacramento Conference \$1,100.00



Step 12:

Once you've entered in all of your anticipated expenses for the trip, submit for approval by clicking, **Submit Request**

