



# REQUEST FOR INTERNATIONAL TRAVEL





1. Select the **Request** tab on the menu bar.
2. Select **New Request**.

The screenshot shows the SAP Concur 'Request' form. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main header has 'Manage Requests', 'New Request', 'Process Requests', and 'Quick Search'. The 'Request' form is displayed with a 'Purpose' field and a 'Request Header' section. The 'Request Header' section includes fields for 'Request Policy' (with a red bar), 'Request Name (Destination, Travel Dates)', 'Start Date', 'End Date', and 'Will this include days of Personal Travel?'. Below these are 'Dates of Personal Travel', 'Department', 'Accounting Group', 'Accounting Template', 'Purpose', and 'Comment' fields. The status is 'Not Submitted'.

Note: Required fields are marked with a red bar.

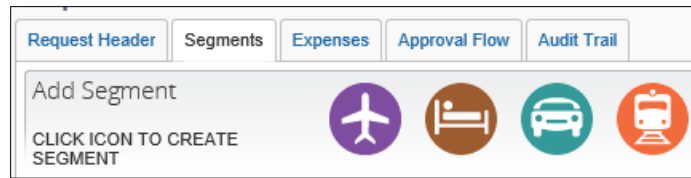
3. Complete the required fields on the Request Header.

- **Request Policy** – The Request Policy will default to Out of State.
- **Request Name** – The Report Name should be formatted as “Destination, Travel Dates”. As an example, “London, UK – 2/15-2/19/19”.
- **Start Date** – Enter the trip start date.
- **End Date** – Enter the trip end date.
- **Will this include dates of Personal Travel?** – Select yes or no. If yes is selected, you will be required to enter dates in the Dates of Personal Travel field.
- **Dates of Personal Travel** – Enter dates only if personal travel is combined with the business travel event.
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user. *This information is for workflow purposes only.*
- **Accounting Template** - This information should default based on the user. *This information is for workflow purposes only.*
- **Purpose** – Enter the reason for the travel event.
- **Comment** – Use this field for any additional information that your approver will need to approve the request. Examples: 100% funded by organization, using motor pool, etc.

4. Select **Save** in the top right-hand corner of the screen.



5. You will be directed to the **Segments** tab.




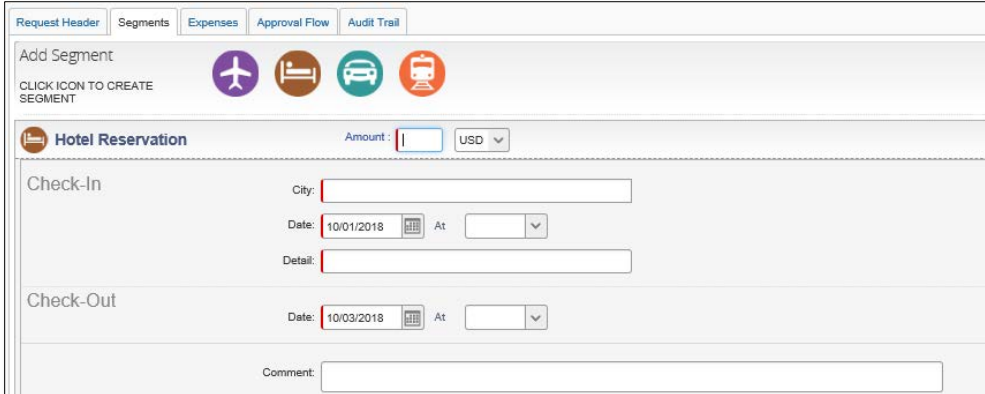
In this section, you can enter the travel itinerary and estimated cost information related to your trip for air, hotel, rental car and rail. Be sure to take into consideration that ticket prices may increase if the request is held up for any reason.

a. Select the airfare icon. 

- **Select Round Trip, One Way or Multi-Segment.**
- **Amount** - Enter the estimated cost of your airfare in the Amount field. This field is only for the ticket cost and applicable taxes and fees. Baggage will be estimated in another area of the request.
- **From** – Enter the departure airport.
- **To** – Enter the destination airport.
- **Outbound Date** – Enter the date you are departing and the estimated time of departure.
- **Return Date** – Enter the date of your return flight and the estimated time of departure.
- **Save**







b. Select the hotel icon. 



Request Header Segments Expenses Approval Flow Audit Trail

Add Segment  
CLICK ICON TO CREATE SEGMENT


   

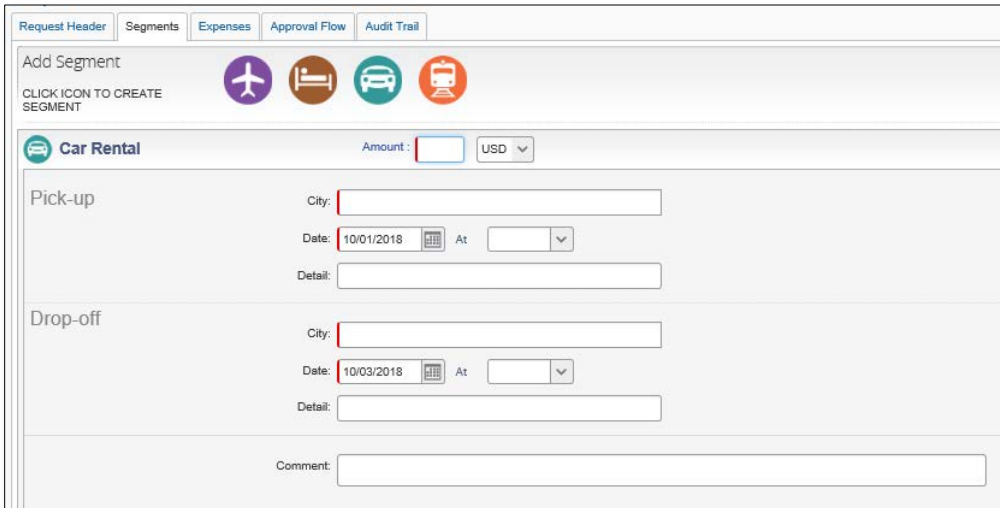
**Hotel Reservation** Amount:  USD

Check-In  
City:   
Date: 10/01/2018  At   
Detail:

Check-Out  
Date: 10/03/2018  At   
Comment:





- **Amount** – Enter the estimated cost of your hotel stay. This cost should include all fees, taxes, parking, etc.
- **City** – Enter the city the hotel is located.
- **Check-In Date** – Enter the date of check-in.
- **Detail** – Enter the name of the hotel you wish to book.
- **Check-Out Date** – Enter the date of check-out.
- **Save**

c. Select rental car icon. 



Request Header Segments Expenses Approval Flow Audit Trail

Add Segment  
CLICK ICON TO CREATE SEGMENT

**Car Rental** Amount:  USD

Pick-up  
City:   
Date: 10/01/2018  At   
Detail:

Drop-off  
City:   
Date: 10/03/2018  At   
Detail:   
Comment:

- **Amount** – Enter the estimated cost of the rental car.
- **Pick Up City** – Enter the city where you will pick up the car.
- **Date** – Enter the date you will pick up the car.
- **Drop Off City** – Enter the city where you will drop off the car.



- **Date** – Enter the date you will drop off the car.
- **Save**

6. Select the **Expenses** tab to enter estimates of other travel expenses related to your trip.

The screenshot shows a navigation bar with tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below the tabs are buttons for '+ New Expense' and 'Delete'. A table header is visible with columns: 'Date', 'Expense Type', 'Amount', and 'Requested'.

The screenshot shows the 'Expense Type' selection screen. It includes a search field and a list of expense categories. The categories are: 01. Hotel Expenses (Laundry, Parking - Hotel), 02. Transportation (Agency Booking Fees, Airline Fees, Baggage Fees, Parking - Airport, Rental Car Fuel, Tolls/Road Charges, Transit Costs), 03. Meals (International Meals-Full Day, International Meals-Travel Day, M&I Rate, Single Day Per Diem), 04. Promotional Expenses (Promotional - General, Promotional - Meals), 06. Communications (Internet/Online Fees, Telephone/Fax), 07. Fees (Currency Exchange Fees, Passports/Visa Fees), and 08. Other (Conference Registration, Miscellaneous, Parking - General/Metered, Professional Dues, Mileage).

Some of the most commonly used expenses are as follows:

- **Baggage Fees**
- **Airport Parking**
- **Transit Costs**
- **Conference Registration**
- **Mileage** – Enter the estimated mileage and the system will calculate the allowable mileage reimbursement amount for the trip.

The screenshot shows the 'Mileage' expense entry form. It includes fields for 'Expense Type' (set to Mileage), 'Transaction Date', 'Transaction Amount' (0.00), 'Currency' (USD), 'Comment', 'Distance', and 'Mileage Rate' (0.54).



- International Meals – Travel Day – This expense type is set up to automatically calculate for two travel days at 75% of the allowable rate. State of Alabama policy is to limit the allowable CONUS for international travel to the highest US rate, which is currently \$76. The expense type currently shows a Transaction Amount of zero, but once the traveler clicks “Save”, the allowable amount for travel days will populate the expenses list.

Expense Type: International Meals-Travel Day  
Transaction Amount: 0.00 USD  
Comment: [Empty text box]  
Buttons: Save, Allocate, Cancel

Request Name (Destination, Travel Dates): London, UK - 2/15-2/19/19  
Purpose: International Conference

Request Header | Segments | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	02/15/2019	Airfare	\$1,200.00	\$1,200.00
<input type="checkbox"/>	02/15/2019	Hotel	\$1,000.00	\$1,000.00
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day	\$114.00	\$114.00



- International Meals – Full Day – This expense type is set up to automatically calculate once the number of “full” days are keyed into the required field and saved. This should not be the total number of days for your trip, but only the number of full days. The travel days are calculated with a separate expense type. State of Alabama policy is to limit the allowable CONUS for international travel to the highest US rate, which is currently \$76. The expense type currently shows a Transaction Amount of zero, but once the traveler clicks “Save”, the allowable amount will populate the expenses list. *Note: On the expense report, the reimbursable amount must be supported by receipts.*

Expense Type: International Meals-Full Day (dropdown menu)

# of Days (Required field): [Empty text box]

Transaction Amount: 0.00 (text box) USD (dropdown menu)

Comment: [Empty text box]

Buttons: Save, Allocate, Cancel

Request Name (Destination, Travel Dates): London, UK - 2/15-2/19/19

Purpose: International Conference

Request Header Segments Expenses Approval Flow Audit Trail

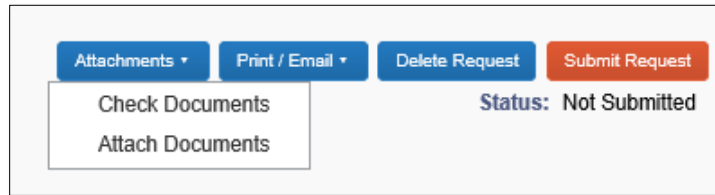
+ New Expense Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	02/15/2019	Airfare	\$1,200.00	\$1,200.00
<input type="checkbox"/>	02/15/2019	Hotel	\$1,000.00	\$1,000.00
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day	\$114.00	\$114.00
<input type="checkbox"/>	02/15/2019	International Meals-Full Day	\$228.00	\$228.00

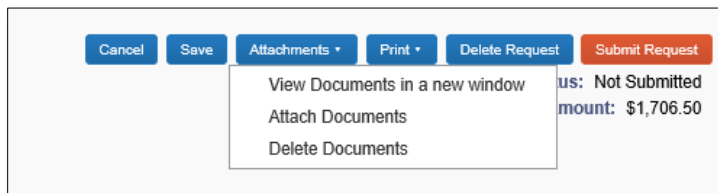
Be sure to **Save** after each expense type is completed.



7. Select **Attachments** and **Attach Documents** to upload your travel packet and any information necessary for the approval of your travel request.

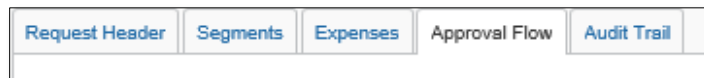


If the attachment needs to be edited, select **Check Documents**. (Be sure pop-up blocker is turned off.) The dropdown menu will change. Select **View Documents in a new window**.



8. After you have entered all information and verified it is accurate, **Submit Request**. Once you submit a request, you can only recall the request if your approver has not started the approval process.

9. Select the **Approval Flow** tab to see the routing of your travel request.



10. Once your request has been approved, the 4 digit Request ID will be necessary to proceed with booking your travel in Concur.

