

Concur is the new travel application for the University of Nebraska. The system was built using the new university-wide travel policy.

HELPFUL HINTS

- You must complete a travel request prior to each travel status instance (each trip). The travel request should be approved prior to making any travel arrangements (airfare, hotel, conference registration, etc.)
- A delegate (travel coordinator) may create your travel request, organize your expenses, and complete your report, but you the traveler must submit it. These steps cannot be delegated. Instructions on how to submit a travel request or an expense report created by a delegate can be found [here](#).
- Download the Concur app for ease in uploading the electronic images of your receipts. Paper receipts are no longer accepted. Instructions for installing the app, updating information in your profile and registering your mobile device can be found [here](#).
- Expense reports need to be submitted as soon as possible to allow for Accounts Payable/Payment Services to review and if needed, return for changes. Expense reports cannot be initially submitted after the [60-day deadline](#). *Note:* if the expense report is returned for changes by Accounts Payable/Payment Services, the traveler can *re-submit* the expense report, even if it is past the 60-day deadline.

SUBMIT A TRAVEL REQUEST (PRE-TRIP AUTHORIZATION)

You must complete a travel request prior to each travel status instance (each trip).

1. Log into Firefly and click on the Concur Request, Travel, and Expense tile.
2. Click on Requests and follow the instructions listed [here](#).
  - a. You can create the request or have a delegate (travel coordinator) create the request; however you as the traveler will have to submit the request. This step cannot be delegated.
3. Once the request is submitted, it will go through an approval process – both supervisor and financial approvers must approve the request. If this is an international trip or use of state/charter plane, another layer of approval is needed. These steps are automated – no action is required by the traveler.
4. You will receive an email confirmation when the travel request has been approved. You may now book any travel arrangements.

BOOK YOUR TRAVEL (AIRFARE, HOTEL, CONFERENCE, ETC.)

1. Contact Fox World Travel to book your travel (recommended, however not required). You will need the four-digit code from your approved travel request. This code is located on the approved travel request.

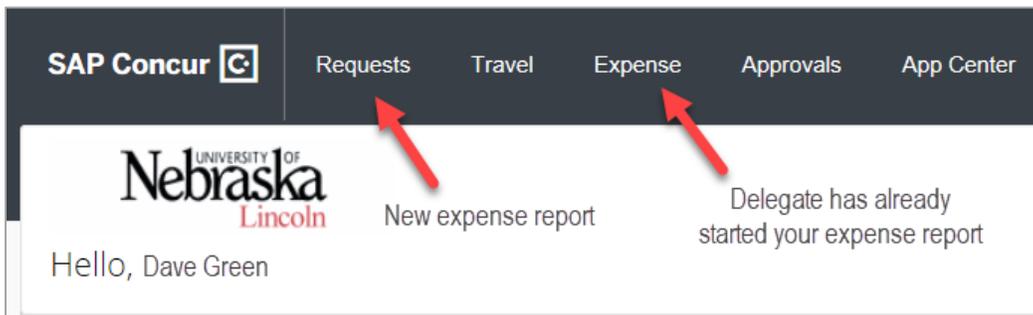
Dallas, TX - HR Conference HR conference with SHRM		39MH	Approved	09/05/2018 09/07/2018
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DURING YOUR TRIP

- Use the Concur mobile app to upload electronic images of your receipts.

CREATE AN EXPENSE REPORT

1. Log into Firefly and click on the Concur Request, Travel, and Expense tile.
2. From the Concur main screen:
  - a. If your delegate has already started an expense report for you *or* you created an expense report from the Concur app, click on the Expense tab and locate the expense report.



- b. If this is a new expense report, click on the Requests tab and locate the approved travel request for the trip you just completed. Click on **Expense** to the right of row. Follow the instructions listed [here](#).

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining...	Action
<input type="checkbox"/>	Dallas, TX - HR Conference HR conference with SHRM	39MH	Appro...	09/05/2018 09/07/2018	09/05/2018	\$1,392.00	\$1,392.00	\$1,392.00	Expense

HELP/ASSISTANCE FOR TRAVEL REQUESTS AND EXPENSE REPORTS

- Melody Stark | [traveloffice@nebraska.edu](mailto:traveloffice@nebraska.edu) | 402-554-3456
- Travel help phone line: 402-472-5610
- Concur Help website: [www.nebraska.edu/concur-help](http://www.nebraska.edu/concur-help)
- Concur User Support Desk (USD) available 24/7
  - Dropdown help menu in Concur (top right) or call 1-866-793-4040

