

NAVIGATING CONCUR:

Before the Trip



Key Points

- ✓ TRAVEL REQUESTS MUST BE FULLY APPROVED BEFORE BOOKING TRAVEL EXPENSES
- ✓ THE ASSIGNED BUS OP SPECIALIST SHOULD BE ADDED TO THE APPROVAL FLOW **AFTER** THE DEFAULT APPROVER
- ✓ IF ADDING PERSONAL DAYS TO YOUR TRIP, YOU ARE REQUIRED TO COMPLETE THIS [FORM](#) & PROVIDE COST COMPARISONS TO VERIFY NO ADDITIONAL COST TO THE UNIVERSITY
- ✓ AIRFARE BOOKINGS SHOULD BE MADE 15–30 DAYS PRIOR TO DEPARTURE TO REDUCE THE NECESSITY OF CANCELING THE AIRFARE DUE TO UNANTICIPATED EVENTS THAT MAY OCCUR
- ✓ AN [INDIVIDUAL MEMBERSHIP FORM](#) IS REQUIRED WHEN REQUESTING REIMBURSEMENT FOR MEMBERSHIP
- ✓ WHEN FUNDING IS NOT FROM YOUR HOME DEPT, MAKE SURE TO AD HOC THE APPROPRIATE APPROVERS



KENNESAW STATE UNIVERSITY

RCHSS TRAVEL

GETTING TO CONCUR

Upcoming Deadlines

- No current deadlines

Please Remember

New Mileage Rates, Effective January 1, 2021:

- Tier 1: .56 per mile
- Tier 2: .16 per mile

Airfare must be booked in Concur within 15-30 days prior to your trip!

Contact Information

- [Ashlee Clark](#)
- [Janet McGovern](#)
- [Molly First](#)

[RCHSS HOMEPAGE](#)

Please be sure to contact the correct person for your travel needs. Use the dropdown below to verify your CHSS Business Operations contact.

Assigned to Ashlee Clark	+
Assigned to Molly First	+
Assigned to Janet McGovern	+

Concur

- [Concur User Profile Activation or Update Form](#)
- [Best Practices for Travelers](#)
- [Travel FAQs](#)
- [Travel Request Checklist](#)
- [Expense Report Checklist](#)
- [Online Training/How-to Guides](#)
- [Navigating Concur \(Updated Jan. 2020\)](#)
- [Concur Direct Link](#)

Per Diem

- [GSA Domestic Per Diem Rates](#)
- [GSA Meals and Incidental Expenses \(M&IE\) Breakdown](#)
- [International Per Diem Rates](#)
- [International Per Diem Breakdown](#)
- [In-State Per Diem](#)
- [Navigating Concur: Per Diem](#)

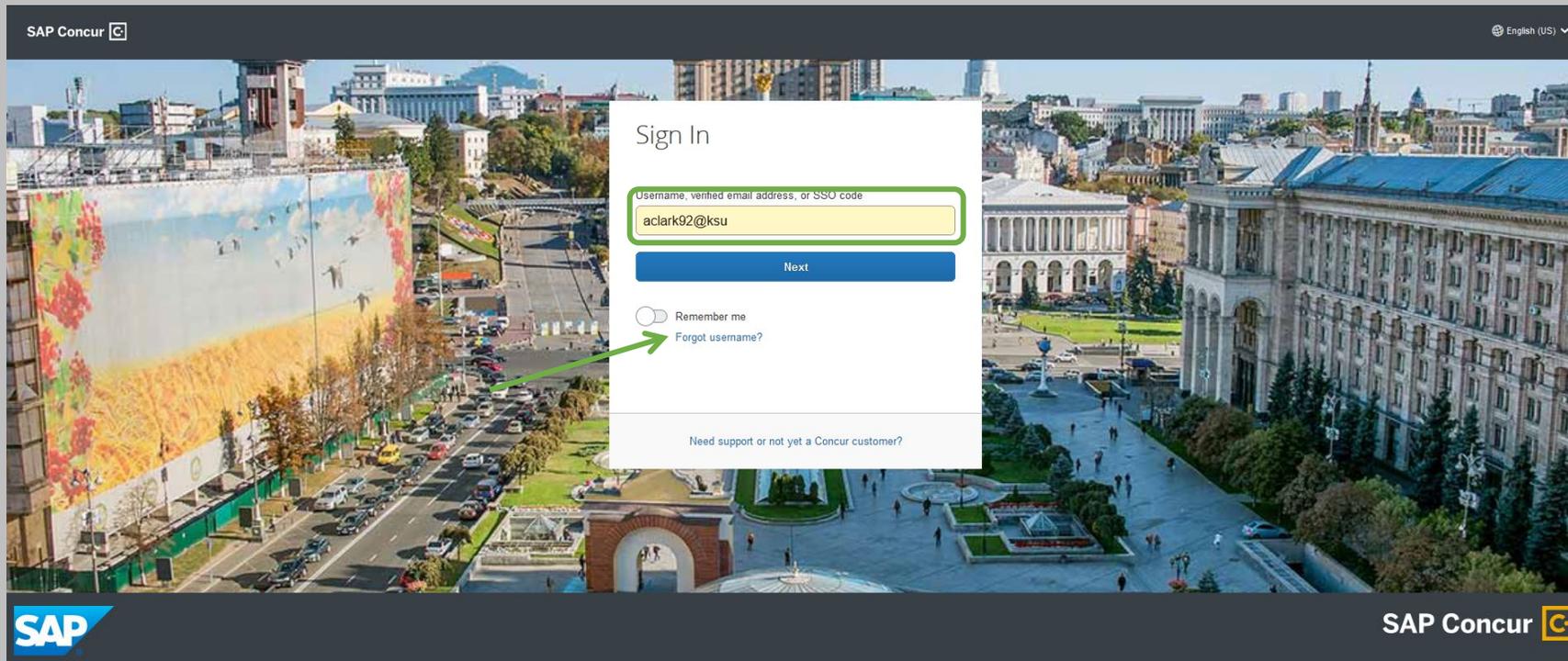
Car Rental

- [Car Rental Cost Comparison Calculator](#)
- [Obtaining Car Rental Receipt](#)
- [Request to Reserve KSU Cars or Vans](#)

Travel Forms & Resources

- [RCHSS FY22 Travel Funding Request for Non-Tenure Track Faculty](#). Please submit by *September 30, 2021*, for best consideration. Click on the following link below to access the form in DocuSign: <https://bit.ly/2QDjNtv>
- [RCHSS Student Travel Request Form](#)
- [Travel Authorization Request: Adding Personal Time Form](#)
- [Individual Membership Form](#)
- [Additional Travel Forms & Resources](#)
- [Vendor/Supplier Forms](#)

HAVING ISSUES LOGGING INTO CONCUR?



- PLEASE SUBMIT THE [CONCUR USER PROFILE ACTIVATION FORM](#) IF:
 - YOU ARE NEW TO KSU
 - HAVE MOVED TO A DIFFERENT DEPT. & NEED TO CHANGE YOUR DEFAULT SPEED CHART NUMBER AND APPROVER
- IF YOU HAVE NOT HAD ANY CHANGES AND HAVE USED CONCUR IN THE PAST, BUT ARE UNABLE TO LOG INTO CONCUR, PLEASE ENSURE THAT YOU ARE USING THE CORRECT USERNAME:
 - USERNAME= NETID@KSU (DO NOT SPELL OUT KENNESAW OR ADD .EDU)
- IF A PASSWORD RESET IS NEEDED, PLEASE SELECT "FORGOT PASSWORD"

TO CREATE A TRAVEL REQUEST

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Profile | Help

KENNESAW STATE UNIVERSITY
Hello, Ashlee

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

TRIP SEARCH

Flight Search: Round Trip | One Way | Multi City

From: Departure city, airport or train station
To: Arrival city, airport or train station

ALERTS

- Start a Request
- Start a Report
- New Cash Advance
- Upload Receipts

COMPANY NOTES

New Mileage Rates for Fiscal Year 2021
GSA recently announced revised rates for calendar year 2021. The following rates are applicable to travel that occurs on or after January 1, 2021.

Tier I Rates: Automobile \$0.56 per mile

[Read more](#)

TRAVEL REQUEST HEADER

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Help | Profile | User Icon

Manage Requests | New Request | Quick Search

Request

Cancel | Save | Print / Email | Delete Request | Submit Request | Status: Not Submitted

Request Name (Destination and Travel Dates):
Purpose:

Request Header | Segments | Approval Flow | Audit Trail

Request Name (Destination and Travel Dates) Seattle, WA 11/15-20/21	Trip Type Domestic	Request Policy *KSU Request Policy	Start Date 11/15/2021	End Date 11/20/2021	Purpose ABC Conference	SpeedChart 2
Comment <input type="text"/>	Employee First Name Ashlee	Employee Last Name Clark	Main Destination Country UNITED STATES			

Type to search by: TEXT CODE

- Kennesaw State University HSS-RadowCollegeOfHumSocScien (USG43000-42204)
- Kennesaw State University HSS-Foreign Language (USG43000-02030)
- Kennesaw State University KSURSF/Alphawood/BelizeCY19 (USG43000-24447)
- Kennesaw State University AAF-FLC01 (USG43000-PFL01)
- Kennesaw State University AAF-FLC03 (USG43000-PFL03)
- Kennesaw State University HSS-History & Philosophy (USG43000-02040)
- Kennesaw State University HSS-Conf Mgt,Peaceblding,&Dvlp (USG43000-02092)
- Kennesaw State University KSURSF/Democracy (USG43000-24370)
- Kennesaw State University AAF-QEP FLC3 (USG43000-QEPP3)
- Kennesaw State University HSS-Political Sci & Intl Affrs (USG43000-02060)

CAP-Capital Projects Other (01500)
CAP-Capital Projects Other IT (01600)
USG-Capital Projects (02010)

- REQUEST NAME: "DESTINATION, TRAVEL DATES" FORMAT
- TRAVEL TYPE: DOMESTIC OR INTERNATIONAL FOR RGHSS TRAVEL
- START DATE & END DATE: THE SAME DATE RANGE AS THE REQUEST NAME
- PURPOSE OF TRIP: INDICATE THE NAME OF THE CONFERENCE/WORKSHOP/MEETING, ETC.
- THE SPEED CHART NUMBER WILL DEFAULT TO HOME DEPT
- TO CHANGE THE SPEED CHART NUMBER, CLICK THE DOWN ARROW AND SELECT "CODE"

TRAVEL AUTHORIZATION REQUEST: ADDING PERSONAL TIME FORM

- THIS IS A RCHSS FORM, DESIGNED BY OUR BUSINESS OPERATIONS TEAM
- THE FORM MUST BE FILLED OUT AND SIGNED BY THE TRAVELER & SUPERVISOR
- ADD THE FORM TO YOUR TRAVEL REQUEST AS BACK UP DOCUMENTATION IN "ATTACHMENTS"
- COST COMPARISON PRINTOUTS NEED TO BE INCLUDED TO SHOW THAT AIRFARE DOES NOT COST MORE WHEN ADDING PERSONAL DAYS
 - 1ST PRINTOUT: AIRFARE WITH BUSINESS DAYS, ONLY
 - 2ND PRINTOUT: AIRFARE WITH PERSONAL DAYS ADDED
- NOTATE PERSONAL TIME ON THE TRAVEL REQUEST HEADER'S COMMENTS SECTION, INDICATING WHICH DAYS ARE PERSONAL AND WHICH DAYS ARE BUSINESS
 - THE FIRST & LAST DAYS OF YOUR TRIP ARE "TRAVEL DAYS" AND CAN BE CONSIDERED BUSINESS DAYS
- PLEASE NOTE, YOU ARE RESPONSIBLE FOR ANY EXPENSES INCURRED ON PERSONAL DAYS

TRAVEL AUTHORIZATION REQUEST: Adding Personal Time

Name	<input type="text"/>	Department	<input type="text"/>
Funding Speed Chart	<input type="text"/>	Approver Name	<input type="text"/>

This is not a standalone form. Personal time must be notated on your travel request and report in Concur. This form, along with the required attachments, must also be added to the travel request and report.

PURPOSE OF TRIP

	Dates	Additional Notes
Business Dates	<input type="text"/>	<input type="text"/>
Personal Dates	<input type="text"/>	<input type="text"/>

DESTINATION:

COST COMPARISON

	Dates	Details	Amount
Airfare without Personal Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Airfare including Personal Time	<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUIRED ATTACHMENTS

- Airfare comparisons (one full page from Concur)
- Conference Agenda (at-a-glance, not the whole agenda)

*Please note, YOU are responsible for any expenses incurred on personal days.

If the agenda is not available, please indicate the business purpose here:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Traveler Signature

Date

<input type="text"/>	<input type="text"/>
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TRAVEL REQUEST SEGMENTS

The screenshot shows a web interface for a travel request system. At the top, there are navigation links: 'Manage Requests', 'New Request', and 'Quick Search'. The main heading is 'Request HFJQ'. Below this, there are details: 'Request Name (Destination and Travel Dates): Seattle, WA 11/15-20/21' and 'Purpose: ABC Conference'. On the right side, there are buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. Below these buttons, the status is 'Status: Not Submitted'. The interface has tabs for 'Request Header', 'Segments', 'Approval Flow', and 'Audit Trail'. Under the 'Segments' tab, there is an 'Add Segment' section with a row of icons: an airplane, a car, a bed, a car with a checkmark, a fork and knife, a magnifying glass, and a minus sign. Below the icons is the text 'CLICK ICON TO CREATE SEGMENT'.

- **SEGMENTS: AIRFARE, RENTAL CAR, LODGING, TAXI, PER DIEM, MISC, & REGISTRATION**
 - GROUND TRANSPORTATION (UBER, LYFT) & MILEAGE GO INTO THE TAXI SEGMENT
 - LIST OUT: MEMBERSHIP, PARKING, TOLLS, BAGGAGE (ONLY ONE BAG EACH WAY IS ALLOWED) , INTERNET, ETC. WITHIN THE MISC SEGMENT 'S COMMENT BOX
- **NEED TO RENT A CAR OR DRIVE YOUR PERSONAL CAR? FILL OUT THE [RENTAL VEHICLE COST COMPARISON CALCULATOR](#)**
 - WHILE RENTING A CAR, PLEASE KNOW THAT THE STATE LIABILITY POLICY IS ONLY IN EFFECT WHILE THE EMPLOYEE IS USING THE RENTED VEHICLE FOR OFFICIAL BUSINESS
 - FOR THIS REASON, PERSONAL USE OF A STATE RENTED VEHICLE, (INCLUDING ALLOWING FRIENDS OR FAMILY MEMBERS TO RIDE) IS PROHIBITED
- **LODGING MUST BE BOOKED IN CONCUR, UNLESS RECEIVING A SPECIAL RATE WITH THE CONFERENCE HOTEL**
 - AIRBNB, VRBO, HOMEAWAY, OR ANY OTHER ECONOMY SHARE LODGING IS NOT ALLOWABLE
 - LODGING WITHIN 50 MILES OF CAMPUS & YOUR RESIDENCE REQUIRES WRITTEN APPROVAL BY YOUR SUPERVISOR & PRESIDENT 'S OFFICE
 - PLEASE SEND THIS REQUEST VIA EMAIL TO THE KSU TRAVEL DEPT. AT TRAVEL@KENNESAW.EDU, THEY WILL REQUEST APPROVAL FROM THE PRESIDENT 'S OFFICE
 - TRAVELERS SHOULD NOT BE CHARGED COUNTY OR MUNICIPAL EXCISE TAX ON LODGING (LOCAL HOTEL / MOTEL TAX) IN THE STATE OF GEORGIA
 - THE [HOTEL MOTEL TAX EXEMPTION FORM](#) SHOULD BE PRESENTED TO THE HOTEL TO PREVENT FROM BEING CHARGED THESE TAXES
- **PER DIEM IS BASED ON TRAVEL DESTINATION, VISIT GSA.GOV FOR RATES**
 - PER DIEM IS NOT PERMITTED FOR NON-OVERNIGHT TRAVEL
 - INCIDENTALS ARE NOT INCLUDED FOR IN-STATE OR DOMESTIC PER DIEM, BUT ARE INCLUDED FOR INTERNATIONAL TRAVEL PER DIEM RATES

RENTAL VEHICLE COST COMPARISON CALCULATOR

1. SELECT HERTZ OR ENTERPRISE

RENTING IN GA: ENTERPRISE OR HERTZ

RENTING OUTSIDE OF GA: HERTZ

HERTZ & ENTERPRISE ARE
MANDATORY CONTRACTED
VENDORS FOR RENTAL CARS.

2. ENTER TOTAL MILEAGE (ROUNDTRIP)

3. ENTER THE NUMBER OF DAYS YOU WILL BE TRAVELING

4. SELECT "NO"

5. "MID-SIZE" IS THE LARGEST VEHICLE ALLOWABLE WITHOUT PRIOR APPROVAL

6. PERFORM CALCULATIONS

GEORGIA.GOV

Georgia
DOAS

Rental Vehicle Cost Comparison

- Select pick up location for cost comparison purposes:
 Hertz Capitol Hill Location **** Enterprise (In-state) Hertz (In-State) Compare all locations
- Enter the number of miles.
Business miles you plan to drive: Miles you commute daily (round trip): ← IF YOU ARE LEAVING FROM KSU ENTER "0".
- Enter the number of days (24 hour period) for which you plan to rent the vehicle:
- Do you have access to a vehicle provided by your organization?***
 Yes No
- Select up to two types of vehicles for comparison by clicking on the pictures below:
   

Capitol Hill Fuel Calculation.
* [Capitol Hill](#) mileage rates with Hertz Fuel Card (Place cursor over the words "Capitol Hill" printed in blue)
** These calculations are for planning purposes only and may not represent actual costs. Calculations include anticipated fuel cost, vehicle type at the time of rental and mileage.
*** ½ Day Rental at the [Capitol Hill](#) location is at a reduced rate. All other locations ½ Day Rental is at the standard one day rate.
**** The standard mileage reimbursement rate is \$0.56 per mile. If you have access to a vehicle provided by your organization but do not use it, the reimbursement rate is \$0.16 per mile.

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* COMPLETE A CAR RENTAL COST COMPARISON FOR TRIPS OF APPROXIMATELY >100 MILES TO VERIFY THE LOWEST COST OPTION



Car Rental Cost Comparison Results

Number of business miles you plan to drive: 346.
 Number of commute miles you plan to drive: 0*.
 Number of days for which you plan to rent the vehicle: 1.
 Reimbursement for driving your personal car is 346 miles x \$0.56 per mile equals: \$193.76.

Pickup Location	 Mid Size
Enterprise (In-state)	\$75.5

Enterprise (In-state)--Mid Size	\$75.5	Best Value
Reimbursement for driving your personal car	\$193.76	Second Best Value
Saving	\$118.26	

Dollar figures in the table above include daily rental plus estimated taxes and fuel costs (\$2.61 per gallon)

*Paragraph 2.3 of the Statewide Travel Policy, normal commuting miles must be deducted when calculating total mileage reimbursement

TeamWorks Travel and Expense participating agencies should submit all car rental reservations through TTE (Concur). If you have TTE questions please send an e-mail to sao_travel@sao.ga.gov.

THE RESULT SHOWS THAT RENTING A CAR IS THE MOST COST-EFFECTIVE MODE OF TRANSPORTATION FOR THIS TRIP

*** IF YOU WOULD STILL LIKE TO DRIVE YOUR PERSONAL CAR, YOU WILL BE REIMBURSED .16 PER MILE (TIER 2 RATE)**

Reserve Enterprise Car

Reserve Hertz Car

Close Window

Print this Page

Approved car rental sizes are economy, compact or intermediate (midsize). Vans may be rented when there are more than four travelers. Other vehicle types require business related justification

- RENTAL CAR MUST BE RETURNED WITH THE SAME AMOUNT OF FUEL IT HAD WHEN IT WAS PICKED UP
- CAR RENTAL INSURANCE AND PRE-PAID OR REFUELING OPTIONS THROUGH THE RENTAL AGENCY ARE **NOT** ALLOWABLE

RENTAL CAR

How do I rent a vehicle for my travel?

All vehicles should be rented through Concur or Travel Inc. Hertz must be used for all airport locations and out of state travel. Enterprise should not be used outside the State of Georgia unless Hertz does not have any vehicles available. If Hertz does not have any available vehicles, document this with a screenshot for your expense report. If you are required to use Enterprise for out of state travel, add the additional collision insurance.

What vehicles can I rent through Hertz or Enterprise?

Compact, Mid-size and Full size are the allowable vehicle classes. Vans can be rented if there are 4 or more travelers. Vans up to 12 passenger must be rented through Hertz or Enterprise.

SPLIT ALLOCATIONS

SAP Concur  Requests Travel Expense Approvals App Center Help Profile 

Manage Requests New Request Quick Search

Request HFJQ

Request Name (Destination and Travel Dates): Seattle, WA 11/15-20/21
Purpose: ABC Conference

Attachments Print / Email Delete Request Submit Request
Status: Not Submitted
Amount: \$75.00

Request Header Segments Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT       

Miscellaneous Amount: \$75.00

Departure City:
Arrival Date:
Detail:

Arrival City:
Departure Date:
Detail:

Comment:

Allocate Delete Modify

IF YOUR TRIP IS FUNDED BY MORE THAN ONE SPEED CHART NUMBER, SELECT "ALLOCATE" IN ONE OF YOUR REQUEST SEGMENTS

SPLIT ALLOCATIONS

Request Center - Mozilla Firefox
https://www.concursolutions.com/Expense/Request/default.asp

CONCUR Requests Travel Expense Approvals App Center

Request Name (Destination Dates): Charleston, SC 5/15-21/15
Purpose: ABC Conference

Request List

Date	Expense	Group	Amount
05/15/2015	Rental Cars Only		\$200.00
05/15/2015	Meals (Except...		\$100.00
05/15/2015	Per diem		\$250.00
05/15/2015	Other		\$300.00

Allocations

Total: \$850.00 Allocated: \$850.00(100%) Remaining: \$0.00(0%)

Allocate Selected Expenses Clear Selections Summary Allocate By Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Amount Department/S... Code

<input type="checkbox"/> \$425.00	HSS-Communi...	Kennesaw Stat...
<input type="checkbox"/> \$425.00	422	Kennesaw Stat...

Type to search by: TEXT CODE

HSS-Dean's Office/Inquiries/Social Sci (42204)
HSS-DEAN IND. COSTS (42205)

Save Cancel

ALLOCATE BY AMOUNT OR PERCENTAGE

TO SPLIT ALLOCATE, SELECT: "ADD NEW ALLOCATION"

TO SEARCH FOR A SPEED CHART NUMBER, SEARCH BY CODE

APPROVAL FLOW

Request HFJQ

Request Name (Destination and Travel Dates): Seattle, WA 11/15-20/21
Purpose: ABC Conference

Request Header Segments Approval Flow Audit Trail

Manager Approval 1:
Cole, Pamela B.

User-Added Approver:
First, Mary W. (mfirst@kennesaw.edu)

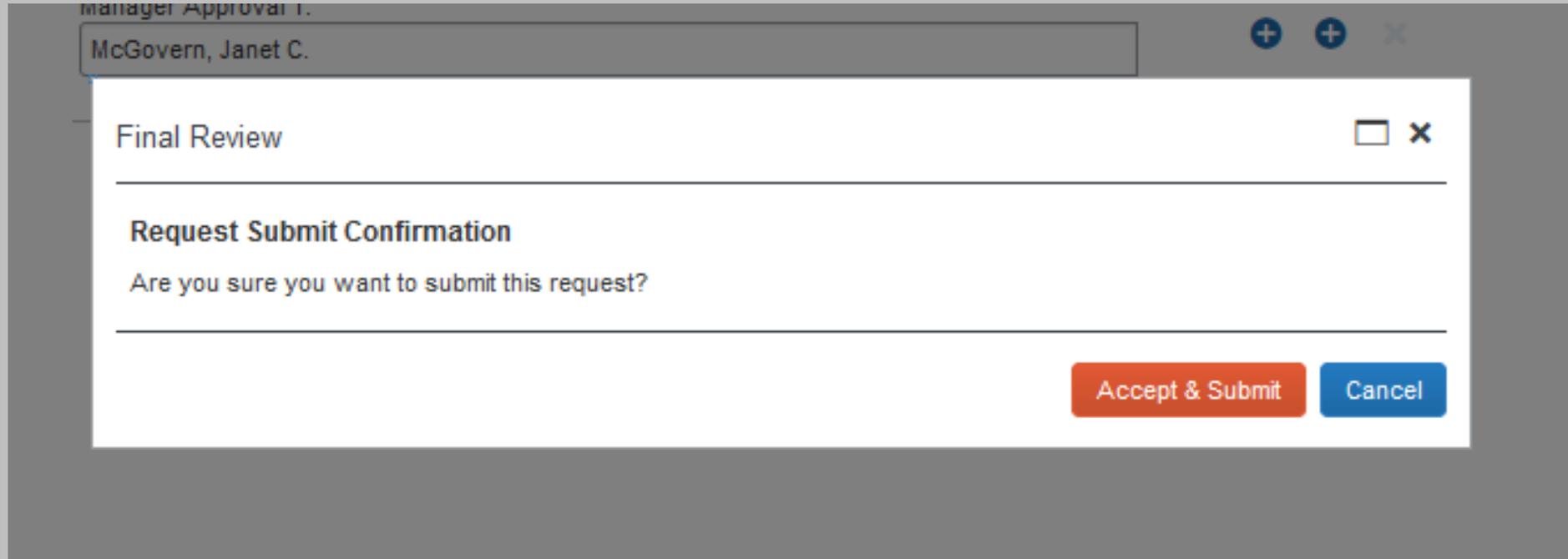
BUS OP SPECIALIST ADDED HERE →

Status: Not Submitted
Amount: \$75.00

Save Workflow Attachments Print / Email Delete Request **Submit Request**

- **MAKE SURE TO ADD YOUR ASSIGNED BUS OP SPECIALIST AFTER YOUR DEFAULT APPROVER**
 - **BUS OP SPECIALISTS: ASHLEE CLARK, MOLLY (MARY) FIRST, & JANET MCGOVERN**
 - **IF YOU ARE UNSURE OF YOUR ASSIGNED BUS OP, CLICK HERE**
- **IF YOUR REQUEST IS SPLIT ALLOCATED, MAKE SURE TO ADD THE APPROPRIATE APPROVER FOR EACH SPEED CHART NUMBER**
 - **TO ADD AN APPROVER, SELECT THE FIRST “+” BESIDE YOUR DEFAULT APPROVER**
 - **TO SEARCH FOR AN APPROVER, SEARCH BY LAST NAME**
- **YOU MUST RE-ADD ANY AD HOC APPROVERS TO THE APPROVAL FLOW IF THE REQUEST IS SENT BACK TO YOU**

SUBMITTING TRAVEL REQUEST



*** PLEASE NOTE, YOU CANNOT EDIT A FULLY APPROVED TRAVEL REQUEST. IF YOU NEED TO MAKE SIGNIFICANT CHANGES TO YOUR TRAVEL REQUEST, PLEASE REACH OUT TO YOUR ASSIGNED BUS OP SPECIALIST BEFORE CANCELING YOUR REQUEST IN CONCUR.**

TRAVEL REQUEST: INTERNATIONAL TRAVEL

TRAVEL REQUESTS FOR FALL SEMESTER CAN NOW BE SUBMITTED IN CONCUR FOR INTERNATIONAL TRAVEL. APPROVAL FROM OISS (OFFICE OF INTERNATIONAL SAFETY AND SECURITY) IS ALSO NEEDED:

- AN EMAIL INDICATING THE TRAVELER'S NAME & TRIP DETAILS, INCLUDING BUSINESS PURPOSE, MUST BE SUBMITTED TO GLOBALSAFETY@KENNESAW.EDU FOR ALL INTERNATIONAL TRAVEL AS SOON AS THE TRAVEL REQUEST IS SUBMITTED IN CONCUR
- IT IS THE DEPARTMENT'S DECISION TO DETERMINE IF THE TRAVELER OR THE BUDGET OWNER WILL SUBMIT THE EMAIL
- IT IS IMPORTANT THAT THE BUDGET OWNER HOLDS THE TRAVEL REQUEST IN THEIR QUEUE & DOES NOT APPROVE UNTIL OISS APPROVAL HAS BEEN RECEIVED
- ONCE OISS EMAILS THEIR APPROVAL, THE BUDGET OWNER MAY THEN APPROVE THE TRAVEL REQUEST IN CONCUR
- ONCE THE TRAVEL REQUEST HAS BEEN FULLY APPROVED, THE TRAVELER MAY BEGIN BOOKING THEIR TRAVEL

TRAVEL REQUESTS FOR SPRING SEMESTER SHOULD BE SUBMITTED **AFTER** JANUARY 1ST DUE TO THE ONGOING CHANGES WITH THE RESTRICTIONS WITH INTERNATIONAL TRAVEL

AIRFARE

SAP Concur  Requests Travel

 **KENNESAW STATE UNIVERSITY**
Hello, Ashlee

TRIP SEARCH

Flight Search

Round Trip | One Way | Multi City

From [?]
Departure city, airport or train station
Find an airport | Select multiple airports

To [?]
Arrival city, airport or train station
Find an airport | Select multiple airports

Depart [?]
 depart 09:00 am ±3

Return [?]
 depart 05:00 pm ±3

Pick-up/Drop-off car at airport
 Automatically reserve this car
 Find a Hotel

Class [?] Search by
Economy class | Price

Specify a carrier [?]
 Include additional refundable air fares
 Flights w/ no double connections

Search

RENTAL CAR

SAP Concur  Requests Travel

 **KENNESAW STATE UNIVERSITY**
Hello, Ashlee

TRIP SEARCH

Hertz is the MANDATORY state contract vendor for all AIRPORT locations, both in-state and out-of-state facilities and international facilities. Hertz and Enterprise Car Rental are the contracted vendors for in-state, non-airport locations. If Hertz does not have vehicles available at an airport location at time of booking, please contact Travel Inc. at 770-291-5190 or 877-548-2996. No other rental car vendors should be booked at AIRPORT locations without contacting Travel Inc. for assistance.

Car Search

Pick-up date 12:00 pm

Drop-off date 12:00 pm

Pick-up car at:
 Airport Terminal Off-Airport
Please enter an airport:

Return car to another location
[More Search Options](#)

Search

HOTEL

SAP Concur  Requests Travel

 **KENNESAW STATE UNIVERSITY**
Hello, Ashlee

TRIP SEARCH

Hotel Search

Check-in Date Check-out Date

Search within 5 miles from
 Airport Address
 Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Only show results showing:

Search

BOOKING TRAVEL EXPENSES IN CONCUR

BOOKING AIRFARE

View: Southwest \$185.98

View: Southwest \$195.98

View: Southwest \$235.98

Info

- ✓ This trip conforms to your company travel rules.
- i State of Georgia travel policy encourages users to book 14 or more days in advance to get the lowest fares.

\$342.96

MAKE SURE THAT YOU CLICK ON THE  SYMBOL TO CONFIRM THAT YOUR SELECTED AIRFARE COMPLIES WITH POLICY: HERE YOU WILL SEE A GREEN CHECK MARK.

10:47p ATL 21102m United 768 view seats Boeing 737-700

Warning

This option triggers one or more company travel rules. We will log this choice if you choose to purchase it.

- ⚠ State of Georgia travel policy requires the booking of the lowest logical airfare.
- i State of Georgia travel policy encourages users to book 14 or more days in advance to get the lowest fares.

\$657.39

\$857.40

IF YOU SEE A YELLOW CAUTION SYMBOL, THIS AIRFARE IS NOT COMPLIANT & ANOTHER FLIGHT WILL NEED TO BE SELECTED.
*** IF THIS IS THE ONLY FLIGHT AVAILABLE THAT FITS YOUR ITINERARY, PLEASE REACH OUT TO THE KSU TRAVEL DEPT. AT TRAVEL@KENNESAW.EDU, PLEASE CC YOUR ASSIGNED BUS. OP. SPECIALIST TO THAT EMAIL.**

BOOKING OUTSIDE OF CONCUR

Can I book outside the system if I find a better rate elsewhere? —

All employees are required to make reservations through the Concur or Travel Inc. per statewide Travel Policy. Contact Travel Inc. for assistance with difficult international itineraries or assistance with finding the best price.

Address any Travel Policy Exceptions prior to the trip start date. You must send an email to the department manager requesting approval and provide clear business purpose for the exception. Forward the manager's approval email to the Travel Inbox at travel@kennesaw.edu for review.

REF: [HTTPS://FISCALSERVICES.KENNESAW.EDU/TRAVEL/FAQS/WORLD.PHP](https://fiscalservices.kennesaw.edu/travel/faqs/world.php)

CANCELING A TRIP

What should I do if I need to cancel my travel?

You should discuss the reason for cancelling with your approver. Cancelled airfare should be reported in Concur as soon as possible. When submitting the cancelled airfare, include an explanation for the cancellation. All cancelled airfare requires approval from the President's Office which will be obtained by the Travel Department.

REF: [HTTPS://FISCALSERVICES.KENNESAW.EDU/TRAVEL/FAQS/USA.PHP](https://fiscalservices.kennesaw.edu/travel/faqs/usa.php)

*** PLEASE REACH OUT TO YOUR ASSIGNED BUS OP SPECIALIST TO LET THEM KNOW IF YOU ARE CANCELING A TRIP. IF YOU HAVE BOOKED EXPENSES IN CONCUR, THE REQUEST IS NEEDED AND SHOULD **NOT** BE CANCELED. IF NO EXPENSES WERE BOOKED, THEN THE REQUEST WILL NEED TO BE CLOSED/INACTIVATED IN CONCUR.**



THANK YOU.

Safe Travels