Concur Travel & Expense

TRAVEL REQUEST
Travel Request

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Travel Request Overview

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

- Approved Travel Requests will automatically close 60 days after the Travel Request **Travel End Date**.
Creating a New Travel Request

- 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, Rail)
- Expenses
- Approval Flow
- Audit Trail
# Request Header

<table>
<thead>
<tr>
<th>Required Fields</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 and End Date of your Travel</td>
</tr>
<tr>
<td>Traveler Type</td>
<td>Staff or 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 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 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.

Chartfield default is NG001 & your Dept. ID is populated from HR.

Do you have a plan/substitute for your classes while you are away? Yes, No?

Use Class Code 11444 for International Travel.
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 eligible for international and group travel only.

If you do not see this option, that means your account is not setup yet.
Segments

- There are 3 **Segments** you will need to fill out estimates for if applicable to your travel:
  - Airfare
  - Car Rental
  - Hotel
  - Rail

- 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, if you want to book airfare outside of Concur, but want to book hotel or car rental in Concur, add the airfare estimate under the Other Expense Expense Type and indicate airfare in the comments.

Any city with an Intl at the end will be the airport location. Otherwise, the search criteria will return with airports within the “area”.

Enter an estimated Amount.

Select the appropriate Radio button based on your flight itinerary.

Click Save.
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.

<table>
<thead>
<tr>
<th>Outbound</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>From</strong></td>
<td>San Francisco Intl (Airport - SFO), San Francisco, California</td>
</tr>
<tr>
<td><strong>To</strong></td>
<td>Los Angeles Intl (Airport - LAX), Los Angeles, California</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>Thursday, August 16, 2018</td>
</tr>
<tr>
<td><strong>Comment</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>Saturday, August 18, 2018</td>
</tr>
<tr>
<td><strong>Comment</strong></td>
<td></td>
</tr>
</tbody>
</table>
Car Rental

Enter an estimated Amount

City fields will bring up a selection of cities once you start typing the city name. Enter city airport location if you are picking up car from the airport.

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

Click Save.
- 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.

![Hotel Reservation Form]

Dates will move over from request.

Enter estimated Max nightly rate you may have.

Enter an estimated Amount

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.

Click Save.
Fill in all applicable fields in regards to Rail and click **Save**.

This segment is for train/Rail tickets in order to be eligible to book in Concur.

Select the appropriate Radio Button: Round Trip, One Way or Multi Segment.

Enter an estimated Amount

Dates will move over from request but can be altered. Date must be within range of Travel Start and End Date.

Click Save.
Expenses

You can provide estimates for the following additional Expense Types:

- **01. Travel Expenses**
  - Incidentsals
  - Other Accommodation
  - Team/Group Travel

- **02. Personal Car Mileage**
  - Transportation
  - Ground Transportation
  - Parking/Tolls

- **04a. Meals & Incidentsals - International, Alaska & Hawaii**

- **04b. Meals - Domestic**

- **05. Hospitality**
  - Hospitality

- **09. Other**
  - Other Expense
  - Registration/Fees

- You should provide estimates for all expenses related to your travel regardless of how it is to be paid.
- Airfare, Hotel, Car, and Rail should be added under the Segments Tab.
- By selecting **Incidentsals** - it will automatically calculate the max cap of $7 a day x the # of Business Days indicated. Please omit the first business day of travel as you cannot claim incidentals on the first day of travel.
- By selecting **Domestic Meals** – it will automatically calculate $55 x the # Business Days indicated. This is only an estimate. But you can select the # of Business Days that gets you closest to your estimated amount.
- 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 them again to the Expense Report if needed.
After you save each segment/expense, you have the option to allocate, delete or modify.

- **Allocate**: You can 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, 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. It is best to do this after the Travel Request is fully approved.

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 fully approved, or **Cancel** the Request at any time.
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.

The Audit Trail will show the user who completed the action.

Anytime the Travel Request/Expense Report gets modified, approved, sent back, comment added, chartfield edited, will be recorded.

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.edu/content/sf-state-travel-center