CREATE AND SUBMIT A TRAVEL REQUEST

Travel Quick Reference Guide

Updated July 27, 2022

TRAVEL APPLICATION

Request

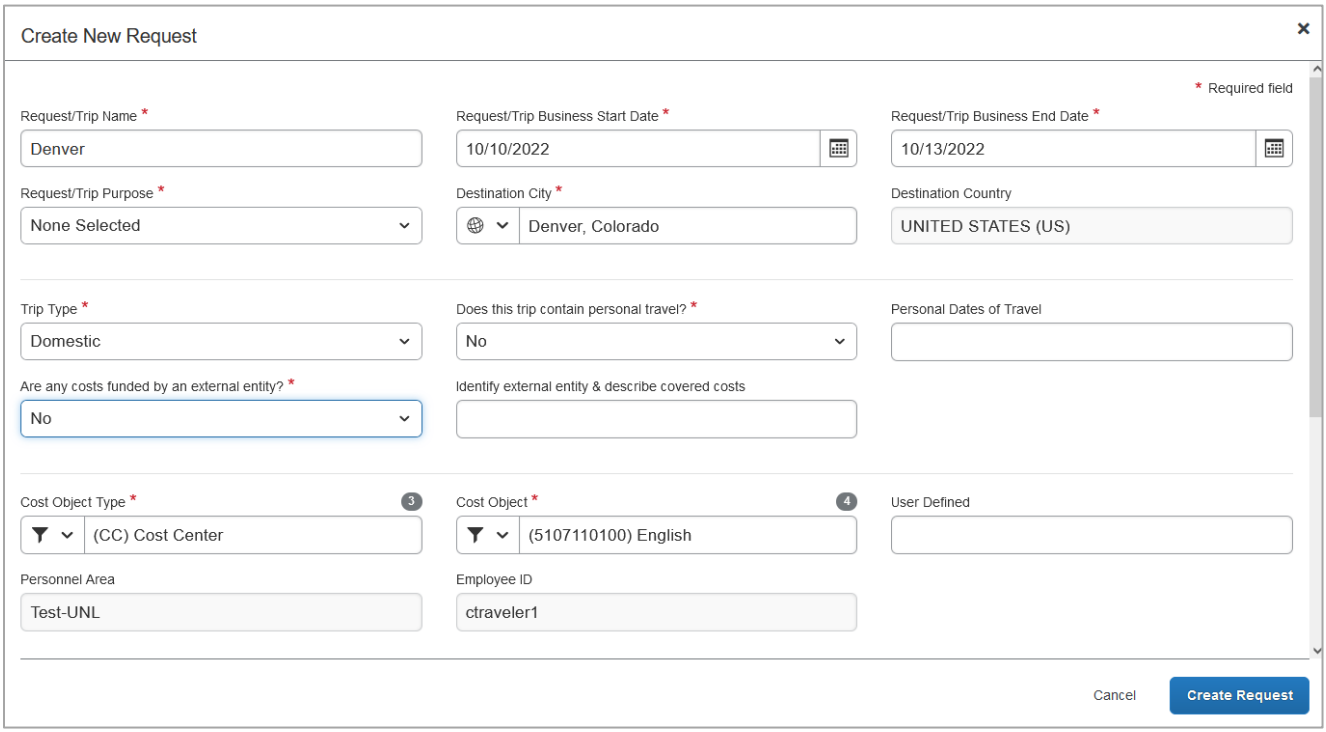
HELPFUL HINTS

- The purpose of a travel request is to obtain pre-travel authorization. Per University policy, a travel request must be submitted and approved prior to booking any travel accommodations and prior to travel.
- Expenses cannot be submitted without an approved travel request.

PROCEDURE

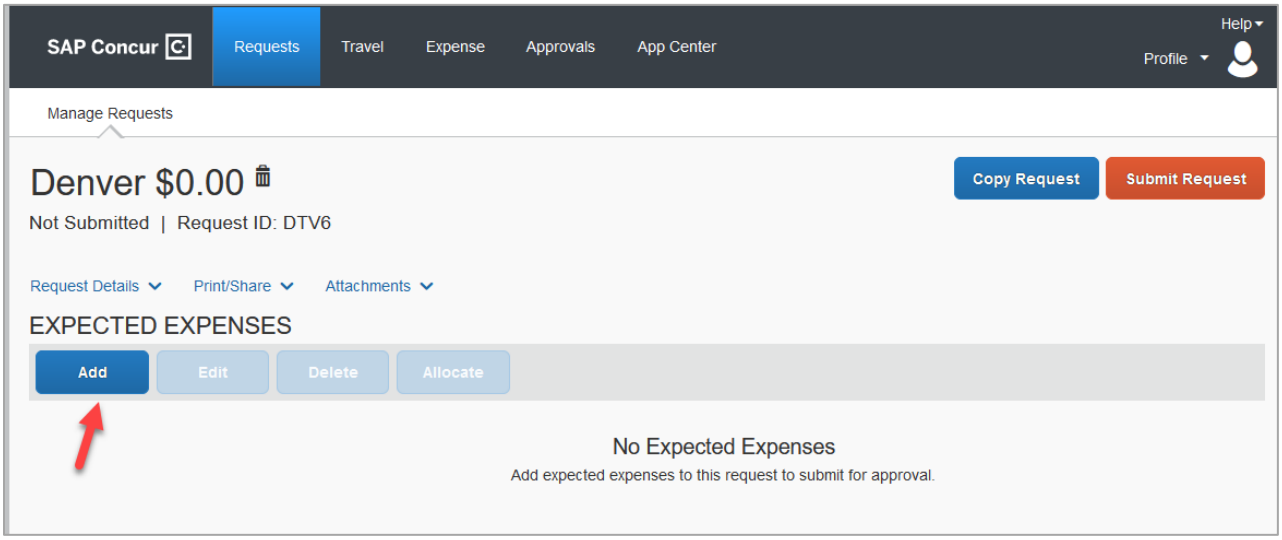
From the request tab in Concur, click on new request – *or* – from the home page, click on +New, then start a request.

A pop-up screen appears. Enter the required information and click **Create Request**.



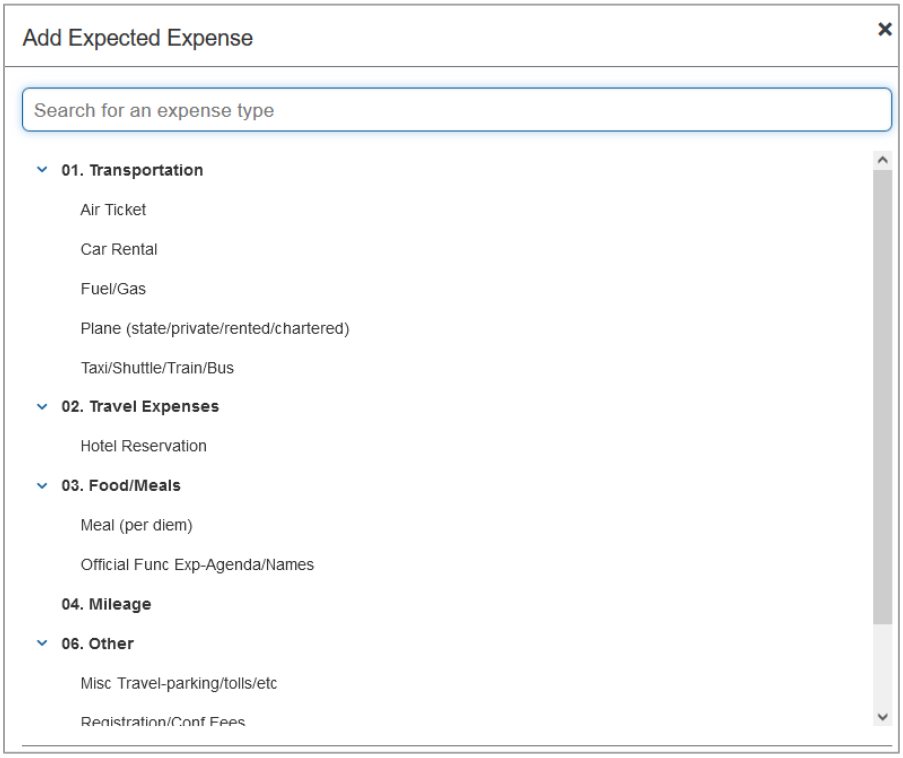
Copyright © University of Nebraska Board of Regents

To add estimated expenses, click **Add**.



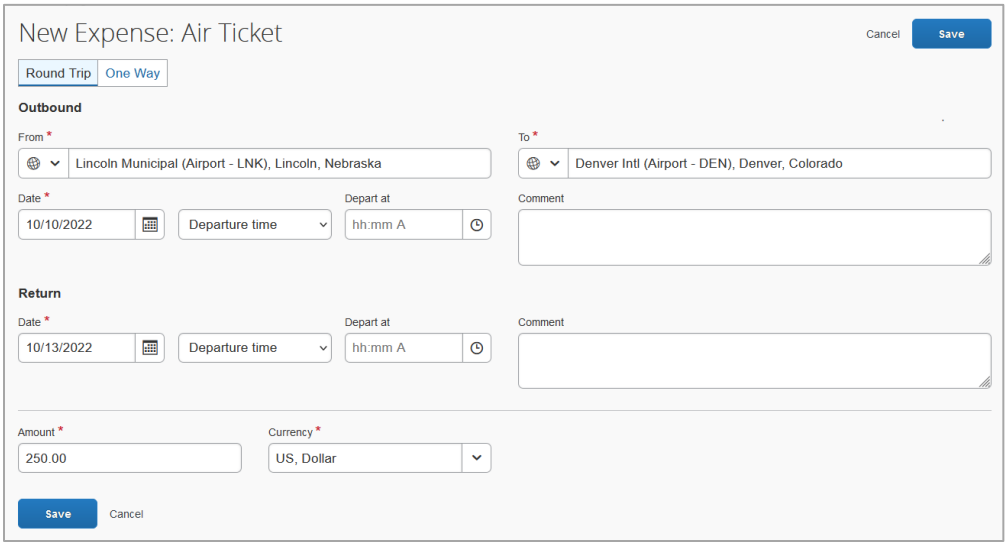
Select an expense type.

Airfare, hotel, and car rental are listed with all the expense types.

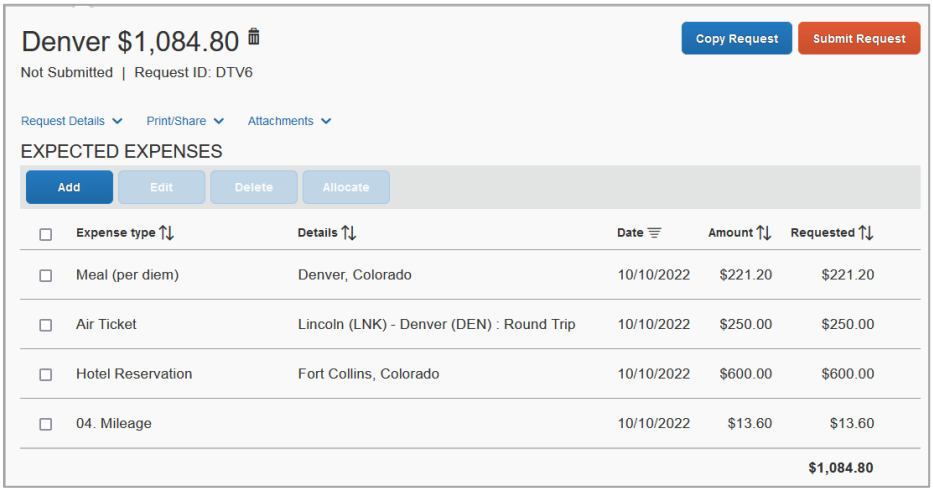


Copyright © University of Nebraska Board of Regents

Enter the required expense information and click **Save**.



Continue to add additional expenses as needed. The travel request auto-saves while being created.



Available options:

- Add attachment (e.g., a detailed conference brochure): click ***Attachments,*** the select ***Attach Documents***.
- Edit request header: click ***Request Details*** and select ***Edit Request Header.***
- View audit trail: click ***Request Details*** and select ***Audit Trail.***
- Delete a request: open the request and click 🗑 next to the request name.
- Recall a submitted request: open the request and click **Recall**.

When the request is complete, click on **Submit Request**.

Copyright © University of Nebraska Board of Regents