



# REQUEST FOR INTERNATIONAL TRAVEL





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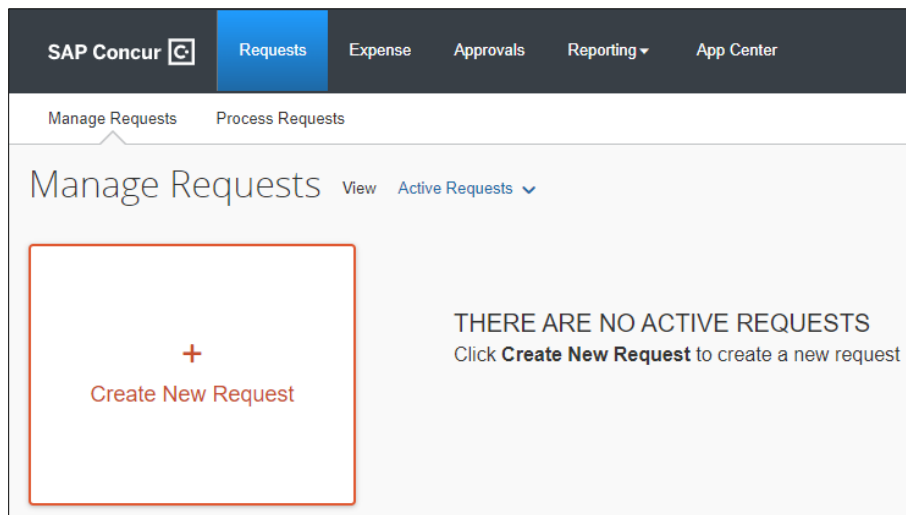
## AUTHORIZATION TO TRAVEL

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.*

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.
- **Request Name** – The Report Name must be formatted as “Destination, Travel Dates”. As an example, “London, UK – 10/1-10/5/22”. 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**.

Manage Requests | Process Requests

London, UK - 10/1-10/5/22 \$0.00

Not Submitted | Request ID: 399R

Copy Request Submit Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Click the **Add** button and a list of expenses will appear. You will provide an estimated cost for each expense that is anticipated.

Add New Expected Expense

Search for an expense type

- 01. Hotel Expenses
  - Hotel Reservation
  - Laundry
  - Parking - Hotel
- 02. Transportation
  - Agency Booking Fees
  - Air Ticket
  - Airline Fees

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.

New Expense: Air Ticket Cancel Save

Round Trip One Way Multi City

Outbound

From \* To \*

Date \* Depart at \*

03/12/2022 Departure time hh:mm A

Return

Date \* Depart at \*

03/15/2022 Departure time hh:mm A

Amount \* Currency \*

US, Dollar



- **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.

The screenshot shows a web form titled "New Expense: Hotel Reservation". It includes fields for "Check-in" (Date and At) and "Check-out" (Date and At). There is a "Detail" field, a "Comment" field, and an "Amount" field with a "Currency" dropdown menu. The form also has "Cancel" and "Save" buttons. A legend indicates that an asterisk (\*) denotes a required field.

- **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.

The screenshot shows a web form titled "New Expense: Car Rental". At the top right are "Cancel" and "Save" buttons. The form is divided into sections: "Pick-up" with fields for City, Date (03/12/2022), and At (hh:mm A); "Drop-off" with fields for City, Date (03/15/2022), and At (hh:mm A); "Comment" (a large text area); and "Amount" and "Currency" (set to "US Dollar"). A red asterisk indicates required fields.

- **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**

The M&IE Rate for international travel and travel to Alaska and Hawaii is handled differently than normal out of state travel. The State of Alabama’s policy is to reimburse the daily per diem for meals and incidental expenses (M&IE), but it is limited by the highest US CONUS rate.

There are two specific expenses that must be included on the Request in order to claim this reimbursement on the expense report.

The screenshot shows a dropdown menu titled "Add Expected Expense". It contains a search bar "Search for an expense type". Under the "03. Meals" category, "International Meals-Full Day" and "International Meals-Travel Day" are listed and highlighted with a red box. Below these are "M&IE Rate" and "Single Day Per Diem".



Select **International Meals – Travel Day**. This expense type is set up to automatically calculate for two (2) travel days at 75% of the allowable rate. The expense type will show a Transaction Amount of zero, but once the traveler clicks “Save”, the allowable amount will populate the expenses list.

The top screenshot shows the 'New Expense: International Meals-Travel Day' form. The 'Transaction Amount' field is highlighted with a red box. Below the form, the 'EXPECTED EXPENSES' table shows a single entry for 'International Meals-Travel Day' with a date of 10/01/2022, an amount of \$114.00, and a requested amount of \$114.00. The table header includes columns for Expense type, Details, Date, Amount, and Requested.

Expense type	Details	Date	Amount	Requested
International Meals-Travel Day		10/01/2022	\$114.00	\$114.00
			\$114.00	

Select **International Meals – Full Day**. This expense 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. The expense type currently shows a Transaction Amount of zero, but once the traveler clicks “Save”, the allowable amount will populate the expenses list.

The top screenshot shows the 'New Expense: International Meals-Full Day' form. The '# of Days' field is highlighted with a red box. Below the form, the 'EXPECTED EXPENSES' table shows two entries: 'International Meals-Travel Day' and 'International Meals-Full Day'. The 'International Meals-Full Day' entry has a date of 10/01/2022, an amount of \$228.00, and a requested amount of \$228.00. The table header includes columns for Expense type, Details, Date, Amount, and Requested.

Expense type	Details	Date	Amount	Requested
International Meals-Travel Day		10/01/2022	\$114.00	\$114.00
International Meals-Full Day		10/01/2022	\$228.00	\$228.00
			\$342.00	





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.

The screenshot shows a web form titled "New Expense: Mileage \$0.00" with a date of "03/12/2022". It includes an "Allocate" button, a "Transaction Date" field with a calendar icon, a "Transaction Amount" field, a "Currency" dropdown menu set to "US, Dollar", a "Distance" field, a "Mileage Rate" field with the value "0.555", and a "Comment" text area. "Cancel" and "Save" buttons are in the top right corner.

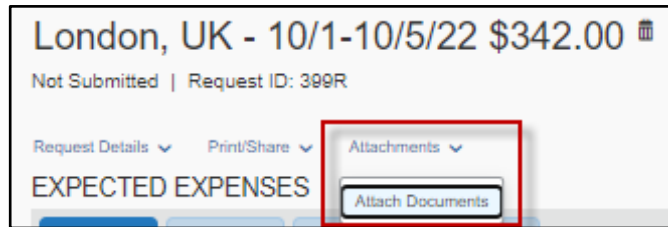
*NOTE: Any major expenses not included on the Request will not be authorized for reimbursement on the Expense Report.*

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

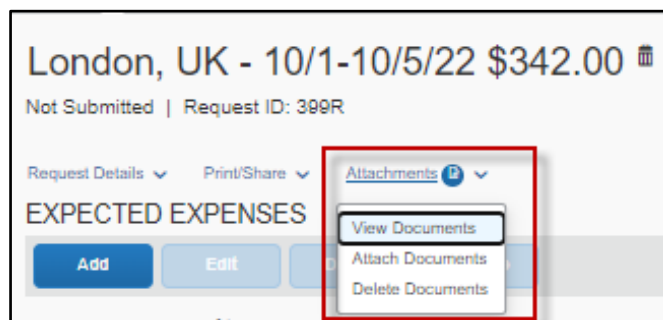


## ATTACHMENTS

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

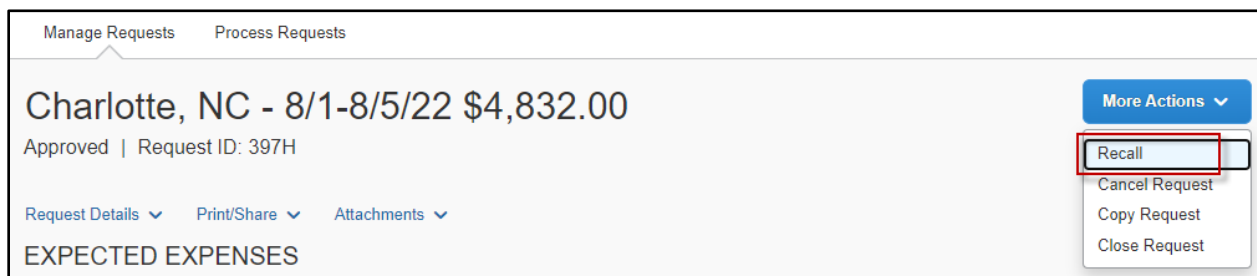
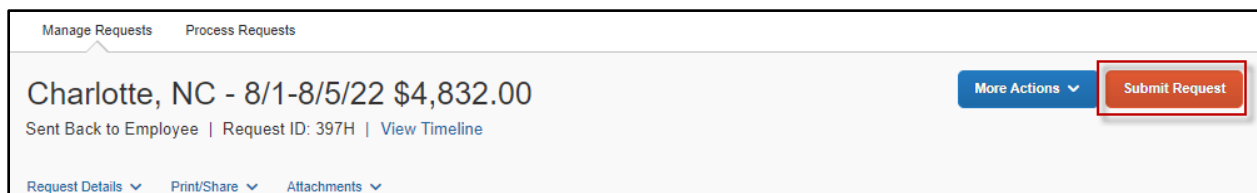


If the attachment needs to be reviewed or edited, select **Attachments**. (Be sure pop-up blocker is turned off.) The dropdown menu will change. Select **View Documents** or **Delete Documents**.



## 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.

The screenshot shows the 'Manage Requests' interface. At the top, there are tabs for 'Manage Requests' and 'Process Requests'. Below the title, there is a 'REQUEST LIBRARY' section with a 'View' dropdown set to 'Active Requests'. A 'Create New Request' button is on the left. The main area contains a table with three columns representing different request statuses:

APPROVED	10/01/2022	SUBMITTED	09/07/2022	RETURNED	08/01/2022
London, UK - 10/1-10/5/22		⚠ Gulf Shores, AL - 9/7-9/12/22		Charlotte, NC - 8/1-8/5/22	
\$5,742.00		\$1,755.50		\$4,832.00	
Approved		Pending Cost Object Approval		Sent Back to Employee	

## REQUEST TIMELINE (APPROVAL WORKFLOW)

Select the **Request Details** dropdown, then **Request Timeline** to see the routing of your travel request.

This screenshot shows the 'Request Details' dropdown menu for a request titled 'London, UK - 10/1-10/5/22 \$3,842.00'. The menu options are: Request, Request Header, Request Timeline (highlighted with a red box), and Audit Trail. Other visible elements include 'Print/Share', 'Attachments', and a 'Details' link.

The screenshot displays the 'Request Timeline' for 'Gulf Shores, AL - 9/7-9/12/22 | \$1,755.50'. It features an 'Approval Flow' diagram with two sequential steps:

- Step 1: Cost Object Approval, COMPTROLLER (010-1242.917-UNCP01)
- Step 2: Cost Object Approval, COMPTROLLER (010-1242.917-UNCP01)



## 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.*

Manage Requests    Process Requests

London, UK - 10/1-10/5/22 \$5,742.00

Approved | Request ID: 399R

This is the screen within the Travel module where the Request ID will be required.

Travel    Arrangers    Trip Library    Templates    Tools    Concur XA

**Trip Summary**

- ✓ Finalize Trip
  - ✓ Review Travel Details
  - Enter Trip Information**
  - Submit Trip Confirmation

### Trip Booking Information

The trip name and description are for your record keeping convenience.

**Trip Name**  
This will appear in your upcoming trip list.  
Trip from Montgomery to Seattle

**Trip Description (optional)**  
Used to identify the trip purpose

Send a copy of the confirmation to: ?

Send my email confirmation as  
 HTML  Plain-text

With my email confirmation...  
Do not include directions to hotels with email

Please enter your approved travel request ID [Required]

You may HOLD this reservation until: 02/28/2019 10:00 pm Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip    Hold Trip    << Previous    Next >>    Cancel Trip



## PRINTED REQUEST

A copy of the Request can be printed by selecting **Print/Share** and **\*AL-Request Printed Report**.

**London, UK - 10/1-10/5/22 \$3,842.00**

Pending Cost Object Approval | Request ID: 399R

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED BY

**\*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.

### \*AL-Request Printed Report

Email Address : [lindsay.bryant@comptroller.alabama.gov](mailto:lindsay.bryant@comptroller.alabama.gov)  
Country of Residence : **UNITED STATES**  
\*Org Unit 1 - Department : **FINANCE**  
\*Org Unit 2 - Accounting Group : **Comptroller.Fiscal Mgmt**  
\*Org Unit 3 - Accounting Template : **COMPTROLLER**

Start Date : **10/01/2022**  
End Date : **10/05/2022**  
Request Policy : **\*AL-Out of State**  
Purpose : **Conference**  
Total Posted Amount : **\$3,842.00**

#### Segments

**Hotel Reservation**  
Foreign Amount : \$3,500.00  
10/01/2022 London (GB) 10/05/2022  
Check-In Detail : Marriott  
Allocations : 100% (\$3,500.00) 010-1242.917-UNCP01

#### Expenses

Transaction Date	Expense Type	Entry Description	Foreign Amount	Amount
10/01/2022	International Meals-Travel Day		\$114.00	\$114.00
10/01/2022	International Meals-Full Day		\$228.00	\$228.00

Close **Print** **Save as PDF** **Email**



## 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.*

The screenshot shows a request card with the following details: "London, UK - 10/1-10/5/22 \$5,742.00", "Approved | Request ID: 399R", and "EXPECTED EXPENSES". On the right side, there is a "More Actions" dropdown menu with options: "Recall", "Cancel Request" (highlighted with a red box), "Copy Request", and "Close 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.*

The screenshot shows a request card with the following details: "London, UK - 10/1-10/5/22 \$5,742.00", "Approved | Request ID: 399R", and "EXPECTED EXPENSES". On the right side, there is a "More Actions" dropdown menu with options: "Recall", "Cancel Request", "Copy Request" (highlighted with a red box), and "Close Request".

## 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.*

The screenshot shows a request card with the following details: "London, UK - 10/1-10/5/22 \$5,742.00", "Approved | Request ID: 399R", and "EXPECTED EXPENSES". On the right side, there is a "More Actions" dropdown menu with options: "Recall", "Cancel Request", "Copy Request", and "Close Request" (highlighted with a red box).