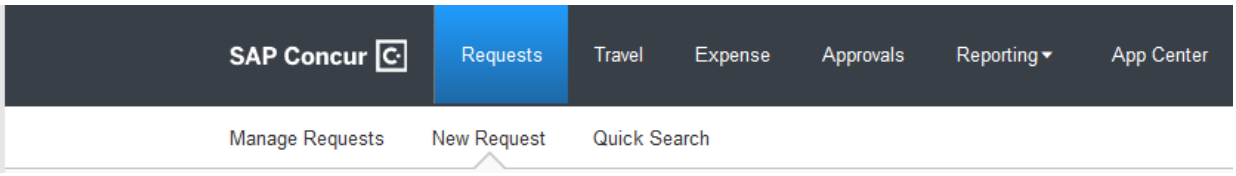
Concur - Travel Request
Domestic Travel

A Travel Request must be submitted and approved in Concur *before* trip start date.

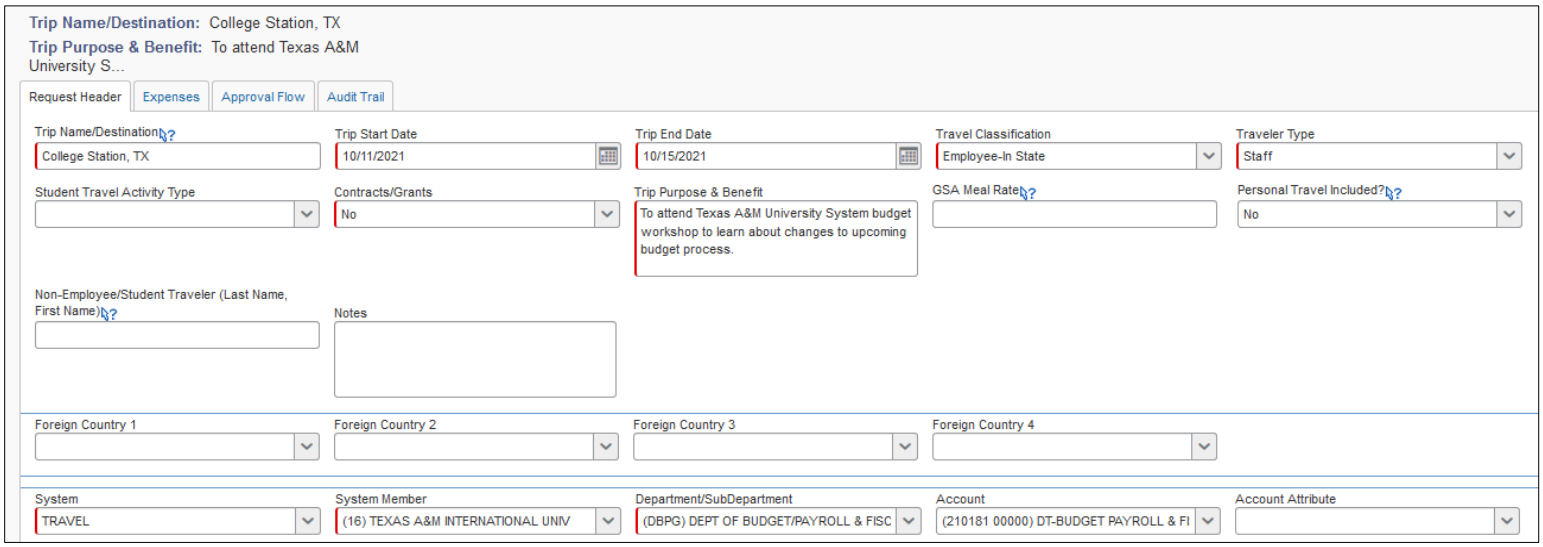
1. Log on to Single Sign-On (TAMUS-SSO) using your UIN and password and select Concur from the SSO Menu.

2. From the Concur menu, select the *Requests* tab and then select *New Request*.



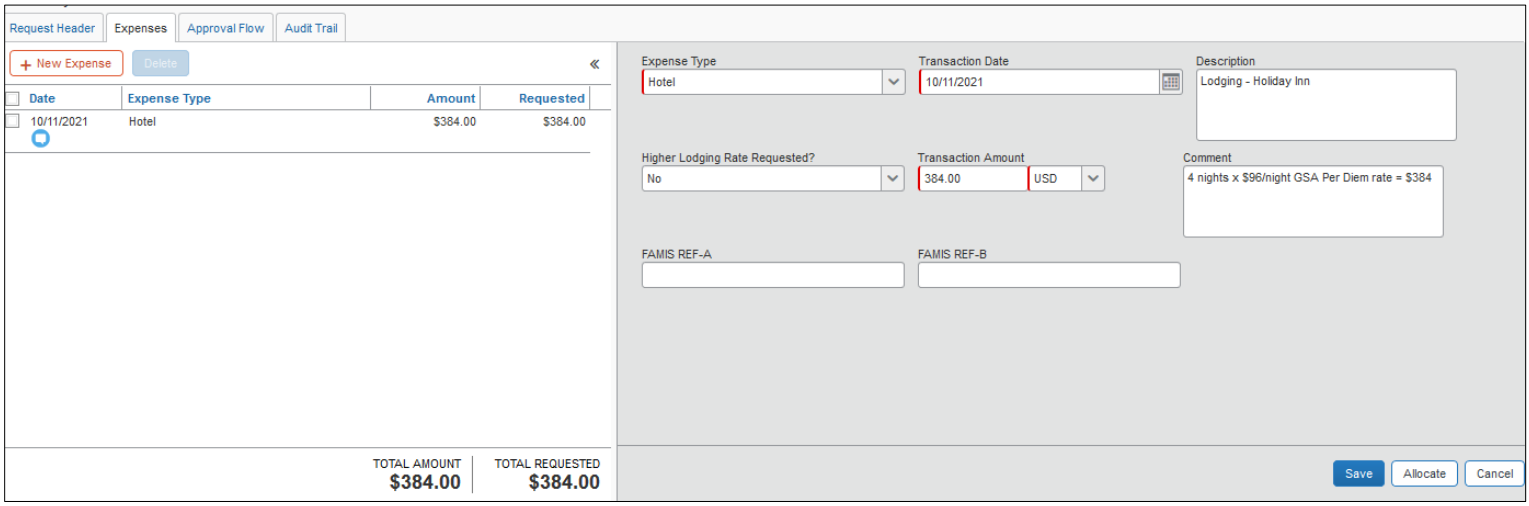
3. **Trip Details** - Under the *Request Header* tab, fill in the following required fields –
   - Trip/Destination (City & State)
   - Trip start and end date
   - Travel classification
   - Traveler type
   - Contracts/Grants – NO (DO NOT CHANGE)
   - Purpose of travel & benefit
   - System – Travel
   - System Member – 16 (DO NOT CHANGE)
   - Department/Sub-Department
   - Account

   Once all the required fields are filled in, click “Save”.

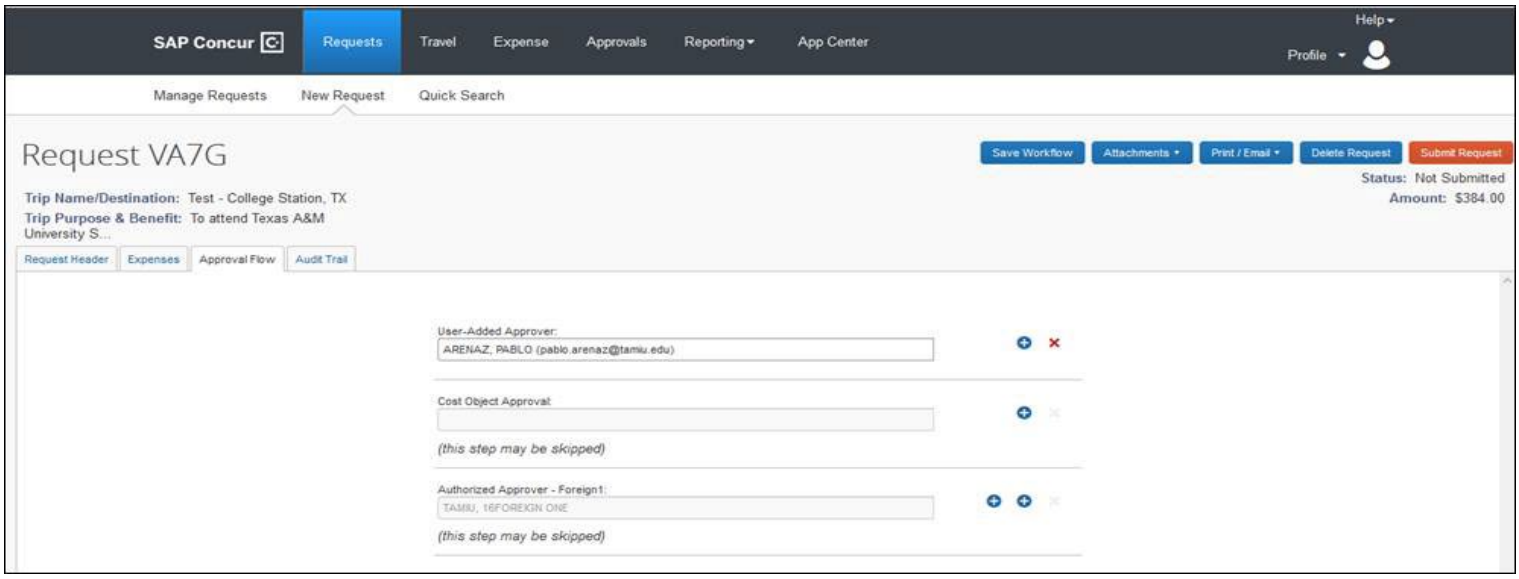


4. **Adding Expenses** - Click on the *Expenses* tab (next to Request Header) to add anticipated expenses to the Travel Request and to encumber the travel funds.
   - To create a new expense, click the appropriate expense type on the right side or type the expense type in the search field.
   - Add the requested amount for the expense type and include a description of the expense.
   - You may encumber a different account for each expense up to 4 accounts, including the account listed on the Request Header by using the *Allocate* button.
   - When adding lodging and meals, please use General Services Administration (GSA) per diem rates.

- If requesting a higher lodging rate, please choose “Yes” in the *Higher Lodging Rate* request field and include a justification in the comments. A higher lodging rate is sometimes needed if the GSA per diem rate is not available or the conference hotel has a specific rate that is higher than the standard rate.
- Requested expenses, along with a total amount requested, will be displayed on the left side of the request.



5. **Adding an Approver (optional step)** – To add an additional approver to your Concur Travel Request:
   - Click on the Approval Flow tab.
   - Click the blue + sign to the right side of *Cost Object Approval.*
   - On the User-Added Approver field, type in the approver’s name (last name, first name) and select the name from the drop-down menu.
   - Click on Save Workflow to save changes.



6. **Submit the Request** – Once all required trip information and expenses have been entered and reviewed, click on the orange Submit Request button to route your request for approval. Once the trip is approved in Concur, the traveler may proceed with booking flights/rental vehicles, reserving hotels, etc.

If you have additional questions pertaining to travel, please contact accountspayable@tamiu.edu or Laura Medina at ext. 2817.

Revised 4.14.2022