


Concur Travel and Expense Management


Creating a Travel Request

SAP Concur  **Requests** Travel Expense Approvals Reporting App Center Administration Help Profile

Manage Requests Process Requests

Manage Requests

REQUEST LIBRARY View Active Requests



+

Create New Request

THERE ARE NO ACTIVE REQUESTS
Click **Create New Request** to create a new request

- To begin, log into **udel.edu/concur** using your UD credentials
- Select the **Requests** tab at the top of the Concur home page
- Select **Create New Request**

Create New Request



* Required field

Request Type *

*UD-Travel Request

Request/Trip Name *

Request/Trip Start Date *

MM/DD/YYYY

Request/Trip End Date *

MM/DD/YYYY

Request/Trip Purpose *

None Selected

Destination City *



Destination Country *

Search by Country/Region

Approval Required? *

Yes

Emergency Travel? *

No

Traveler Type *

02. Staff/Grad Student

Trip Type *

None Selected

Will this trip include personal travel? *

None Selected

Personal Dates of Travel

Trip Details *

Speedtype *



Search by Code

Project ID



Search by Code

UD User Field



Search by Code

Work Order #



Search by Code

Cancel

Create Request

- In the Request Header, complete all required fields marked with a *
- Click **Create Request**





New UI test

Copy Request

Submit Request

Not Submitted | Request ID: 6FVE

Request Details

Print/Share

Attachments

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

No Expected Expenses

Add expected expenses to this request to submit for approval.



SAP Concur | Requests | Travel | Expense | Administration | Help | Profile

Manage Requests | Process Requests

New Expense: Air Ticket

Round Trip | One Way | Multi City

Outbound

From * To *

Date * Depart at * Comment

Return

Date * Depart at * Comment

Estimated Amount * Currency *

Save Cancel

Cancel Save

* Required field

Required Fields will vary based on Expense Type (Hotel, Card Rental, etc.)

- Complete all required fields marked with a *
- Click **Save**





Manage Requests

Process Requests

New UI test \$900.00

Not Submitted | Request ID: 6FVE

Copy Request

Submit Request

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

| <input type="checkbox"/> | Expense type ↑↓ | Details ↑↓ | Date ☰ | Amount ↑↓ | Requested ↑↓ |
|--------------------------|-------------------|--|------------|-----------|-----------------|
| <input type="checkbox"/> | Railway Ticket | Wilmington, UNITED STATES - New York - Moynihan Train Hall, UNITED STATES : Round Trip | 09/19/2022 | \$300.00 | \$300.00 |
| <input type="checkbox"/> | Hotel Reservation | New York, New York | 09/19/2022 | \$600.00 | \$600.00 |
| | | | | | \$900.00 |

- When your expenses have been added, click **Submit Request**
- The request will route to the Cost Object Approver, then to your Direct Supervisor



Resources

[Procurement Services](#)
procurement@udel.edu

