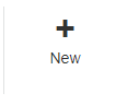
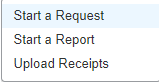
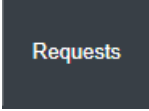


Concur Travel Request – Quick Reference

- Use this quick reference to create a travel request using SAP Concur.

- From the Concur dashboard, hover over  **New** and select  **Start a Request**. The **New** button can be found on the *Quick Task Bar*.



NOTE: A request can also be created by clicking  **Requests** and toggling to the **New Request** tab.

- Complete the required fields and any additional fields applicable to the trip. You should enter as much information as possible.

NOTE: The *Request Header* tab will display first.

- Enter expenses in the **Segments** tab and/or the **Expenses** tab.

NOTE: You must have at least one segment or expense entered in order to submit the request. Segments or expenses entered in the request are approximations and do not require exact amounts.

- Click  **Submit Request** to submit the trip request.
- **NOTE:** By clicking **Submit Request** the system will check for errors. If errors are found, a pop-up window will display notifying you to correct the errors. Detailed error messages can be found on the *Request Header* tab.
- Click  **Accept & Submit** in the pop-up window to verify your request is accurate and submit into workflow.