Create a New Travel Request

1. **Log in to Concur via single sign-on link**
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: FBBUY5). 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), hotel reservations, rental car and train
6. **Click the Expenses tab to add other estimated expenses** like Registration, Parking, Personal Vehicle Mileage, and estimated Meals 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.