

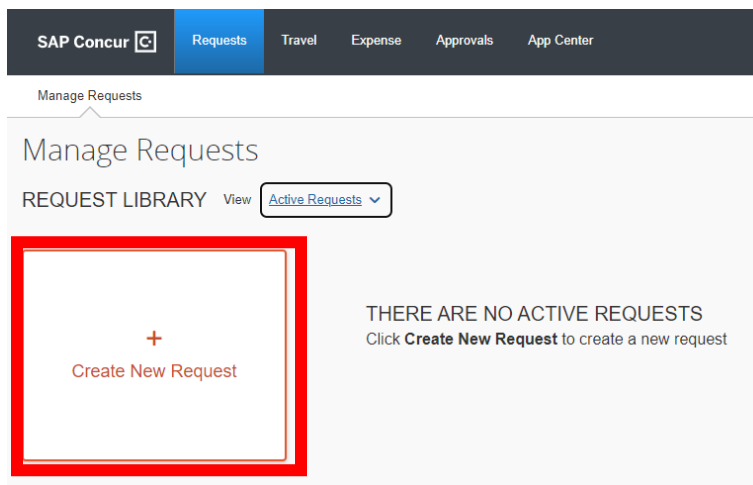
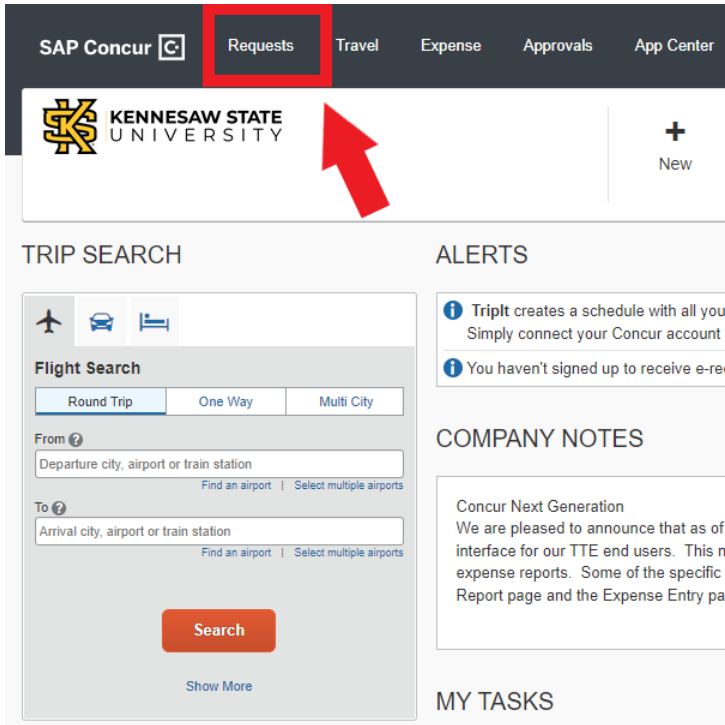
Travel Request

Create a Travel Request

1. Login to Concur Solutions.

<https://us2.concursolutions.com/nui/signin>

2. Click the Requests tab, and then Create New Request.



Travel Request

3. Complete the fields on the Create New Request pop up which have a red asterisk. These are required. Click the Create Request button.

Create New Request

* Request Name (Destination and Travel Dates) *

* Trip Type *

* Request Policy *

* Start Date *

* End Date *

* Purpose *

* Main Destination Country *

* Employee First Name *

* Employee Last Name *

Cancel **Create Request**

4. Click the blue Add button to begin adding expected expenses to the request. Select the applicable expense type from the list. Complete the fields which have a red asterisk. Click save.

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

No Expected Expenses

Add expected expenses to this request to submit for approval.

Travel Request

Add Expected Expense

▼ Lodging

Hotel Reservation

▼ Other

Miscellaneous

Pre Paid Registration

▼ Other Meals

Dining

▼ Transportation

Air Ticket

Car Rental

Taxi Fare

Manage Requests

New Expense: Hotel Reservation

Cancel

Save

* Required field

Check-In

Date



At



City



Detail

Check-Out

Date



At



Comment

Amount *

Currency *

US, Dollar



Save

Cancel



Travel Request

5. Continue with other applicable expected expenses.

- If you have already been reimbursed for registration or memberships by department admin do not include these in the report

Continue to Step 6 on page 6 OR see below for multiple speed chart allocations:

If trip costs will be allocated between multiple speed charts:

1. **Select expected expenses** that need to be allocated.
2. **Click the blue Allocate** button.

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

←

<input checked="" type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip	12/01/2022	\$1,500.00	\$1,500.00
					\$1,500.00

3. **Select Percent or Amount** based on how this will be allocated

Allocate

Expenses: 1 | \$1,500.00

Percent Amount

Amount	Allocated \$1,500.00
\$1,500.00	100%

Travel Request

4. Click the blue Add button.

Allocate

Expenses: 1 | \$1,500.00

Percent	Amount
	Amount \$1,500.00
	Allocated \$1,500.00 100%

Default Allocation

Code
02040

Add Edit Remove Save as Favorite

5. Search for the applicable speed chart or select from your favorite allocations.

6. Click Save.

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Department/Speed Chart 2

▼ HSS-Interdisciplinary Studies (02084)

Cancel **Save**

7. Adjust the percentage or amount. Click Save.

Allocate

Expenses: 1 | \$1,500.00

Percent	Amount
	Amount \$1,500.00
	Allocated \$1,500.00 100%
	Remaining \$0.00 0%

Default Allocation

Code
02040

Percent %
50

Add **Edit** **Remove** **Save as Favorite**

<input checked="" type="checkbox"/>	Department/Speed Chart	Code	Percent %
<input checked="" type="checkbox"/>	HSS-Interdisciplinary Studies	02084	50

Cancel **Save**

Travel Request

6. Click on **Request Details**. Select **Request Timeline** from the dropdown. The approval flow is located on the left side of the pop up.

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

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

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip

Request Details ▾ Print/Share ▾ Attachments ▾

Request

[Edit Request Header](#)

[Request Timeline](#)

[Audit Trail](#)

[Allocation Summary](#)

EXPECTED EXPENSES

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

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip

7. Click **Edit** to change the approval flow.

Request Timeline

Test | \$1,500.00

Approval Flow

[Edit](#)

Manager Approval 1
McGovern, Bryan P.

Request Summary

[Add Comment](#)

Travel Request


8. Click **+Add Step** in the location the additional approver needs to be added. This is where business managers or grants approvers should be added.

Edit Approval Flow ×

~~+ Add Step~~

Manager Approval 1

▼ ▾ McGovern, Bryan P.

+ Add Step 

Cancel Save

9. In the search field begin typing the approver's last name and select the appropriate individual from the drop down.

Edit Approval Flow

+ Add Step

Manager Approval 1

▼ ▾ McGovern, Bryan P.

+ Add Step

User-Added Approver

▼ ▾ Clark, Ashlee K. (aclark92@kennesaw.edu) Delete

+ Add Step

10. Click **Save**.

Travel Request

11. Click Close to exit the Request Timeline

Request Timeline
Test | \$1,500.00

Approval Flow [Edit](#)

- Manager Approval 1
McGovern, Bryan P.
- User-Added Approver
Clark, Ashlee K.

Request Summary

No Summary.
This request has not been submitted.

[Add Comment](#)

[Close](#)

12. Click Submit Request, then accept & continue.

Test \$1,500.00

Not Submitted | Request ID: JJWW

[Copy Request](#) [Submit Request](#)

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

EXPECTED EXPENSES

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

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip	12/01/2022	\$1,500.00	\$1,500.00 <small>Allocated</small>
					\$1,500.00

Request Submit Confirmation

Are you sure you want to submit this request?

[Cancel](#) [Accept & Continue](#)