Create a New Travel Request

1. Log in to Concur via Single Sign-On
2. Click Start a Request:

3. Complete all required header fields marked with a red bar. Enter the Trip Name. Recommended naming convention: Event Name + Destination City, State or Nation + Month + Dates + Year
5. **Confirm default funding is correct then Click the blue Save button.** Add or update funding as needed. Search by TEXT (ex: purchasing) or CODE (ex: FBBUYS). Funding can be edited and allocated for individual expenses on that tab in a later step.

6. **Click the Segments tab** to add estimated airfare (round trip or multiple legs), hotel expenses, rental car and train:

![Image of Segments tab in SAP Concur]

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7. **Click the Expenses tab** to add estimated expenses like Registration, Parking, Personal Vehicle Mileage, and Meals Per Diem. Add all anticipated travel expenses and include comments as needed to clarify.

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.