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 book your travel?** - 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 book your travel?
Please pay close attention to this section. Here is a simple breakdown of how to decide which option to choose:

1. You will use UTravel to book your trip after you receive your Request ID. This will be the most common choice.
2. You will use the onsite agency to book, either through phone or the online forms on the onsite agency website.
3. You will use another booking method other than UTravel or the OnSite Agents. Penalties apply with this option ($10/Domestic, $20/International).
4. You will be driving over 100 miles one-way or overnight. Trips less than 100 miles should be done in ePR.
5. You have started on the Travel tab in UTravel or onsite agency and need to obtain your Request ID.
6. Paid by an outside entity, and there will not be an expense report filed with the University of Utah to assist with Duty of Care.

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.