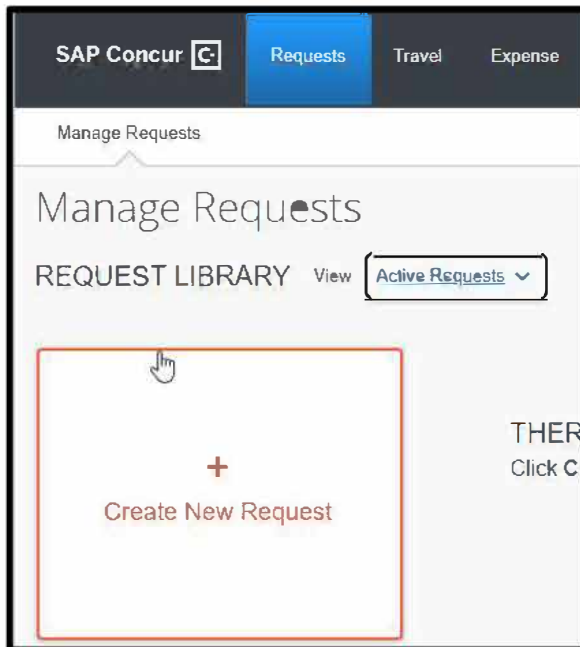
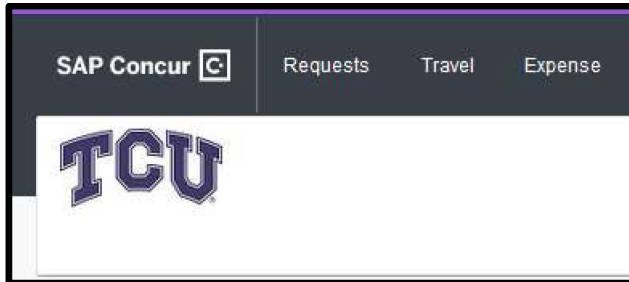


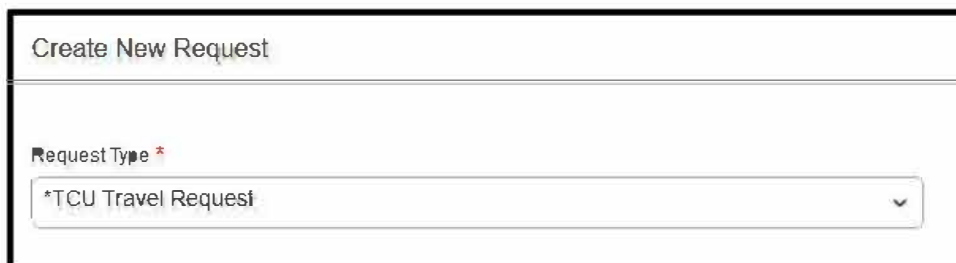
Creating and Submitting a Travel Request

Note: Effective 10/1/23 an approved Travel Request will be required for all employees in order to submit Travel Expense Reports with a trip type of In-State-Overnight, Out of State, and/or International Travel.

1. From the home page, click **Request** and then **Create New Request**.



2. Upon clicking **Create New Request**, you will select ***TCU Travel Request** in the Request Type.

A screenshot of the 'Create New Request' form. The title 'Create New Request' is at the top. Below the title is a dropdown menu labeled 'Request Type *' with the selected option being '*TCU Travel Request'.

3. You will then be required to enter information specific to your trip for the following **Request Headers**.

<u>Field Description</u>	<u>Format</u>
Request Type	From Drop Down Menu
Trip Name	Free Form – Information to properly identify the trip
Business Purpose	From Drop Down Menu
Travel Start Date	Enter from Calendar
Travel End Date	Enter from Calendar
Final Destination, City, State	Free Form
Trip Type	From Drop Down Menu
Traveler Type	From Drop Down Menu
Will you be expending University Funds?	From Drop Down Menu
Are you traveling with students?	From Drop Down Menu
Will you be taking University Property with you?	From Drop Down Menu
Will this trip include personal travel?	From Drop Down Menu
Personal Travel Dates	Free Form
Business Unit	From Drop Down Menu
Fund	From Drop Down Menu
Department	From Drop Down Menu
Project	From Drop Down Menu
Additional Information/Comments	Free Form

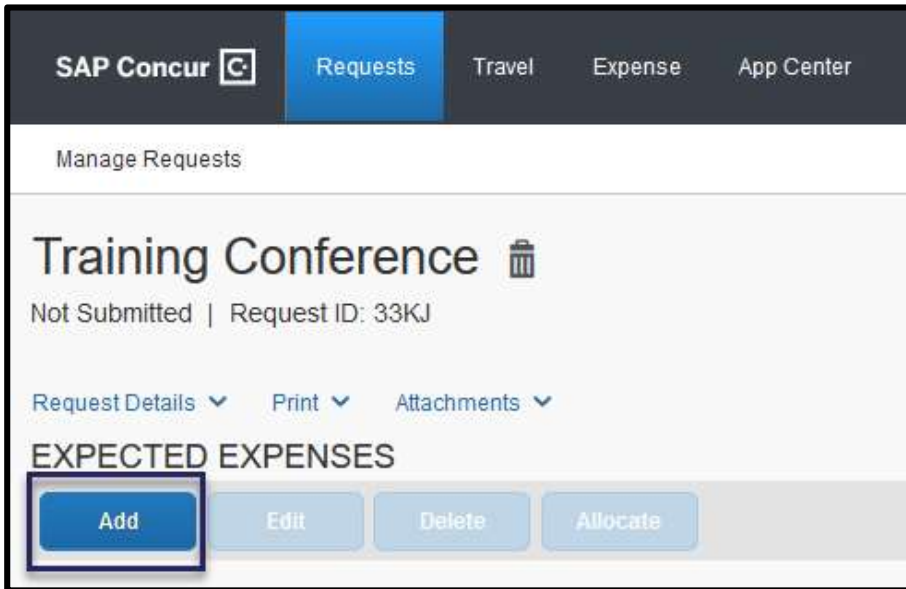
The screenshot shows a 'Create New Request' form with the following fields and values:

- Trip Name ***: Training Conference
- Business Purpose ***: Advertising/Public Relations
- Travel Start Date ***: 12/05/2022
- Travel End Date ***: 12/09/2022
- Final Destination, City, State ***: Minneapolis-Edina, Minnesota
- Trip Type ***: 2. In-State - Overnight
- Traveler Type ***: Employee
- Will you be expending University Funds? ***: No
- Are you traveling with students? ***: No
- Will you be taking University Property with you? ***: No
- Will this trip include personal travel? ***: No
- Personal Travel Dates**: (Empty field)
- Business Unit ***: (BRITE) Brite Divinity School
- Fund ***: (10200) Brite General
- Department ***: (12000) Brite General
- Project**: (23114) ICD#610765-CLSD
- Additional Information/Comments**: Attending incremental training |

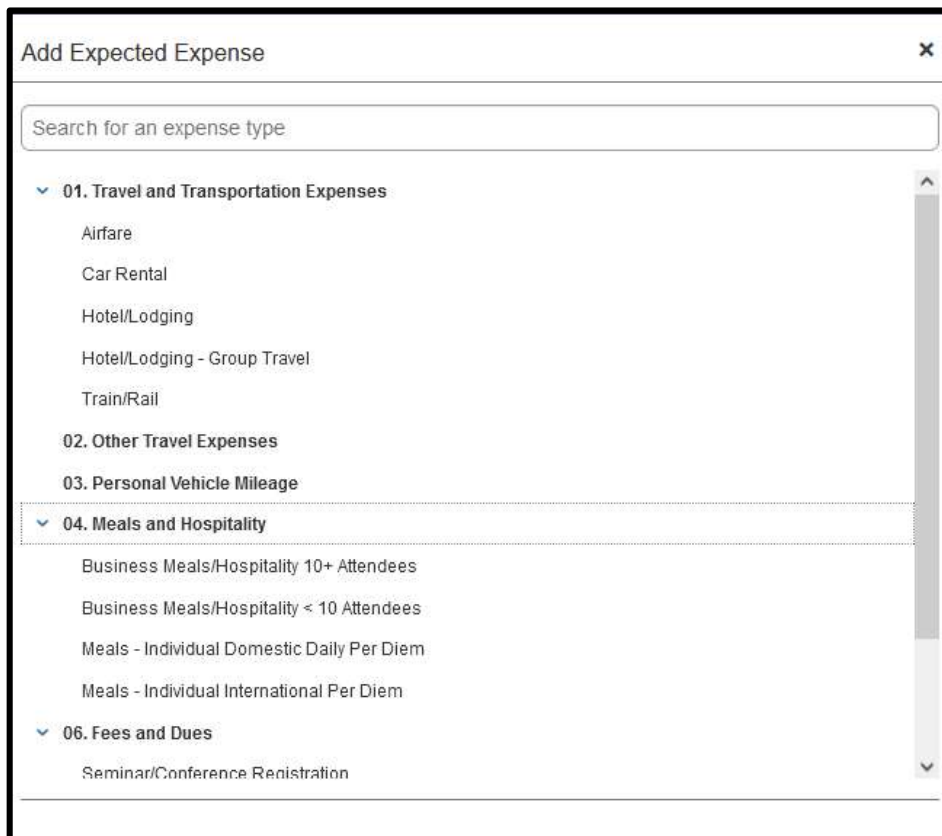
Buttons for 'Cancel' and 'Create Request' are visible at the bottom right.

4. Once you have entered the required information, select **Create Request**.

We will now add the estimated expenses for this trip.



5. Click on the **Add** button under **Expected Expenses**.
6. Under **Expected Expenses**, you can add expenses for **Travel and Transportation**, **Other Travel Expenses**, **Personal Vehicle Mileage**, **Meals and Hospitality**, **Fees and Dues** and **Registration Expenses**.



- Each expected expense has required fields to related to the expense type. The individual estimated amounts are included in the request total.

The screenshot shows the SAP Concur 'Manage Requests' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. The user's profile is visible in the top right corner. The main heading is 'Training Conference \$3,331.25' with a trash icon. Below this, it says 'Not Submitted | Request ID: 33KJ'. There are two buttons: 'Copy Request' and 'Submit Request'. Underneath, there are options for 'Request Details', 'Print', and 'Attachments'. The section is titled 'EXPECTED EXPENSES' and has buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. A table lists the expenses with columns for checkboxes, Alerts, Expense type, Details, Date, Amount, and Requested. The total amount is \$3,331.25.

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Hotel/Lodging	Minneapolis-Edina, Minnesota	12/05/2022	\$1,400.00	\$1,400.00
<input type="checkbox"/>		Training / Workshop Fees		12/05/2022	\$1,000.00	\$1,000.00
<input type="checkbox"/>		Airfare	Dallas (DFW) - Minneapolis (MSP) : Round Trip	12/05/2022	\$600.00	\$600.00
<input type="checkbox"/>		03. Personal Vehicle Mileage		12/05/2022	\$31.25	\$31.25
<input type="checkbox"/>		02. Other Travel Expenses		12/05/2022	\$300.00	\$300.00
						\$3,331.25

- Once you have added all of your Expected Expenses, select **Submit Request**.



- Review the Request User Agreement and select **Accept & Continue**.

A dialog box titled 'Request User Agreement' with a close button (X) in the top right corner. The text inside reads: 'I certify the estimated expenses contained in this Travel Request are within the university guidelines and are a true and accurate representation of the expected cost of this travel activity on behalf of Texas Christian University (TCU)'. At the bottom, there are two buttons: 'Cancel' and 'Accept & Continue'.

10. After submitting your Travel Request, in More Actions you may Cancel Request or Copy Request, you may also Recall the request (prior to the final approval) if you need to make changes or additions.

Manage Requests

Training Conference \$3,331.25

Submitted & Pending Approval | Request ID: 33KJ

Request Details ▾ Print ▾ Attachments ▾

EXPECTED EXPENSES

Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
	Hotel/Lodging	Minneapolis-Edina, Minnesota	12/05/2022	\$1,400.00	\$1,400.00
	Training / Workshop Fees		12/05/2022	\$1,000.00	\$1,000.00
	Airfare	Dallas (DFW) - Minneapolis (MSP) : Round Trip	12/05/2022	\$600.00	\$600.00
	03. Personal Vehicle Mileage		12/05/2022	\$31.25	\$31.25
...	02. Other Travel Expenses		12/05/2022	\$300.00	\$300.00
				\$3,331.25	

More Actions ▾ Recall

Cancel Request
Copy Request