Travel Request

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Travel Request Overview

- **Travel Request** - Formerly known as a Request for Authorization to Travel is required to obtain preapproval of your travel prior to making any travel reservations and submitting an Expense Report.

- The Travel Request must be submitted and approved for each travel prior to booking travel reservations and completing an Expense Report.

- Approved Travel Requests will automatically close 60 days after the Travel Request **Travel End Date**.
To Create a New Travel Request from the Concur Homepage, you have two options:

- On the Quick Task Bar, under New > Start a Request

OR

- On the menu, click Requests > New Request
Creating a New Travel Request

Travel Request consists of the following Tabs:

- Request Header
- Segments (Airfare, Car Rental, Hotel)
- Expenses
- Approval Flow
- Audit Trail
<table>
<thead>
<tr>
<th>Required Fields related to Blanket</th>
<th>Appropriate Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request/Trip Name</td>
<td>Enter Trip Name such as Conference/Workshop name (Trip Identifier)</td>
</tr>
<tr>
<td>Trip Type</td>
<td>In State, Out-of-State, International</td>
</tr>
<tr>
<td>How will you book your trip?</td>
<td>Book Travel via Concur, Outside Concur – If you want to book Air, Hotel, and/or Car Rental via Concur, choose Book Travel via Concur.</td>
</tr>
<tr>
<td>Travel Start and End Date</td>
<td>Start, End Date of your Travel</td>
</tr>
<tr>
<td>Traveler Type</td>
<td>Staff, Faculty</td>
</tr>
<tr>
<td>Trip Purpose</td>
<td>Choose a travel purpose description from the drop-down list</td>
</tr>
<tr>
<td>If Faculty, is class covered?</td>
<td>Yes, No, NA? (Do you have a plan/substitute for your classes while you are away?)</td>
</tr>
<tr>
<td>Personal Dates of Travel</td>
<td>Enter Personal Dates of Travel if any. If none, enter NA</td>
</tr>
<tr>
<td>Destination City/State &amp; Final Destination Country</td>
<td>Enter Destination City and State &amp; Final Destination Country. Final Destination Country should populate based on the Destination City/State</td>
</tr>
<tr>
<td>Are you traveling to a banned State?</td>
<td>Yes, No? Yes-Banned States will be listed</td>
</tr>
<tr>
<td>Chartfield Information</td>
<td>Default chartfield will populate with NGOO1 fund but info can be changed</td>
</tr>
</tbody>
</table>
- **Step 1**: Complete **Travel Request Header**.
- **Step 2**: Once Header is complete, click on **Segments Tab**.

All boxes with red bars are required fields.

- Are you travelling to a banned state? **No**.
- Chartfield default is NGOO1 & your Dept. ID is populated from HR.
- Use Class Code 11444 for International Travel.
- Do you have a plan/substitute for your classes while you are away? **Yes, No**.
Requesting a Travel Advance

- You can request a Travel Advance on the Request Header. However, you must contact AP Travel Desk for setup first.
- Once your account is setup, you will see the **Cash Advance** option below the chartfield information.
- Travel Advance only eligible for international and group travel.

If you do not see this option, that means your account is not setup yet.
There are 3 Segments you will need to fill out estimates for if applicable to your travel:

- Airfare
- Car Rental
- Hotel

If booking any of these segments in Concur, the information you enter in each segment will populate your search criteria in the booking tool.
- The dates will populate and move over from the Request Header. Fill in all applicable fields and click Save.
- If you indicated you will Book travel via Concur Travel and you enter an Airfare segment, you must book the airfare in Concur. Otherwise, add the airfare estimate under the “Other Expense” Expense Type and indicate airfare in the comments.

Enter an estimated Amount

From/To fields will bring up a selection of locations once you start typing a location.

If one way, or have multiple legs of your trip, select One Way radio button.

Click Save when done.
After you save each segment, you have the option to **Allocate**, **Delete** or **Modify** the segment. Or, you can wait until all your estimated expenses are entered and allocate at the end.
Enter an estimated Amount

City fields will bring up a selection of cities once you start typing the city name.

If booking via Concur, make sure to indicate time/s. This will populate your search criteria.

Click Save when done.
Fill in all applicable fields and click **Save**.

Enter **Maximum Nightly Rate** that you estimate your hotel expense. If your hotel nightly base rate is more than $275 before tax, you will need to attach the Authorization for One-Time Exception form to your Expense Report. Please have the form approved prior to booking your hotel reservation to ensure full reimbursement eligibility.

*Dates will move over from request.*

Enter estimated max nightly rate you may have.

**Nightly rates exceeding $275 (excluding taxes) will require written justification and approval to be attached to your Expense Report. Reimbursement will not be processed without the appropriate campus approval.**

**Enter an estimated Amount**

**Click Save when done.**
You can provide estimates for the following additional **Expense Types**:

- 01. Travel Expenses
  - Other Accommodation
  - Team/Group Travel
  - 02. Personal Car Mileage
- 03. Transportation
  - Ground Transportation
- 04. Meals & Incidentals - International, Alaska & Hawaii
  - 04b. Meals - Domestic
- 05. Hospitality
  - Hospitality
- 09. Other
  - Other Expense
  - Registration/Fees

- Not all Expense Types are available in the request module. In this case, you can enter an estimated amount under **Other Expense** and then claim the actual expenses on your Expense Report to have the requested amount closer to the actual expenses.

- By Selecting Meals – it will automatically calculate $55 x the # of travel days. This is only an estimate.

- After clicking on the Expense Type and entering the required and optional information if needed, you can then **Allocate** (if needed) and **Save**.
Add your additional expenses. Once each expense is saved, it will appear on the left hand side.

If you need to attach a document, click on Attachments > Attach Documents.

Must Attach Request for Foreign Travel Insurance Coverage form (FTIP) to your Travel Request for International Travel.

Please Note: Attached documents will not carry over to your Expense Report. You will need to attach to the Expense Report if needed.
Allocate, Delete, Modify

After you save each segment/expense, you have the option to allocate, delete or modify.

- **Allocate**: You have the ability to allocate a valid chartfield for a particular expense if necessary. If you will be using the same chartfield from your **Request Header**, then no further action is needed.
  
  - You have the option to allocate by **Percentage** or **Amount**.

- **Delete**: If you want to delete the segment/expense all together.

- **Modify**: If you need to make changes to any part of the expense.
After you have completed the **Request Header, Segments** and **Expenses Tabs**, you can submit your request by clicking **Submit Request**.

You can also click on **Print/Email** and a PDF version of the Travel Request will pop up and you can make your selection.

If you wish to delete your entire request, you can do so by clicking **Delete Request**. You will not be able to delete a request once the request is submitted. However, you can **Recall** the Request after submission if it has yet to be approved, or **Cancel** the Request at any time.
Concur Approval Workflows

Travel Request = In-State/Out-of-State

Travel Request Submitted → "Reports To" Approver → Budget Approver → Travel Request Approved

Purple arrow = Automated routing to approver
Red arrow = Manual routing to approver

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Travel Request = International

Travel Request Submitted (with Foreign Travel Insurance Form attached) → "Reports To" Approver → Manual routing - Approve and Forward to Risk Manager - Michael Bastry → Risk Approval → Budget Approver → Campus President → Travel Request Approved
The **Audit Trail Tab** will show a record of all actions and descriptions within the approval workflow conducted by the traveler, delegate, or approver for that particular Travel Request/Expense Report.

Anytime the Travel Request/Expense Report gets modified, approved, sent back, comment added, chartfield edited, will be listed in the **Audit Trail Tab**.

Anyone who can access the Travel Request/Expense Report will be able to access and view the Audit Trail.
Need More Information?

- For more in depth information regarding Concur Travel & Expense, please check out the Concur Handbook and other related documentation at:
  https://fiscaff.sfsu/travel.com