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.

4. **Click the blue Save button**
5. **Click the Segments tab** to add estimated airfare (round trip or multiple legs)
6. **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.
7. **Split funding or choose different funding for an expense**: click **Allocate**, select the expense and **Add New Allocation**.
8. **Review the Approval Flow tab** and add approvers as necessary
9. **To attach documents**, click the blue Attachments button
10. **Click the orange Submit Request button**. You’ll receive a notice when your Request is approved.
11. 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.