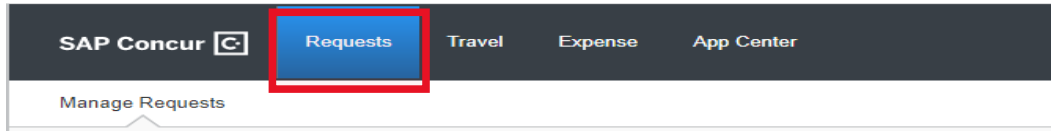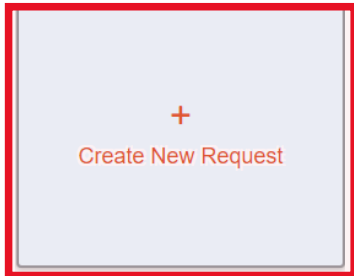## How complete a Request in Concur:
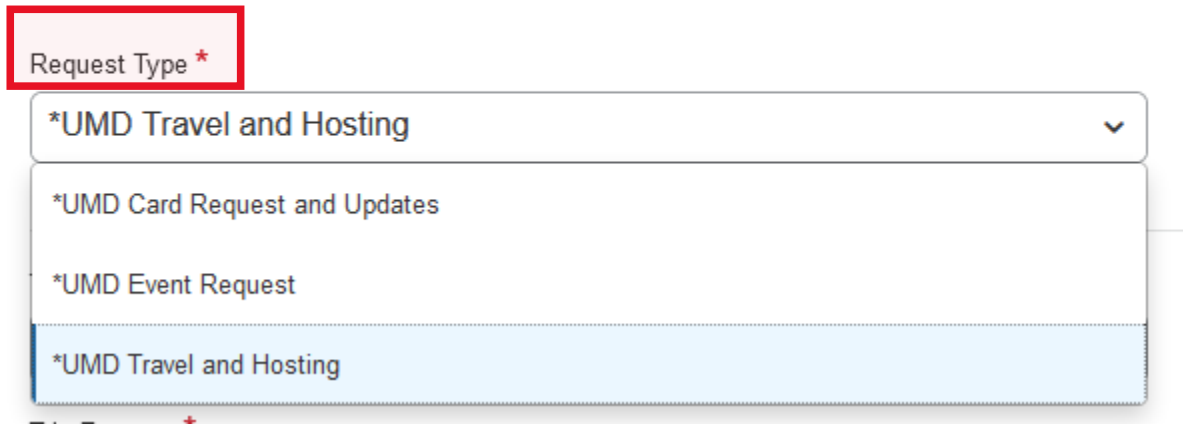
1. Click **Requests** at the top of the page



2. Click the **Create New Request** tile



3. Make sure the **Request Type** is correct



4. Complete the **required fields\***:

**Request Type**

*UMD Travel and Hosting

**Trip Name/Purpose** *

W. Smith - ASSA conference

**Business Travel Start Date** *

10/06/2022

**Business Travel End Date** *

10/10/2022

**Trip Purpose** *

Conference Attendee

**Final Destination City** *

US ⌄ | Chicago, Illinois

**Final Destination Country** *

UNITED STATES (US)

**Traveler Type** *

Staff

**Trip Type** * ❓

3. Out-of-State

**Will this trip include personal travel?** *

No

**Personal Travel Dates**

**Detailed Business Purpose / Benefit to University**

To attend the ASSA 2022 conference 10/7-10/9/22.

☐ UMD Campus Visit?

☐ No Cost Trip? *

**Guest Traveler** ❓

**Campus** * ❶

▼ ⌄ | (01) College Park (UM)

**KFS Account Number** * ❷

▼ ⌄ | (1115650) NEURO AND COGNITIVE STUDIES

**Employee Id**

116374941

5. Make sure to indicate if you will be **including or extending for personal** travel

**Will this trip include personal travel?** *

None Selected ⌄

None Selected

No

Yes

6. You can add **Comments** to explain business and personal dates, or any other comments to the approver.

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Comments To/From Approvers/Processors

7. Click **Create Request** at the bottom-right

[Create Request]

8. Click **Add** under **Expected Expenses**, and repeat this step for each expected expense

Add Expected Expense ✕

Search for an expense type

∨ 01. Travel & Transportation Expenses

　Airfare

　Charter Bus

　Hotel/Lodging

　Hotel/Lodging Group

　Other Lodging Accommodations

　Rail

　Vehicle Rental

　02. Other Travel Expenses

　03. Personal Car Mileage

∨ 04. Meals

　Catering

　Daily Meal Per Diem

　Daily Meal Per Diem Reduction

　Group Meals/Hosting 10 + Attendees

Request Details ∨    Print/Share ∨    Attachments ∨

EXPECTED EXPENSES

[Add]    Edit    Delete    Allocate

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9. Add **comments** to each expense for the approver's review, if necessary. For instance, you can indicate what "Other Travel Expenses" include.



10. After adding all the expected expenses for the trip, click **Submit Request** in the upper-right corner.

## W. Smith - ASSA conference $2,328.00 🗑

Not Submitted  |  Request ID: 36K9

<span style="color:red;">[ Submit Request ]</span>   [ Copy Request ]

Request Details ⌄    Print/Share ⌄    Attachments ⌄

### EXPECTED EXPENSES

[ Add ]   [ Edit ]   [ Delete ]   [ Allocate ]

| ☐ | Alerts ↑↓ | Expense type ↑↓ | Details ↑↓ | Date ≡ | Amount ↑↓ | Requested ↑↓ |
|---|---|---|---|---|---|---|
| ☐ | | Airfare | | 10/10/2022 | $700.00 | $700.00 |
| ☐ | | Hotel/Lodging | | 10/10/2022 | $800.00 | $800.00 |
| ☐ | | Conference Registration | | 10/10/2022 | $325.00 | $325.00 |
| ☐ | | 03. Personal Car Mileage | | 10/10/2022 | $37.50 | $37.50 |
| ☐ | 💬 | Daily Meal Per Diem | Chicago, Illinois | 10/10/2022 | $355.50 | $355.50 |
| ☐ | 💬 | 02. Other Travel Expenses | | 10/10/2022 | $110.00 | $110.00 |
| | | | | | | $2,328.00 |

11. Review the confirmation/acceptance statement and click **Accept & Continue**.
    - Once the request has been approved, you will receive an email notification.

Only when the request has been fully approved should you move on to book your air or rail-fare, lodging, and/or car rental.

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