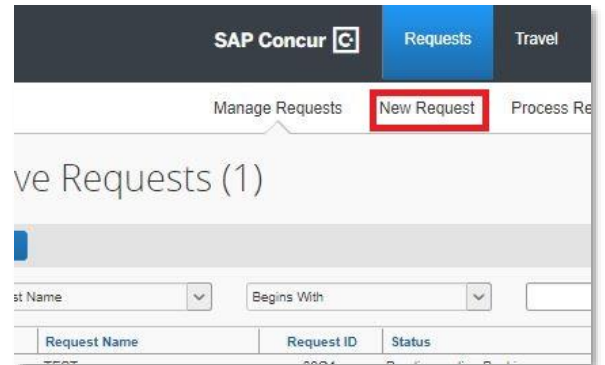
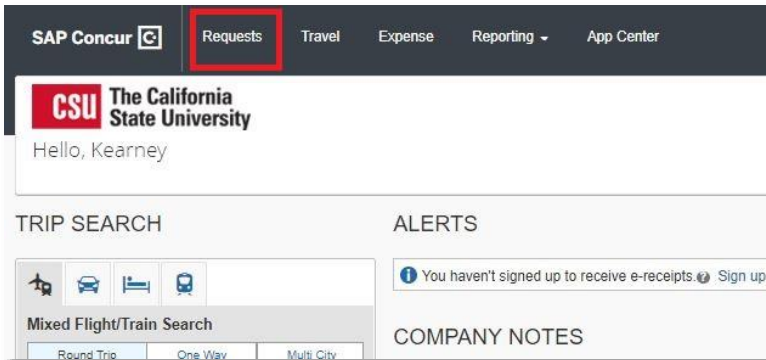


# How to create a new Request in Concur

1. Log into SAP Concur and click on “Requests” in the upper left. Then click, “New Request”



2. Fill out all fields with a red line. If you are requesting personal days of travel along with your trip, be sure to request those days here so your flights will line up correctly. Once this page is filled out, click “Save” in the upper part of the screen.

A screenshot of the SAP Concur 'Request' form. The form is titled 'Request' and has a 'Status: Not Submitted' indicator. The form is divided into several sections: 'Request/Trip Name', 'Traveler Type', 'Trip Purpose', 'Business Unit', and 'Fund'. The 'Request/Trip Name' section has fields for 'Request/Trip Name' (ACDA), 'Trip Type' (1-In-State), 'How will you book your trip?' (1 - Book via Concur Travel), 'Travel Start Date' (08/10/2019), and 'Travel End Date' (08/18/2019). The 'Traveler Type' section has a field for 'Traveler Type' (2-Staff). The 'Trip Purpose' section has fields for 'Trip Purpose' (Conference), 'If Faculty, is class covered?' (No), 'Personal Dates of Travel-if none enter N/A?' (8/17, 8/18), 'Destination City/State' (Los Angeles, California), and 'Final Destination Country' (UNITED STATES). The 'Business Unit' section has fields for 'Business Unit' (HMCMP) HMCMP - Humboldt State Uni, 'Fund' (HM500) HM500 - OPERATING FUND, 'Department' (D30003) D30003 - ACCOUNTS PAYABL, 'Program', 'Class', and 'Project'. There are also buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. The 'Save' button is highlighted with a red box.

3. You will be guided to the Segments tab. If you are flying, staying in a hotel, or renting a car, be sure to request these segments here (even if you are booking any or all outside of Concur). This will allow the transactions to sync properly when you return.

A screenshot of the SAP Concur 'Request 3ATQ' Segments tab. The form is titled 'Request 3ATQ' and has a 'Request/Trip Name: ACDA'. The form is divided into several sections: 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Segments' section has an 'Add Segment' button and a message: 'CLICK ICON TO CREATE SEGMENT'. There are three icons: a plane, a car, and a hotel. The 'Add Segment' button is highlighted with a red box.

4. Click on any of the circles to request that segment.

5. Put your best guess of the total cost of the flight, the airports you're flying from and to, and hit "SAVE."

6. If you are requesting a rental car, be sure to enter the correct

pick-up location as it may be an airport. Put your best guess of the total cost, and hit "SAVE."

- If you are requesting a hotel, put your best guess of the total amount, and the city you'll be staying in. Be sure to put in the nightly rate of \$275 as per CSU travel policy (unless you have a special circumstance where it will be over). If you are over the nightly rate, put in that amount and add a comment as to why.

Hotel Reservation

Amount: 1,000.0 USD

Check-In  
 City: Long Beach, California  
 Date: 06/10/2019 At: [dropdown]  
 Detail: [text field]

Check-Out  
 Date: 06/18/2019 At: [dropdown]

Comment: [text field]

Maximum Nightly Rate: \$275.00

Save Cancel

- Next, click on the Expenses tab and begin to build up an idea of your expenses for this trip. I have added some frequently used expenses below:

Date	Expense Type	Amount	Requested
06/10/2019	Airfare	\$500.00	\$500.00
06/10/2019	Car Rental	\$400.00	\$400.00
06/10/2019	Hotel	\$1,000.00	\$1,000.00
06/10/2019	04b. Meals - Domestic	\$275.00	\$275.00
06/10/2019	Registration/Fees	\$400.00	\$400.00
06/10/2019	Incidentals	\$35.00	\$35.00
		<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
		\$2,610.00	\$2,610.00

Expense Type: 04b. Meals - Domestic

Travel Start Date: 06/10/2019

Travel End Date: 06/18/2019

# of Days: 5

Non-GSA Daily Meal Rate: 55

Amount - Will automatically calculate when you hit save. 0.00 USD

Comments To/From Approvers/Processors: 0/17, 0/18 personal days

Save

- When picking meals domestic, make sure to put the correct number of business days in the required field. This will auto populate the correct food total in your expenses column. Note any personal days in the comments box.

- Once you have built up your expenses, click on "Submit Request" on the upper right of the screen.

Attachments Print / Email Delete Request **Submit Request**

Status: Not Submitted  
 Amount: \$2,610.00