Step-by-Step Guide:

Submitting a **Concur Travel Request**

Requests in Concur replace the Travel Authorization and Advance Request (TAAR) form previously utilized to approve business travel.

Please Note Before you Begin:

- A Concur Request must be submitted for each business trip **all University employees** take, regardless of other attendees. Each employee attending a trip who anticipates generating reimbursable or Travel Card expenses must submit their own request.
- If you book your travel arrangements before submitting a Concur Request for that trip, please be sure to submit the Request within 3 business days from making the reservations.
- Business Travel is defined by the IRS as duties requiring the traveler to be away from their company’s city or general area for a period substantially longer than an ordinary day’s work, when an overnight stay is necessary. **Same day trips where you leave and return to San Antonio the same day don’t have to be handled through the travel process.**
- Expenses listed on a Request are intended to be **estimates**. Requests do not need to be altered after the fact to match your actual expenses. Explanatory comments may be provided on the expense report for unexpected expenses or significant differences. However, if a **large** and completely new type of expense arises before the trip takes place, you may submit a separate Request and attach both to your expense report.

Overall Process Diagram:

This guide explains step-by-step the procedure for submitting a Request in Concur and the associated automated approval workflow. Concur Request handles approvals for trips funded across multiple budget accounts, international travel approvals, Vice President approvals for travel over $5,000, and Cash Advances.
Exploring the Requests Page

From the Concur Home Screen, click **Requests** from the menu across the top of the page.

- By default, this screen will display any Active (not cancelled, closed, inactivated, or passed) Requests. You may utilize the **View** button to view/filter your Requests with other statuses.
- From this page you may also search for a specific request.
- You may access this page to find and **Cancel/Inactivate** a request for any trip you will no longer be taking. Simply click anywhere on the line for that particular request to detail into it. You can recall it before it is approved to make amendments to trip dates, etc. After it has been approved, you would need to Cancel/Inactivate it and resubmit with the correct dates/location/etc. **Please do not cancel and resubmit requests when actual expenses are reasonably different from the estimated amounts** (Your expense report with actuals will go to the budget approver regardless). Usually, a request should only be cancelled and resubmitted with a correction if there are any changes in the funding source, dates, or the destination.
- This page will also be useful for locating the Request ID number you will need in order to book travel arrangements for that trip.
Submit a Travel Request

Before You Begin:

This guide assumes you have already logged into Concur for the first time and updated your profile. If you are unsure of how to log into Concur, please refer to the First Time Login guide first.

Step-by-Step Procedures:

1. From the Concur Home Page, the quickest way to begin a new request is to hover over + New and click Start a Request. Alternatively, you can start a new Request from the Requests page, accessed from the menu across the top of the Home Page.

2. Fill out the Request Header information.

Request Header Tips and Tricks:

- Request/Trip Purpose Description: Please provide the details of the selection you chose from the Request/Trip Purpose drop-down menu. For example, provide the name of the conference if you chose “Conference Attendee”.

- The Fund; VP Area; Division; Department; and Trip Type fields are for identifying the primary funding source for the trip. “Fund” is the first two digits of the account number, “VP Area” are digits 3-4, “Division” is the fifth digit, “Department” is digits 6-9; and “Trip Type” is the object code. See example from the screenshot above, and the charts on the next page for further clarification.
Submit a Travel Request, Continued

- Fund, Division, VP Area, Department, Trip Type Reference Chart:

<table>
<thead>
<tr>
<th>TU Account Number (Altered)</th>
<th>Concur Fields</th>
<th>“Fund”</th>
<th>“VP Area”</th>
<th>“Division”</th>
<th>“Department”</th>
<th>“Trip Type”</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC: 10-1507123-54300</td>
<td></td>
<td>10</td>
<td>15</td>
<td>0</td>
<td>7123</td>
<td>54300</td>
</tr>
<tr>
<td>Summer Madrid: 14-1341234-54390</td>
<td></td>
<td>14</td>
<td>13</td>
<td>4</td>
<td>1234</td>
<td>54390</td>
</tr>
</tbody>
</table>

FSC Account Explanation: the Fund “10” + the VP Area “15” + the Division “0” + the Department “7123” + the Trip Type “54300” = The FSC account number with Domestic Travel object code “10-1507123-54300”.

Summer Madrid Account Explanation: the Fund “14” + the VP Area “13” + the Division “4” + the Department “1234” + the Trip Type “54390” = The Summer Madrid account number with the Foreign Travel object code “14-1341234-54390”.

- The main benefit of splitting our account structure into 5 fields is what you select for one field drives the available options for the next field, and so forth. Therefore, there will be less likelihood of accidentally selecting the wrong account.

- Please reference the following keys for the different “Funds”, “VP Areas”, and “Divisions”:

<table>
<thead>
<tr>
<th>“Fund”</th>
<th>Description: Type of Account</th>
<th>“VP Area”</th>
<th>Description: Reports To..</th>
<th>“Division”</th>
<th>Description: Categories of Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Current Fund (Most departmental accounts)</td>
<td>11</td>
<td>President</td>
<td>0</td>
<td>Administrative Office</td>
</tr>
<tr>
<td>11</td>
<td>Revenue-generating accounts. Ex: TU Press</td>
<td>13</td>
<td>VP Academic Affairs</td>
<td>2</td>
<td>Athletics</td>
</tr>
<tr>
<td>14</td>
<td>Unrestricted Designated</td>
<td>15</td>
<td>VP Finance and Ad-</td>
<td>4</td>
<td>Business and Behavioral Studies</td>
</tr>
<tr>
<td>24</td>
<td>Restricted by Gift</td>
<td>17</td>
<td>VP Alumni Relations</td>
<td>6</td>
<td>Humanities and Arts</td>
</tr>
<tr>
<td>25</td>
<td>Grant Account</td>
<td>18</td>
<td>VP Information Re-</td>
<td>8</td>
<td>CSI-Sciences, Math, and Engineering</td>
</tr>
<tr>
<td>26</td>
<td>Grant Account</td>
<td>19</td>
<td>VP Student Life</td>
<td>9</td>
<td>Student Support Office</td>
</tr>
<tr>
<td>27</td>
<td>Grant Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Grant Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Plant Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- NOTE: If your trip will be funded by multiple accounts, those can be added on the “Expenses” tab using the “allocate” feature. See page 6 for instructions.
Submit a Travel Request, Continued

3. Click on the “Expenses” tab of the Request and estimate your expenses.

- Note: The system is set up to provide you with two methods by which you can estimate expenses, depending on your needs and the requirements of the account approvers. You may estimate the total cost of the trip as a single line-item **OR** you may estimate the expenses by individual line items.
  - If the “*Total Trip Cost Estimate” line item is used, you will not be able to add any other expense type line items.
  - Note: For all **Grant** accounts, estimates for each individual expense type is **required**.
Submit a Travel Request, Continued

Using “*Total Trip Cost Estimate” continued:

- Click the “*Total Trip Cost Estimate” expense type
- Enter the first or the last day of the trip for “Transaction Date”
- Enter the total estimated amount for the trip in “Transaction Amount”
- If there are student attendees (NOT other profiled Concur users) accompanying a TU employee on the trip, you may add them here. Click “Add” in the attendee section, then “Advanced Search”. Type in the name of the student and search. If no results, click “New Attendee”. Repeat for any additional student attendees.
- If multiple budget accounts will fund this travel, follow these steps:
  - After you have filled out the other information, click the “Allocate” button.

  - Check the box(es) next to the line item description(s) you are allocating.
  - Click “Allocate Selected Expenses”
  - Choose to “Allocate By” Percentage or Amount
  - Click “Add New Allocation”
  - Enter the amount and account number for the second (and so forth) account.
Submit a Travel Request, Continued

Using “*Total Trip Cost Estimate” continued (allocations):

- If you are using more than two accounts, click “Add New Allocation” again until you have added all accounts you need.

- Click Save.

- Once allocations have been saved, you can hover over the allocations icon to see a preview of the allocations.

Using Individual Line Items to Estimate Trip Costs:

- The procedure for estimating your trip expenses by individual line items is nearly identical, except you will be adding each expense type you expect to have instead of one all-encompassing total trip estimate.
  
  - Click the expense type you need.
  
  - Enter the required information (Transaction Date and Transaction Amount for most)
  
  - Click Save and repeat with the next expense type.

- To identify students traveling as part of this trip, you can add them in the “additional information field in the Request Header. Only do this when students are accompanying a faculty/staff member. **Student-only travel has a separate process outside of Concur.**

- To allocate to multiple budget accounts, follow the same instructions from page 6 to the top of this page for each expense type.

4. Click “Submit Request”

5. Read the Electronic User Agreement and click “Accept and Submit”

Your request will be forwarded to the appropriate approver(s). Once approved, you should book your travel in Concur Travel (have your Request ID handy).

Note, Cash Advances: Cash Advances are handled in Concur. Most users are not set up for cash advances in the system by default, as it is the general policy of the University not to issue them. If you require a cash advance for the trip, contact the Financial Services Center for information on gaining that access in Concur. Also refer to the Concur Cash Advance Reference Sheet once set up.