

### TRAVEL APPLICATION

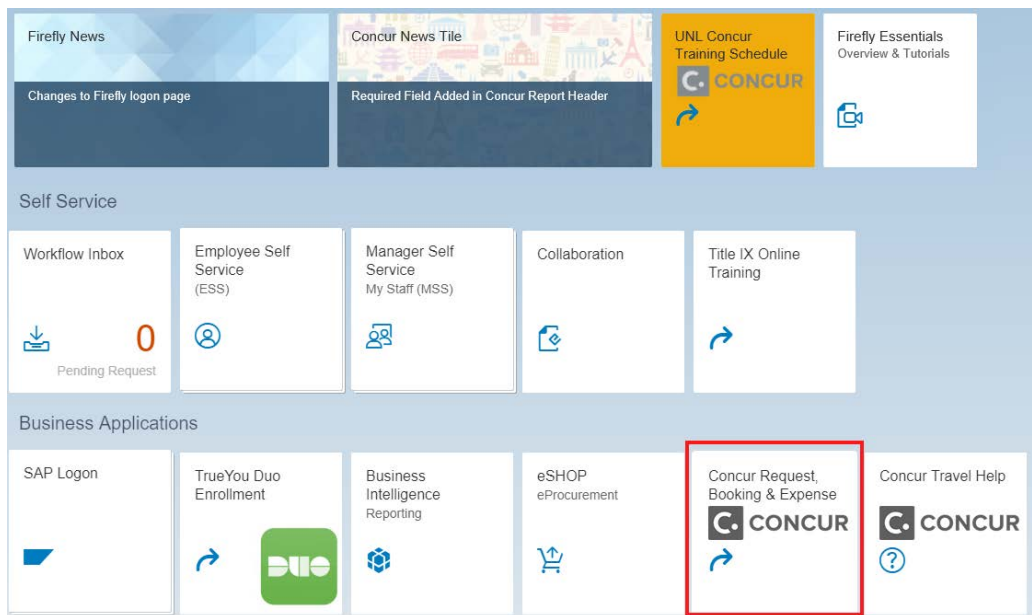
#### General

#### HELPFUL HINTS

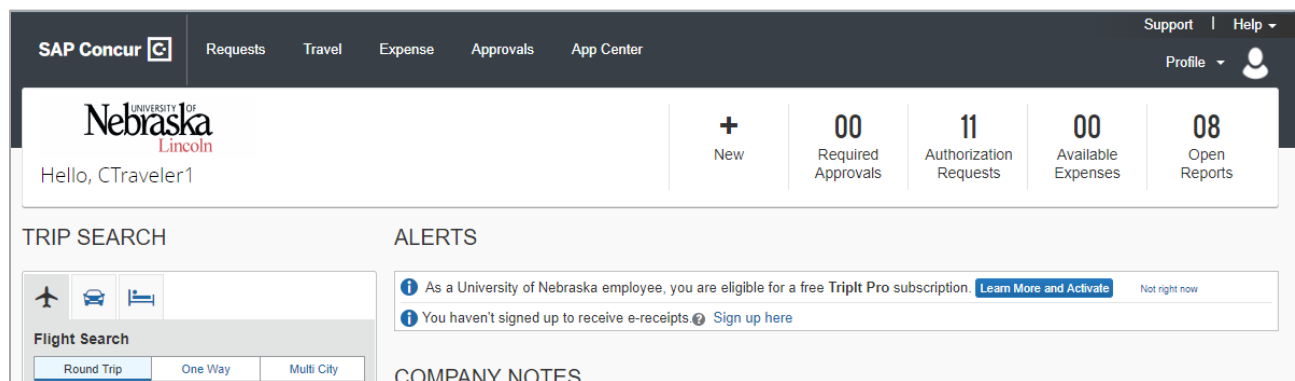
A traveler is responsible for submitting their own travel requests and expense reports.

#### PROCEDURE

To submit a travel request or an expense report that was created by a delegate, log into Firefly and click on the Concur tile.



The Concur main screen appears.



# SUBMIT A REQUEST OR EXPENSE CREATED BY A DELEGATE

## Travel Quick Reference Guide

Updated August 26, 2018

### TRAVEL REQUEST CREATED BY A DELEGATE

To review a travel request, click on the Request tab at the top left of the screen.

The screenshot shows the SAP Concur home page for a University of Nebraska Lincoln user. The 'Requests' tab is highlighted with a red box. The page displays a dashboard with statistics: 00 New, 00 Required Approvals, 11 Authorization Requests, 00 Available Expenses, and 08 Open Reports. Below the dashboard are sections for 'TRIP SEARCH' and 'ALERTS'. The 'ALERTS' section contains two messages: one about a free Triplt Pro subscription and another about signing up for e-receipts.

Travel requests created by a delegate will have a green box with a checkmark at the left of the row.

The screenshot shows the 'Active Requests' table in SAP Concur. The table has columns for Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved a..., Remaining..., and Action. A red arrow points to a green checkmark in the first column of the row for 'Atlanta, GA - HR Conference', indicating it was created by a delegate.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
San Diego-SAP Conference	36U6	Submitted & Pending Supervisor Approval - Test. Supervisor Approver1	02/11/2019	08/16/2018	\$1,170.00	\$0.00	\$0.00	
Atlanta, GA - HR Conference	37MH	Not Submitted	02/15/2019	09/24/2018	\$1,401.00	\$0.00	\$0.00	
Manhattan, KS Meeting at KSU	36UV	Approved	08/04/2018	08/16/2018	\$211.00	\$211.00	\$192.55	Expense

Review the information on the request header for accuracy.

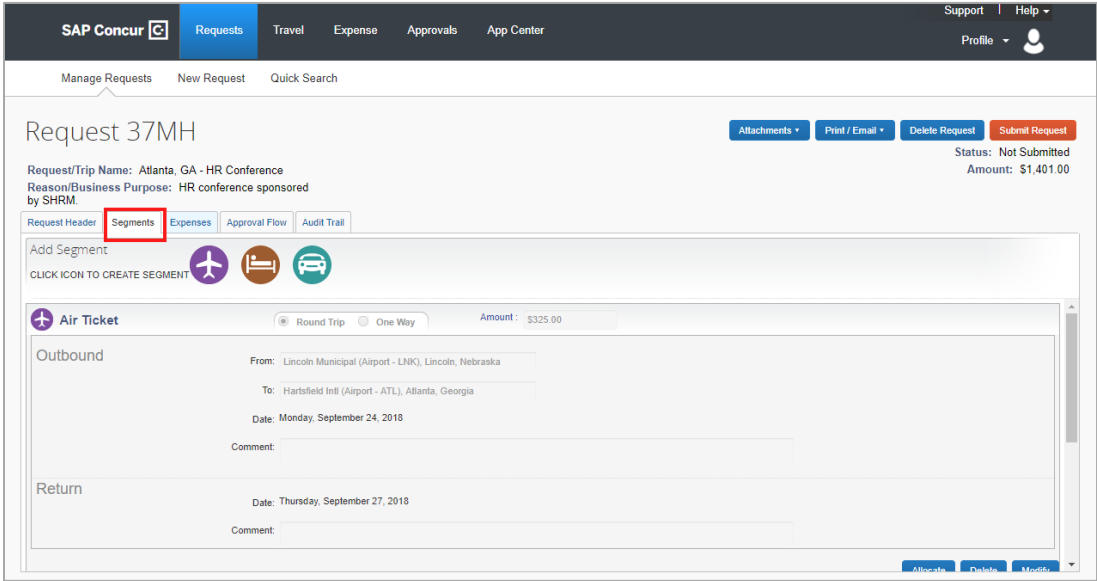
The screenshot shows the 'Request 37MH' header form in SAP Concur. The 'Request Header' tab is highlighted with a red box. The form contains fields for Request/Trip Name, Request/Trip Business Start Date, Request/Trip Business End Date, Request/Trip Purpose, Destination City, Destination Country, Trip Type, and Cost Object Type.

Request/Trip Name	Request/Trip Business Start Date	Request/Trip Business End Date	Request/Trip Purpose	Destination City
Atlanta, GA - HR Conference	09/24/2018	09/27/2018	Conference Attendee	Atlanta, Georgia

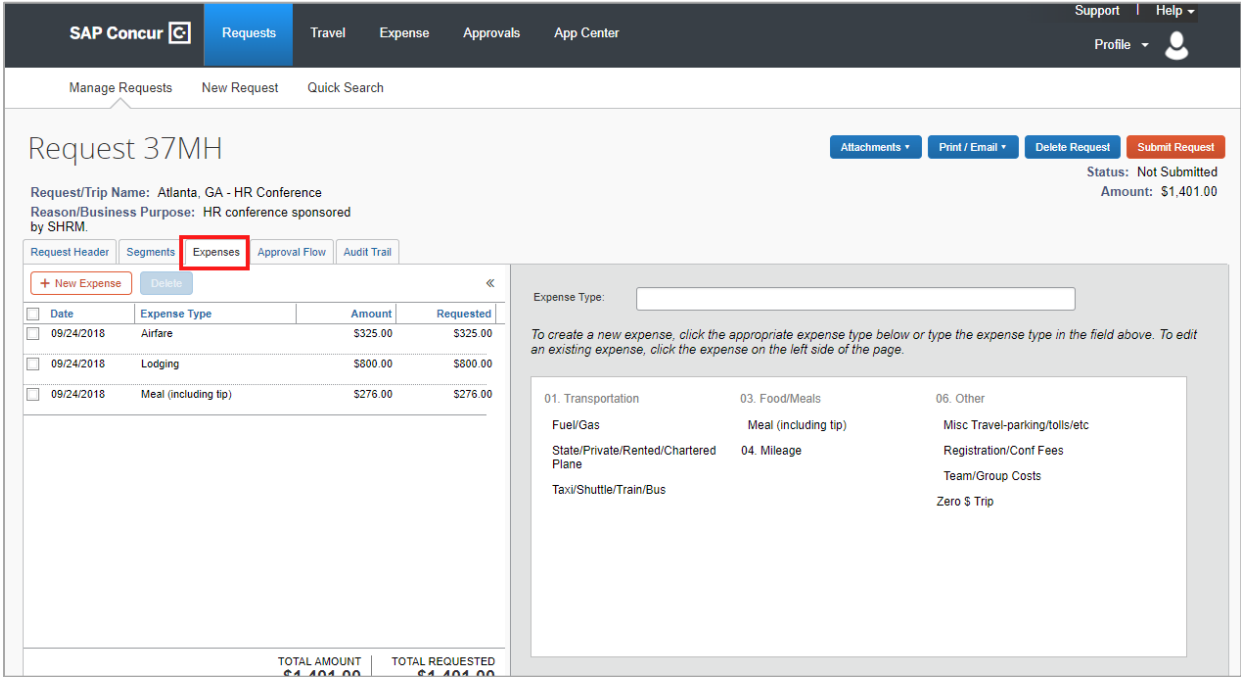
# SUBMIT A REQUEST OR EXPENSE CREATED BY A DELEGATE

Updated August 26, 2018

Click on the Segments tab to review the information on the segments tab.



To review other estimated expenses, click on the Expenses tab.



Click on attachments to view any attachments or add an attachment such as a conference brochure.

# SUBMIT A REQUEST OR EXPENSE CREATED BY A DELEGATE

Updated August 26, 2018

Request 37MH

Request/Trip Name: Atlanta, GA - HR Conference  
Reason/Business Purpose: HR conference sponsored by SHRM.

Status: Not Submitted  
Amount: \$1,401.00

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 09/24/2018	Airfare	\$325.00	\$325.00
<input type="checkbox"/> 09/24/2018	Lodging	\$800.00	\$800.00
<input type="checkbox"/> 09/24/2018	Meal (including tip)	\$276.00	\$276.00

TOTAL AMOUNT: \$1,401.00 | TOTAL REQUESTED: \$1,401.00

Expense Type:

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.

- 01. Transportation
- 03. Food/Meals
- 06. Other
- Fuel/Gas
- Meal (including tip)
- Misc Travel-parking/tolls/etc
- State/Private/Rented/Chartered Plane
- 04. Mileage
- Registration/Conf Fees
- Taxi/Shuttle/Train/Bus
- Team/Group Costs
- Zero \$ Trip

After reviewing the travel request and making any necessary changes, click on submit request.

Request 37MH

Request/Trip Name: Atlanta, GA - HR Conference  
Reason/Business Purpose: HR conference sponsored by SHRM.

Status: Not Submitted  
Amount: \$1,401.00

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 09/24/2018	Airfare	\$325.00	\$325.00
<input type="checkbox"/> 09/24/2018	Lodging	\$800.00	\$800.00
<input type="checkbox"/> 09/24/2018	Meal (including tip)	\$276.00	\$276.00

TOTAL AMOUNT: \$1,401.00 | TOTAL REQUESTED: \$1,401.00

Expense Type:

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.

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- Registration/Conf Fees
- Taxi/Shuttle/Train/Bus
- Team/Group Costs
- Zero \$ Trip

## EXPENSE REPORT CREATED BY A DELEGATE

To review an expense report created by a delegate, click on the Expense tab.

# SUBMIT A REQUEST OR EXPENSE CREATED BY A DELEGATE

Updated August 26, 2018

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
San Diego-SAP Conference	36U6	Submitted & Pending Supervisor Approval - Test, Supervisor Approver1	02/11/2019	08/16/2018	\$1,170.00	\$0.00	\$0.00	
Atlanta, GA - HR Conference HR conference sponsored by SHRM.	37MH	Submitted & Pending Supervisor Approval - Test, Supervisor Approver1	09/24/2018	08/26/2018	\$1,401.00	\$0.00	\$0.00	
Manhattan, KS Meeting at KSU	36UV	Approved	08/04/2018	08/16/2018	\$211.00	\$211.00	\$192.55	Expense
Dallas, TX	34UV	Approved	08/01/2018	07/31/2018	\$830.00	\$830.00	\$830.00	Expense

Expense reports created by a delegate will have a green circle with a checkmark stating it is ready for review. Click to open and review the expense report.

Report Name	Date	Amount	Status
Dallas, TX	08/26/2018	\$934.69	Ready for Review
Travel Mac	08/24/2018	\$0.00	NOT SUBMITTED
Books	08/24/2018	\$50.00	NOT SUBMITTED
Phoenix, AZ			NOT SUBMITTED
Donor trip			NOT SUBMITTED
Kearney, NE			NOT SUBMITTED
Manhattan, KS	08/17/2018		SUBMITTED

Review all the information on the expense report. Make edits if necessary and when complete, click on submit report.

# SUBMIT A REQUEST OR EXPENSE CREATED BY A DELEGATE

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**Manage Expenses**  
Dallas, TX

Buttons: + New Expense, Import Expenses, Details, Receipts, Print / Email

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	08/02/2018	Meal (including tip) Red Robin, Dallas, Texas	\$19.58	\$19.58
<input type="checkbox"/>	08/01/2018	Airfare United Airlines, Lincoln, Nebrask	\$301.54	\$301.54
<input type="checkbox"/>	08/01/2018	Lodging/Conference Rate Hilton Hotels, Lincoln, Nebraska	\$589.25	\$589.25
<input type="checkbox"/>	08/01/2018	Meal (including tip) McDonald's, Lincoln, Nebraska	\$7.45	\$7.45
<input type="checkbox"/>	08/01/2018	Meal (including tip) Pancake House, Lincoln, Nebras	\$16.87	\$16.87
<b>TOTAL AMOUNT</b>			<b>\$934.69</b>	<b>\$934.69</b>
<b>TOTAL REQUESTED</b>			<b>\$934.69</b>	

**New Expense**

Expense Type:

Recently Used Expense Types:

- Meal (including tip)
- Airfare
- Office Supplies
- Lodging/Conference Rate
- Fuel/Gas

All Expense Types:

- 01. Transportation: Airfare, Bus Rental, Car Rental, Fuel/Gas, State/Private/Rented/Chartered Plane, Taxi/Shuttle/Train/Bus
- 02. Travel Expenses: Lodging, Lodging/Conference Rate, Rental of Conf Facilities
- 03. Food/Meals
- 05. Office Expenses & Supplies: Copy Charges, Educational Supplies, Office Supplies, Supplies (Auto & Repair)
- 06. Other: Baggage & Airport Fees, Incidentals, Job Applicant, Laundry/Dry Cleaning, Misc Travel-parking/folls/etc, Phone/Fax/Internet, Registration/Conf Exp

A final review pop-up message appears. Review the information and click on Accept & Submit.

**Final Review**

**User Electronic Agreement**

By clicking on the 'Accept & Submit' button, I certify that:

- This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Nebraska or the Nebraska State College System and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- All required receipt images have been attached to this report.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Nebraska or the Nebraska State College System in full for those expenses.

Buttons: Accept & Submit, Cancel

The expense report is shown as pending financial approval. When finished with requests and expense reports, click on profile at the top right of the screen and sign out of Concur.

**Manage Expenses**

**ACTIVE REPORTS**

Report	Status	Date	Amount	Approval
Kearney, NE	NOT SUBMITTED	08/16/2018	\$72.50	
Dallas, TX	SUBMITTED	08/26/2018	\$934.69	Pending Financial Approval
Manhattan, KS	SUBMITTED	08/17/2018	\$1,018.45	Pending Financial Approval

Buttons: Create New Report