Create a New Travel Request

1. **Log in to** [Concur](#)
2. **Click +New, then Start a Request at top of screen**
3. **Complete all required header fields** marked with a red bar:
   - **Trip Name**: Recommended naming convention: Event Name + Destination City, State or Nation + Month + Dates + Year
   - **Travel Justification**: spell out event acronyms and clearly state how the travel relates to your work assignment
   - **Confirm default funding is correct**. Add or update as needed. Funding can be edited for individual expenses on that tab in a later step if needed. Search by TEXT (ex: purchasing) or CODE (ex: FBBUYS). Grant funds: use GRANT index.

1) Click the **blue Save** button
2) Click the **Segments tab** to add estimated airfare (round trip or multiple legs)
3) Click the **Expenses tab** to add other estimated expenses like Registration, Parking, Personal Vehicle Mileage, and estimated Meals and Lodging Per Diem. Add all anticipated travel expenses and include comments as needed to clarify.
4) **Split funding or choose different funding** for an expense: click Allocate, select the expense and Add New Allocation.
5) Review the **Approval Flow tab** and add approvers as necessary
6) **To attach documents**, click the blue Attachments button
7) Click the orange **Submit Request** button. You’ll receive a notice when your Request is approved.
8) You can **Recall a Request** if editing is needed and the document has not been fully approved by navigating to Requests, clicking on the document and selecting the Recall button