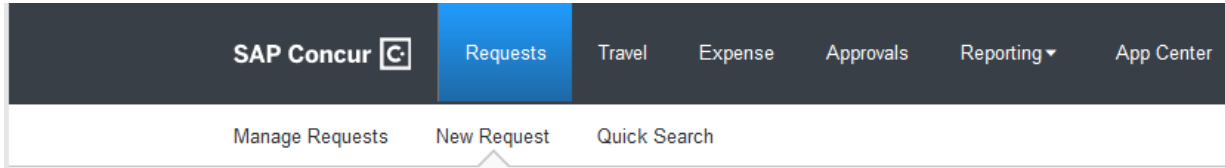


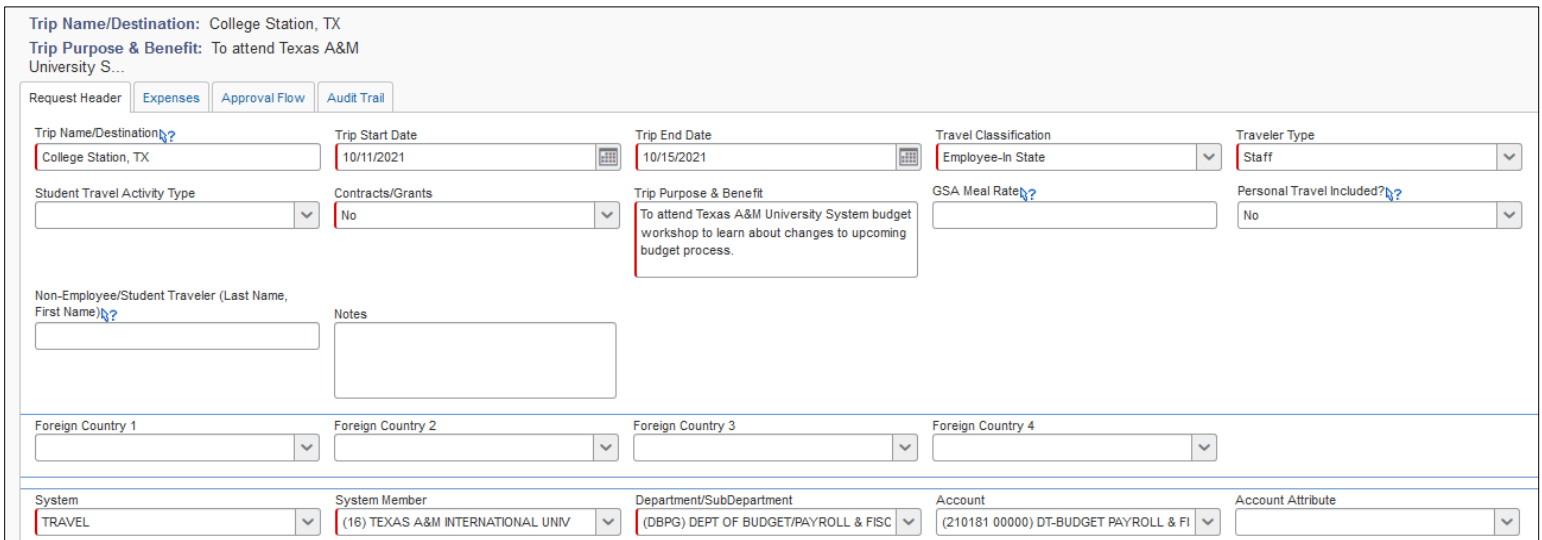
Concur - Travel Request Domestic Travel

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

The image shows the 'Request Header' form in SAP Concur. The form is divided into several sections. The top section contains 'Trip Name/Destination' (College Station, TX), 'Trip Start Date' (10/11/2021), 'Trip End Date' (10/15/2021), 'Travel Classification' (Employee-In State), and 'Traveler Type' (Staff). Below this are 'Student Travel Activity Type', 'Contracts/Grants' (No), 'Trip Purpose & Benefit' (To attend Texas A&M University System budget workshop to learn about changes to upcoming budget process.), 'GSA Meal Rate', and 'Personal Travel Included?'. The bottom section contains 'Non-Employee/Student Traveler (Last Name, First Name)', 'Notes', and four 'Foreign Country' dropdown menus. At the very bottom, there are dropdown menus for 'System' (TRAVEL), 'System Member' ((16) TEXAS A&M INTERNATIONAL UNIV), 'Department/SubDepartment' ((DBPG) DEPT OF BUDGET/PAYROLL & FISC), 'Account' ((210181 00000) DT-BUDGET PAYROLL & FI), and 'Account Attribute'.

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.

Date	Expense Type	Amount	Requested
10/11/2021	Hotel	\$384.00	\$384.00

TOTAL AMOUNT: \$384.00 | TOTAL REQUESTED: \$384.00

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.