

Concur Job Aid – How to submit a travel request

udel.edu/concur

Log into Concur > Requests > New Requests

SAP Concur | Requests | Travel | Expense | Approvals | App Center

Support | Help | Profile

Manage Requests | **New Request** | Quick Search

Active Requests (0)

Request

Request/Trip Name: [Field]
Trip Details: [Field]

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Type: UD-Travel Request

Request/Trip Name: [Field] | Request/Trip Start Date: [Field] | Request/Trip End Date: [Field] | Request/Trip Purpose: [Field] | Destination City: [Field] | Destination Country: Selected one | How will you book travel?: [Field]

Approval Required? Yes | Emergency Travel? No

Traveler Type: 01 - Faculty | Trip Type: [Field] | Will this trip include personal travel?: [Field] | Personal Dates of Travel: [Field] | Trip Details: [Field] | Comments To/From Approver: [Field]

Speedtype: #FLLT175690: SP-LANGAULT&CULTURES | Project ID: [Field] | UD User Field: [Field] | Work Order #: [Field]

Request Header - Complete all required fields with the red strip. **For Speedtype use FLLT110000.**

Segments

- Complete segments for Airfare, Car rental, Hotel, and Rail as applicable
- If exact costs are not known, enter estimated or “not to exceed” amounts.
- Click Save for each segment
- Costs will transfer to the Expenses tab

Request 33AY

Request/Trip Name: Training Development
Trip Details: Going to Seattle, WA to develop...

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT

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Expenses

Request 3KW

Request/Trip Name: Test
Trip Details: Testing request

Attachments | Print / Email | Delete Request | Submit Request

Status: Not Submitted
Amount: \$450.00

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Date	Expense Type	Amount	Requested
05/03/2019	Airfare	\$450.00	\$450.00

Expense Type: [Field]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01 Travel Expenses	02 Other Travel Expenses	04 Meals & Entertainment	05 Services/Fees
Group Airfare	Ground Transportation	Food/Meals With/Non-UD Personnel	Conference Charges (Hosted by UO)
Group Lodging	03 Personal Car Mileage	Food/UD Employees/Students Only	Conference Registration/Fees (not hosted by UO)
		Meal Per Diem	12. Other
		Per Diem Reduction	Moving/Relocation

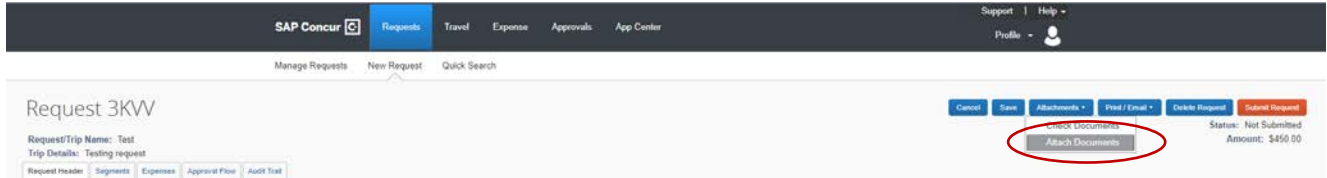
Expense Type: Conference Registration/Fees (not hosted by UO) | Transaction Date: 05/03/2019 | Description: Registration for ABC Conference | Transaction Amount: 110.00 USD

Comment: [Field]

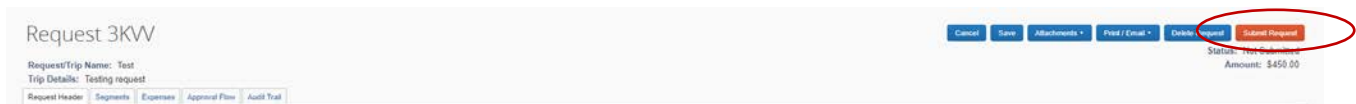
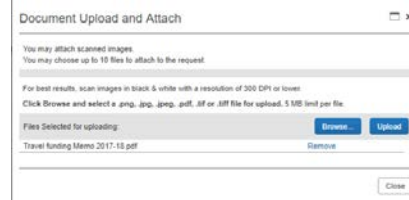
Save | Allocate | Cancel

Add expenses not included in the segment tab, such as registration, meals, taxis or shuttles. Click Save

Attachments – Upload any supporting documents for travel. Conference participation email or other documents.



Browse for the file on your computer. Select and then click the upload button. Then click close.



Once the header, segments, expenses and attachments are complete. Click Submit Request

Your request will route to your Supervisor in the case of Faculty it would be the Department Chair. Then it will go the Cost Object Approver, the Business Administrator. Once it is approved you will receive a notification email from Concur.

Once submitted but before it is approved you can recall the request (a button will appear in place of the Submit Request button). You can also delete the request.

The approved request will be used to create your expense report.