



Travel Process

When preparing for your upcoming Travel
These are actions that must be taken before making any travel arrangements.

- Make sure to complete and submit your travel request.
- If a student will be traveling with you, the student must also submit a travel request thru students services.
- If the University will be paying for the students expense you will be required to upload the student travel request along with yours once it is approved.

- ❖ under the “Request” tab,
- ❖ select “New Request,”
- ❖ Request Header Information (“make sure to enter the correct Department and Account information”)
- ❖ Complete the request details, **all boxes highlighted in red are mandatory fields.**
- ❖ Then select Expenses Tab

SAP Concur  **Requests** | Travel | Expense | Approvals | Reporting | App Center

Administration | Help | Profile | 

Manage Requests | **New Request** | Process Requests | Quick Search






Request

Cancel Save Print / Email Delete Request Submit Request


Status: Not Submitted

Trip Name/Destination:
Trip Purpose & Benefit:

Request Header | Expenses | Approval Flow | Audit Trail

Trip Name/Destination 	Trip Start Date	Trip End Date	Travel Classification	Traveler Type
Austin Conference	01/30/2020 	02/03/2020 	Employee-In State	Staff
Student Travel Activity Type	Contracts/Grants	Trip Purpose & Benefit	Personal Travel Included? 	Non-Employee/Student Traveler (Last Name, First Name) 
	No	Attend Procurement Conference	No	

Notes

Foreign Risk 	Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4

System	System Member	Department/SubDepartment	Account	Account Attribute
TRAVEL	(25) TAMU-SAN ANTONIO	(1070) PROCUREMENT	(218260 0000) DT - PROCUREMENT S	

Department Reference Number

- ❖ Expenses Tab
- ❖ Enter your estimated cost for your trip requirements
- ❖ Meals, Hotel, Airfare
- ❖ By default if you have entered the correct Department and Account information the request should route to your supervisor, and any other required signatures.

Manage Requests **New Request** Process Requests Quick Search

Request QYWK

Trip Name/Destination: Austin Conference
 Trip Purpose & Benefit: Attend Procurement Conference

Status: Not Submitted
 Amount: \$1,200.00

Request Header Expenses Approval Flow Audit Trail

[+ New Expense](#) [Delete](#)

<input type="checkbox"/> Date	Expense Type	Amount	Requested
<input type="checkbox"/> 01/30/2020	Meals	\$500.00	\$500.00
<input type="checkbox"/> 01/30/2020	Hotel	\$300.00	\$300.00
<input type="checkbox"/> 01/30/2020	Airfare	\$400.00	\$400.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications	Other	Transportation
Phone	Conference Registration	Airfare
Individual Meals	Dues	Airfare Ticket Tax
Business Meal	Educ Books < \$5k	Airline Fees
Business Meal-Alcohol	Gifts	Airline Ticket Change Fee
Meals	Incidentals	Boat
Meals-Non-Overnight	Internet	Bus/Shuttle
Lodging	Laundry	Car Rental
Hotel	Rental of Space	Gasoline
Hotel Tax	Services-Other than Travel	Limousine
Rent-Apartment/House	Supplies	Mileage Single Engine Aircraft
	Travel Agent Fees	Mileage Turbo Aircraft
	Personal Car - Mileage	Mileage Twin Engine Aircraft
		Parking

TOTAL AMOUNT **\$1,200.00** TOTAL REQUESTED **\$1,200.00**

Approval Flow :

- If you are needing to add someone else to the approval flow you can do this by selecting the blue cross circle you can either add them before or after your defaulted approver.
- You are now ready to submit your request by selecting the orange submit button.

Manage Requests New Request Process Requests Quick Search

Request QYWK

Trip Name/Destination: Austin Conference
Trip Purpose & Benefit: Attend Procurement Conference

Status: Not Submitted
Amount: \$1,200.00

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

Request Header Expenses Approval Flow Audit Trail

Cost Object Approval:

+ x

(this step may be skipped)

User-Added Approver:

FRANK, AVERY (AFRANK@SHS.TAMU.EDU) + + x

FRANK, AVERY (AFRANK@SHS.TAMU.EDU)
*TAM - Org Unit 2 - System Member: TEXAS A&M UNIVERSITY
*TAM - Org Unit 3 - Division / Department-Sub Dept: BEUTEL HEALTH CENTER
Employee ID: 929009324

Search Approvers By ▾

Once your travel request has been approved and is back in your active request box, you can now move forward with your arrangements.

Making your travel arrangements:

Hotel reservations, Flight reservation along with any other requirements.

These expense will paid with your University travel card.

Manage Requests New Request Process Requests Quick Search

Active Requests (3)

Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining ...	Action
<input type="checkbox"/>	ra gs	QRXD	Not Submitted	01/01/2020 01/16/2020		\$50.00	\$0.00	\$0.00	
<input type="checkbox"/>	Texas Certified Contract Manager Attend Texas Certified Contract Manager	QC9D	Approved	12/09/2019 12/12/2019	11/12/2019	\$793.20	\$793.20	\$269.76	<a>Expense
<input type="checkbox"/>	TACO conference	QACC	Not Submitted	11/07/2019 11/14/2019		\$200.00	\$0.00	\$0.00	

Contact Person: Frank Ramon
Concur Administrator
(210)784-2032

If you are unsure as to how or what to do when making your travel arrangement Contact the Concur Administrator.

Your expense report will not be completed or turned in until you have returned from your travel.

You are required to create an expense report and import travel expenses. If while on your travel you used person funds and will be requesting to be reimburse you will include them on your travel expense report.