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. 

*Airfare, hotel, and car rental are listed with all the expense types.*
CREATE AND SUBMIT A TRAVEL REQUEST

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

![New Expense: Air Ticket Form]

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

![Denver $1,084.80 Form]

Available options:
- Add attachment (e.g., a detailed conference brochure): click **Attachments**, then 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 **Trash** next to the request name.
- Recall a submitted request: open the request and click **Recall**.

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