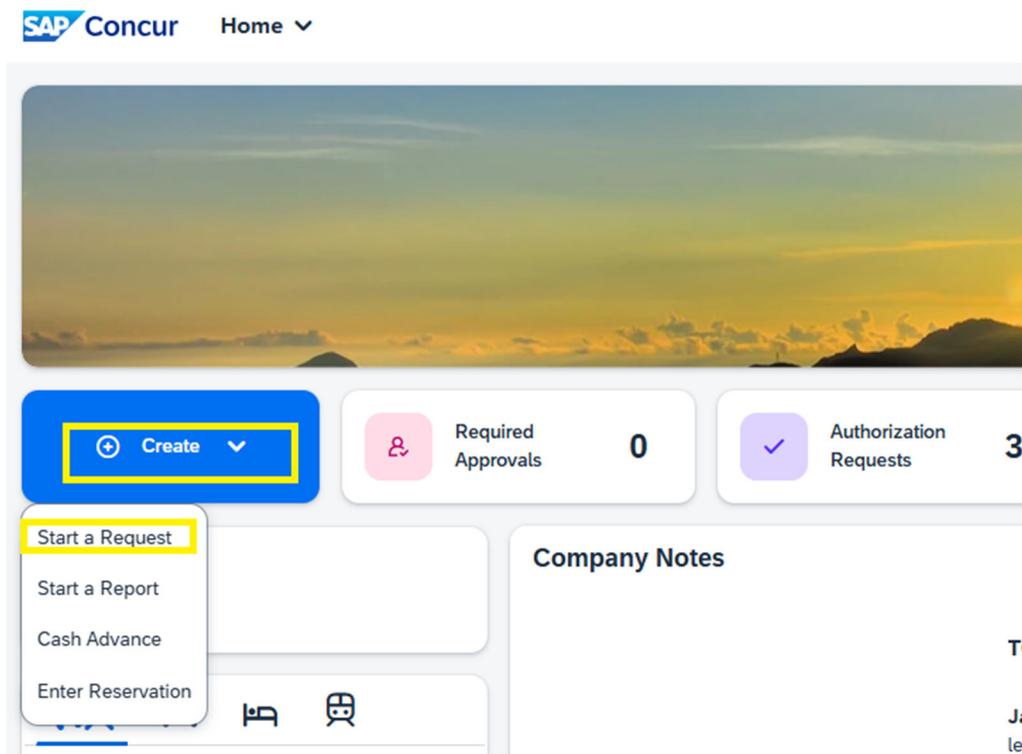


Creating and Submitting a Travel Request

Effective October 2023, an approved travel request is required for all employees to submit a travel expense report with a trip type of In-State-Overnight, Out of State, and/or International Travel.

Traveler must add Expenses and Fixed Allowance (per diem) expenses to requests to help estimate the total cost for your trip.

- 1) From the SAP Concur Home page, select Start a Request from the Create button dropdown



- 2) On the Create New Request page, complete the required and optional fields as directed (required fields are indicated with a red asterisk), and then click Create Request

3) On the Expected Expenses page, click Add to enter your expense details

EXPECTED EXPENSES

Add
Edit
Delete
Allocate

No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

In the list of expense types, select the expense which most closely matches your anticipated expense. Not all expense types are listed, use Other Travel Expenses if you do not see the expense type listed. For per diem, use Meals- Individual Daily Per Diem (this is used for domestic and international travel).

4) For this example, select the Meals – Individual Daily Per Diem expense type

Add expected expenses and/or travel plans



Search by expense type, category, description

[Collapse All Sections](#)

01. Travel and Transportation Expenses

- Airfare
- Car Rental
- Hotel/Lodging
- Hotel/Lodging - Alternative Lodging
- Hotel/Lodging - Group Travel
- Train/Rail

02. Other Travel Expenses

03. Personal Vehicle Mileage

04. Meals and Hospitality

- Business Meals/Hospitality 10+ Attendees
- Business Meals/Hospitality < 10 Attendees
- Meals - Individual Daily Per Diem**

06. Fees and Dues

- 5) Complete the required and optional fields as directed. The Estimated Amount field is read-only and will be automatically populated based on the City, Duration, and the GSA (domestic) or US State Department (International) rates for the arrival city.

Click Save

New Expense: Meals - Individual Daily Per Diem

[Allocate](#)

* Required field

Travel Start Date *

Travel End Date *

City *

Estimated Amount *

Currency *

Comment 0/2000



After saving the expense, you will see the calculated Amount based on the fixed allowance

EXPECTED EXPENSES						Add	Edit	Delete	Allocate
<input type="checkbox"/>	Alert↑↓	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓			
<input type="checkbox"/>		Meals - Individual Daily Per Diem	Portugalete, SPAIN	01/27/2025	\$445.00	\$445.00			
						\$445.00			

6) Repeat the process using the Add button to list all expected travel expenses

Add expected expenses and/or travel plans ✕

[Collapse All Sections](#)

- 01. Travel and Transportation Expenses**
 - Airfare
 - Car Rental
 - Hotel/Lodging
 - Hotel/Lodging - Alternative Lodging
 - Hotel/Lodging - Group Travel
 - Train/Rail
- 02. Other Travel Expenses**
- 03. Personal Vehicle Mileage**
- 04. Meals and Hospitality**
 - Business Meals/Hospitality 10+ Attendees
 - Business Meals/Hospitality < 10 Attendees
 - Meals - Individual Domestic Daily Per Diem
 - Meals - Individual International Per Diem
- 06. Fees and Dues**

Select applicable expenses from the listing. If expense type is not listed, use Other Travel Expenses.

Remember, amounts entered are just estimates.

+ **Add**

7) Once all expected travel expenses are listed, click Submit Request

test \$2,245.00 [Submit Request](#) [Copy Request](#) [Edit Approval Flow](#) [Delete Request](#)

Not Submitted | Request ID: 46P3

[Request Details](#) [Print/Share](#) [Attachments](#)

↑

EXPECTED EXPENSES						Add	Edit	Delete	Allocate
<input type="checkbox"/>	Alert↑↓	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓			
<input type="checkbox"/>		Seminar/Conference Registration		01/27/2025	\$800.00	\$800.00			
<input type="checkbox"/>		Meals - Individual Daily Per Diem	Portugalete, SPAIN	01/27/2025	\$445.00	\$445.00			
<input type="checkbox"/>		Hotel/Lodging	Portugalete, SPAIN	01/27/2025	\$1,000.00	\$1,000.00			
						\$2,245.00			

8) Review the Request User Agreement and select Accept and Continue

Request User Agreement



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).

Cancel

Accept & Continue

9) After submitting your travel request, you may recall (prior to the final approval), copy or cancel your request if your travel plans change or you need to make a change to your request

TEST \$2,245.00 Recall Copy Request Cancel Request

Submitted & Pending Approval | Request ID: 46P6

Request Details Print/Share Attachments

ESTIMATED EXPENSES

Expense type	Details	Date	Amount	Requested
Airfare/Conference Registration		01/27/2025	\$800.00	\$800.00
Meals - Individual Domestic Daily Per Diem	Portugalete, SPAIN	01/27/2025	\$445.00	\$445.00
Hotel/Lodging	Portugalete, SPAIN	01/27/2025	\$1,000.00	\$1,000.00
				\$2,245.00