Create a New Travel Request

1. **Log in to** [Concur](https://www.concur.com)
2. **Click** Start a Request:

   ![Concur Interface](image)

3. **Complete all required Request Header fields** marked with a red bar.

   ![Request Form](image)

5. **Confirm Default Funding is correct.** Add or update as needed. Search by TEXT (ex: purchasing) or CODE (ex: FBBUYS):
6. **Click the Segments tab** to add estimated airfare (round trip or multiple legs):

   ![](image)

   - **Trip Name:** CHELFWA DC Nov 17-20, 2019
   - **Travel Justification and Additional Information:** Concur Higher Ed Leadership Fou...

   ![Air Ticket](image)

   - **From:** Seattle Tacoma Intl (Airport - SEA), Seattle, Washington
   - **To:** Washington (Area Airports - WAS), District of Columbia
   - **Date:** 11/17/2019
   - **Amount:** $0.00

   ![Box](image)

   **Comment:**

7. **Click the Expenses tab** to add estimated expenses like Hotel and Meals Per Diem, Registration, Parking, and Personal Vehicle Mileage. Add all anticipated travel expenses and include comments as needed to clarify:
8. **If needed, split funding or choose different funding for an expense:** click Allocate, select the expense and **Add New Allocation**:
9. **Review the Approval Flow** tab and add approvers as necessary:

10. **To attach** documents, click the blue Attachments button

11. **Click the orange Submit Request button.** You’ll receive a notice when your Request is approved.