

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***.

The screenshot shows the SAP Concur interface for 'Request 336A'. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Requests' tab is active. Below the navigation bar, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area shows the 'Request 336A' header with buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. Below the header, there is a section for 'Additional trip Purpose Information' with tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Segments' tab is highlighted with a red box. Below the tabs, there is a section for 'Add Segment' with icons for Air Ticket, Car, Hotel, and Train. The 'Air Ticket' section is expanded, showing fields for Outbound and Return trips, including From, To, Date, and Comment. The status is 'Not Submitted'.



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.