CREATING A TRAVEL REQUEST
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AUTHORIZATION TO TRAVEL

Per the Code of Alabama and the Fiscal Policy and Procedures Manual, an employee traveling in service of the state must be approved to travel prior to the event. The expenses must be reasonable and necessary for carrying out service for the state. The Request in Concur is the required authorization to travel for events out of state or those instate that qualify for actual expense reimbursement. The Request must be approved by the Agency Head, or Governor for agency heads, before travel accommodations can be booked/charged to the state’s travel card.

NOTE: An approved Request is necessary to create a travel related Expense Report in Concur. It is important to keep all travel Requests active until you are sure no other travel expenses related to the event are expected. Once the Request is inactivated or closed, the only way to submit future travel expenses is to create a new Request. For this reason, our office recommends keeping all Requests active for up to a month after the event.

Once the Request is approved, conference registration fees and/or travel accommodations for air and hotel can be charged to the state travel card in advance of the state travel event and should be paid timely to prevent interest charges from incurring on the state travel card.

NOTE: Charges should not be made more than 60 days in advance of the travel event.

Select the Requests tab on the menu bar.
Select Create New Request.
REQUEST HEADER

Complete the required fields (marked with red asterisk) on the Request Header.

- **Request Policy** – The Request Policy will default to Out of State. Be sure to make the necessary change if the travel is for In State Actual, as selecting the wrong policy on the Request will prevent the traveler from submitting an Expense Report until the process is redone.
  
  NOTE: The state or traveler must be a dues-paying member of the national, state, or regional organization holding the event to qualify for In State Actual. The Certification of In State Travel Expenses Form must be attached to the Request and Expense Report for processing. This form can be found on the Comptroller’s website under Online Forms.

- **Request Name** – The Report Name must be formatted as “Destination, Travel Dates”. As an example, “Atlanta, GA – 10/1-10/3/18”. The year must be included as part of the date.
  
  NOTE: This is a required format that transfers to the Expense Report. The Expense Report will not be processed until this format is used.

- **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.
  
  NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the Expense Report for auditing purposes.

- **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.
  
  NOTE: This information is for workflow purposes only. Agency accounting offices can allocate expenses to different templates during their audit of the Expense Report.

- **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.

Select **Create Request** in the bottom right-hand corner of the screen.
EXPENSES
You will be directed to start entering Expected Expenses.

Click the Add button and a list of expenses will appear. You will provide an estimated cost for each expense that is anticipated.
Select **Air Ticket** to enter the estimated cost of the flight. Be sure to take into consideration that ticket prices may increase if the request is held up for any reason.

- **Select Round Trip, One Way or Multi City.**
- **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.
- **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.
- **Save**

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

Select **Car Rental** if you anticipate needing a 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.
- **Amount** – Enter the estimated cost of the rental car.
- **Save**
Select **M&IE Rate** under the Meals category to estimate the allowable meals and incidental expenses based on the CONUS rate. Be sure to enter the city where your state business will take place. It should not be the location of the hotel/lodging, if it differs. Once you save this expense, the M&IE rate will calculate based on the dates entered on the Request Header.

![New Expense: M&IE Rate $0.00](image)

Continue adding other expenses that are anticipated for the travel event. 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.

![New Expense: Mileage $0.00](image)

**NOTE:** Any major expenses not included on the Request will not be authorized for reimbursement on the Expense Report.

Be sure to **Save** after each expense type is completed.
ATTACHMENTS
Select Attachments and Attach Documents to upload your travel packet and any information necessary for the approval of your travel request. Attach the Certification of In State Travel Expenses Form, if applicable.

If the attachment needs to be reviewed or edited, select Attachments. (Be sure pop-up blocker is turned off.) The dropdown menu will change. Select View Documents or Delete Documents.

SUBMIT REQUEST
After you have entered all information and verified it is accurate, Submit Request. Once you submit a request, you can recall to make corrections as long as the travel event has not occurred and no expenses have been paid against it.
Once the Request has been submitted, you will see the status of the approval process from the Manage Requests screen in the Request module.

REQUEST TIMELINE (APPROVAL WORKFLOW)
Select the Request Details dropdown, then Request Timeline to see the routing of your travel request.
REQUEST ID

Once your request has been approved, the 4-digit Request ID will be necessary to proceed with booking your travel in Concur. The Request ID can be found under the Request Name within the actual Request.

NOTE: Travel accommodations are not to be booked or charged to the state travel card until the Request has been approved to final.

This is the screen within the Travel module where the Request ID will be required.
PRINTED REQUEST
A copy of the Request can be printed by selecting Print/Share and *AL-Request Printed Report.

This report provides a summary of all details and allows the traveler to print, save or email the information to others.
CANCEL REQUEST
The Cancel Request action within the open Request can be used if the travel event has been canceled. If corrections need to be made, the traveler can recall the Request as long as the travel event has not occurred and no expenses have been paid against it.

*NOTE: Be sure there are no potential expenses related to the travel event before cancelling the Request.*

COPY REQUEST
The Copy Request action can be used to copy over the information into a new draft version of the Request. This is used sometimes if a Request was approved with some incorrect information and a few details need to be changed. This allows the traveler to copy over the information in order to make necessary adjustments.

*NOTE: Be sure to cancel the incorrect Request to alleviate any confusion when it is time to create an Expense Report.*

CLOSE REQUEST
The Close Request action is to be used once all pending and anticipated expenses have been submitted for the travel event. Once this action is performed, it cannot be undone. If other expenses related to the travel event arise, a new Request will have to be completed in order to process the travel expenses.

*NOTE: Our office recommends keeping all Requests active for up to a month after the travel event.*