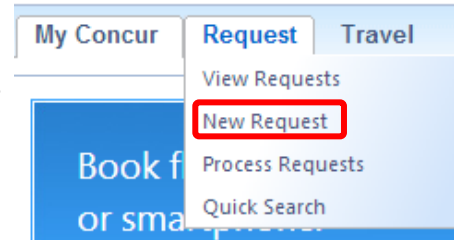


Creating a Travel Request



Before you begin your online booking, a [Travel Request](#) must be processed first for approval of professional travel and development and prepayment of expenses.

1. Log on into Concur www.concursolutions.com
2. In the Concur home page click on the **Request** tab and select **New Request**.
3. In the Request window complete all the required fields (marked with a red line on the left side of the field) in the **Request Header** tab, and click the **Save** button.




Note: Saving the travel request the Segments tab becomes available.



My Concur Request Travel Expense Reporting Administration Profile App Center
View Requests **New Request** Process Requests Quick Search

4. Next, click the **Segments** tab. Select the desired segment icons (airfare, car, rail or hotel), enter the estimated amount, fill out all required fields, and click the **Save** button until all the segments have been added.

- Next, select the **Expenses** tab. On the Expenses tab select the appropriate type, date, fill out all required fields and enter the estimated amount for each expense.
- A summary of all the expenses will be shown in the left hand side of the Expenses tab.

 *Make note of the request number upon approval of your travel request. This number is required when booking or creating the travel expense report.*

Request 333H Attachments Print / Email Delete Request **Submit Request**
 Status: Not Submitted
 Amount: \$10.00

Purpose: test

Request Header Segments **Expenses** Approval Flow Audit Trail

Date	Expense	Amount	Requested
<input type="checkbox"/> 06/18/2014	Breakfast	\$10.00	\$10.00

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

03. Individual Meals	04. Other	Mileage
Breakfast	Miscellaneous	
Dinner	Registration	
Lunch		

TOTAL AMOUNT: \$10.00 | TOTAL REQUESTED: \$10.00

- Attach any relevant documents to your request, and click the **Submit Request** button to send the request to the appropriate supervisor.

Attachments Print / Email Delete Request **Submit Request**
 Status: Not Submitted
 Amount: \$10.00