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**. Please make sure to submit your Expense Report within 60 days.
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
<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>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 NG001 fund, but can be changed</td>
</tr>
</tbody>
</table>
Request Header

- **Step 1**: Complete **Travel Request Header**.
- **Step 2**: Once Header is complete, click **Save**.

All boxes with red bars are required fields.

- **Faculty**
- **Staff**

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

Use Class Code **11444** for International Travel.

Chartfield default is **NGOO1** & your Dept. ID is populated from HR.
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** eligible for international and group travel only.

If you do not see this option, that means your account is not setup yet.
Please fill out estimates for the Segments (regardless of how you are booking) if applicable to your travel:

- Airfare
- Car Rental
- Hotel
- Rail
The dates will populate and move over from the Request Header. Fill in all applicable fields (**Amount** is required), 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.
The dates will populate and move over from the **Request Header**. Fill in all applicable fields (**Amount** is required), click **Save**.
Fill in all applicable fields (Amount and Maximum Nightly Rate is required), 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.
• The dates will populate and move over from the Request Header. Fill in all applicable fields (Amount is required), click Save.
You can provide estimates for the following additional Expense Types:

- 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/modified under the Segments Tab.
- By selecting Incidentals - 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. 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.
Allocate, Delete, Modify

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.
Travel Request Approval Workflow

Concur Approval Workflows

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

- Travel Request Submitted
- “Reports To” Approver
- Budget Approver
- Travel Request Approved

Travel Request = International

- Travel Request Submitted with Foreign Travel Insurance Form attached
- “Report to” Approver
- Budget Approver
- Exception Approver (Provost)
- Travel Request Approved

Expense Report = In-State/Out-of-State/International

- Expense Report Submitted
- “Report to” Approver
- Budget Approver
- AP Travel Processor
- Expense Report Approved
- CFS
Once your travel request has been approved:

- You will receive an email notification from Concur stating your Request has changed status to: **Approved**.
- You can book your travel via Concur (using the **Trip Search** or **Travel** tab) or outside of Concur.
- You can no longer make updates. However, you can add additional attachments at anytime. In order to make changes, you must copy the approved request, make your changes, add the attachments again, and then submit for approval. Please make sure to cancel and close the original request.
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.

- The Audit Trail will show the *user* who completed the action.
- Anytime the Travel gets modified, approved, sent back, a comment added, chartfield edited, will be recorded.
- Anyone who can access the Travel Request 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
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