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.

To add estimated expenses, click Add.
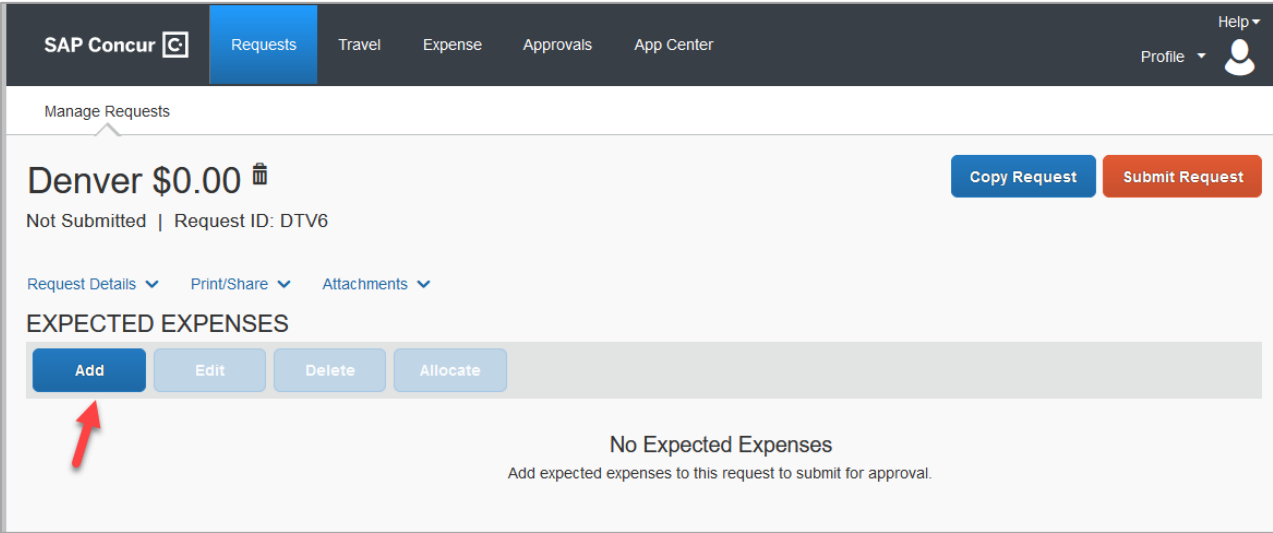
Select an expense type.

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

Enter the required expense information and click Save .
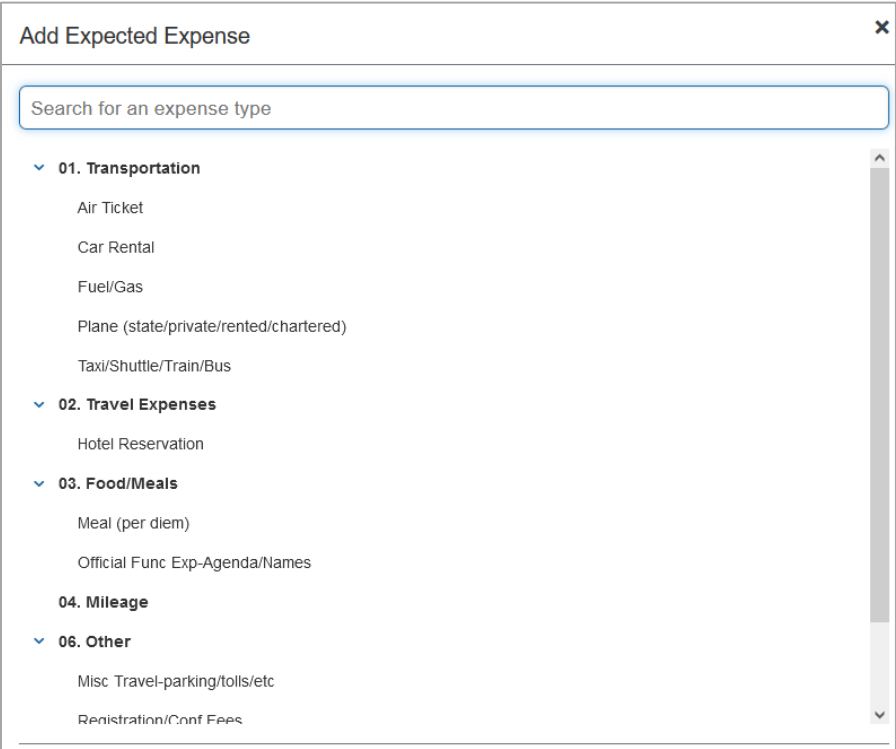
New Expense: Air Ticket

Cancel   Save

Round Trip   One Way

Outbound

From *
🌐 ▾   Lincoln Municipal (Airport - LNK), Lincoln, Nebraska

To *
🌐 ▾   Denver Intl (Airport - DEN), Denver, Colorado

Date *
10/10/2022   📅   Departure time ▾   hh:mm A   🕐

Comment

Return

Date *
10/13/2022   📅   Departure time ▾   hh:mm A   🕐

Comment

Amount *
250.00

Currency *
US, Dollar ▾

Save   Cancel

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

Denver $1,084.80 🗑

Copy Request   Submit Request

Not Submitted | Request ID: DTV6

Request Details ▾   Print/Share ▾   Attachments ▾

EXPECTED EXPENSES

Add   Edit   Delete   Allocate

☐	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
☐	Meal (per diem)	Denver, Colorado	10/10/2022	$221.20	$221.20
☐	Air Ticket	Lincoln (LNK) - Denver (DEN) : Round Trip	10/10/2022	$250.00	$250.00
☐	Hotel Reservation	Fort Collins, Colorado	10/10/2022	$600.00	$600.00
☐	04. Mileage		10/10/2022	$13.60	$13.60
					$1,084.80

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 .