In the past, registering a trip and obtaining a Travel Number was the first travel step, which included an audit fee. Now, you will obtain a **Request ID** with no audit fee applied until submission of the Expense Report (reimbursement).

1. **Request/Trip Name** - Create a Trip Name for the traveler that is recognizable, up to 32 characters.
2. **Register Trips in Advance** - For **domestic trips**, Requests need to be made **at least 1 day in advance**. For **international trips**, they need to be made **at least 21 days in advance**. Level 1 approval is required if advance request was not approved properly.
3. **Destination Country** - Risk levels range from 1-5. Risk level 1 = low risk. Registering trips to areas of the world that are a risk level 4 or higher will be sent directly to the office of Global Engagement via UTravel for approval. University travelers may not be allowed to travel to anywhere with a risk level 4 or above.
4. **Traveler Type** - Employee only, non-employee coming soon.
5. **How will you reserve air, car and/or hotel?** - How air, car, and/or hotel is booked. See next section for more details.
6. **ADSC - Account Distribution Shortcut** (Activity, Project, or ORG).
7. **Cash Advance** - Cash advances only require a supervisor approval, and the request routes to them for approval.

**NOTE:** Concur users should add AutoNotification@concursolutions.com to their safe sender list in Outlook. All emails sent to users from Concur come from this email address, and may end up in a junk email folder unless it’s specifically added to a safe list.
How will you reserve air, car and/or hotel?
Please pay close attention to this section. Here is a simple breakdown of how to decide which option to choose:

1. Book in Concur Travel: Use online booking tool/Need Book link. *This will be the most common choice.*
   - Reserve air, car and/or hotel directly in the Concur Booking Tool and need the BOOK link

2. Book outside Concur Travel: Book with CBT Agent/Other Method
   - University’s Onsite Travel Agents
   - Already booked using Concur Booking Tool
   - Other Method

Using Option 2, you will get the Expense link rather than the Book link.

Segments
Once you have completed all of the required fields underneath the Request Header tab, proceed by clicking on the *Segments* tab, and then select an icon appropriate to your trip (airplane, car, bed, etc).

You will need to complete the required fields with *estimates only*.

System requires only **one** segment and estimate.

Once everything is complete, click Submit Request near the upper right corner of the page.

*This will generate your 4-digit alphanumeric Request ID.*