

Creating and Completing a Travel Request



Click on Requests

The screenshot shows the SAP Concur user interface for 'THE TEXAS A&M UNIVERSITY SYSTEM'. The top navigation bar includes 'SAP Concur', 'Requests' (circled in red), 'Travel', 'Expense', 'Approvals', and 'App Center'. A red arrow points from the 'Requests' link down to the 'TRIP SEARCH' section. The 'TRIP SEARCH' section contains a 'Selection of Funding Source' dropdown, a 'Booking for myself | Book for a guest' toggle, and a 'Flight Search' form with fields for 'From' and 'To' (departure and arrival cities) and a 'Search' button. The 'MY TRIPS (1)' section shows a trip for 'OCT 30- NOV 09' titled 'Hotel Reservation at COLLEGE STATION, TX, USA (For Dr Luiz Rhoden)'. The right sidebar features a 'COMPANY' section with a Groot character image and the text 'Go ahead, click it 😊', and a 'MY TASKS' section with a '00' badge. The top right corner shows 'Help', 'Profile', and a user icon. A summary bar at the top right displays statistics: '+ New', '00 Required Approvals', '00 Authorization Requests', '01 Available Expenses', '01 Open Reports', and '00 Cash Advances'.

SAP Concur **Requests** Travel Expense Approvals App Center Help

Profile

THE TEXAS A&M UNIVERSITY SYSTEM

+ New 00 Required Approvals 00 Authorization Requests 01 Available Expenses 01 Open Reports 00 Cash Advances

TRIP SEARCH

Selection of Funding Source

Booking for myself | Book for a guest

Choose Funding Source First

Flight Search

Round Trip One Way Multi City

From ?
Departure city, airport or train station

To ?
Arrival city, airport or train station

Search

Show More

MY TRIPS (1)

OCT 30- NOV 09 Hotel Reservation at COLLEGE STATION, TX, USA (For Dr Luiz Rhoden)

More

ALERTS

COMPANY

Go ahead, click it 😊

MY TASKS

00

Click on Create New Request

SAP Concur  Requests Travel Expense Approvals App Center Help Profile 

Manage Requests

Manage Requests

REQUEST LIBRARY

Mordor
11/14/2023 | 4VFTF
\$0.00
[Not Submitted](#)

[+ Create New Request](#)



Fill out all the fields with a red asterisk; click on Create Request

Create New Request ✕

*** Required field**

Trip Name/Destination * [?] Beyond the Wall	Trip Start Date * 11/14/2023	Trip End Date * 11/15/2023
Travel Classification * Employee-Foreign	Traveler Type * Staff	Student Travel Activity Type None Selected
Contracts/Grants * No	Trip Purpose & Benefit * Epic journey with my 6 best friends to go beyond the Wall, catch a white walker, bring it back to A&M to advance teaching/research/networking.	GSA Meal Rate [?] \$
Non-Employee/Student Traveler (Last Name, First Name) [?]	Foreign Country 1	Foreign Country 2
Foreign Country 3		
System * ¹ TRAVEL	²	Department/SubDepartment * ³ (PHIL) PHILOSOPHY AND HUMANITIES
Account ⁴	Account ⁵	Department Reference Number

Notes

Cancel **Create Request**

What is the purpose and benefit to A&M?



Add Expected Expenses

SAP Concur  Requests Travel Expense Approvals App Center Help  Profile 

Manage Requests

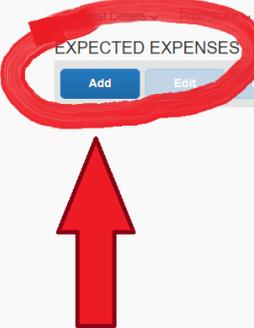
Alerts: 1

Beyond the Wall 
Not Submitted | Request ID: 4VJR9 [More Actions](#) [Submit Request](#)

[Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)



These can be things you've already purchased like flights



Or what you expect to spend on things like meals



The expenses do NOT need to be specific or include every expense



The expenses DO need to add up to the amount of approved funding



The purpose of adding expected expenses is to encumber the approved funding



Look at all this
funding I've
encumbered 😊

Click on Submit Request

