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

Will this trip include personal travel? *

- None Selected
- No
- Yes

6. You can add Comments to explain business and personal dates, or any other comments to the approver.
7. Click **Create Request** at the bottom-right

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