Create a Travel Request

(previously known as a Travel Authorization)

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Log in to Concur

o Go to MyWashburn and find the SAP Concur card and select "Concur Login".



- Or, go to concursolutions.com.
 - Enter your Washburn University Email and click "Next".



- Click "Washburn Univ SSO".
- Enter your Washburn University Single Sign On credentials.

mega	n.johnston@washburn.test	
Sign in	with:	
	Washburn Univ SSO	
	SAP Concur Password	
	OR	
	Sign in with an Email Link	

 (Π)

Work as a delegate

If a delegate prepares a Request for someone else, they must do so in the traveler's Concur account by following these steps. To log into the delegator's Concur account:

- 1. Click on the employee profile icon in the upper right corner.
- 2. Select "Act as another user".

Home 🗸



- 3. Click the circle next to "A Delegate for another user who has granted you this permission".
- 4. Enter the name of the Pcard holder in the search bar.
 - a. If the individual's name does not appear, that person has not designated you as a delegate.
 - i. Contact the individual to set you up as a delegate in Concur.
 - 1. Please refer to the document on the Washburn University Accounting website titled "Concur Creating a Delegate".
- 5. Click "Switch".



Steps required to create a Travel Request

- 1. Create the header record using the FOAPAL being used to pay most, if not all, expenses related to the trip.
 - a. Create Travel Allowance (meal and incidental per diem), if applicable.
- 2. Add all estimated expenses related to the trip.
- 3. Allocate Expenses (split funding).
 - a. Use if any part of the trip will be paid from a FOAPAL other than what is on the header record.
- 4. Attach documents.
 - a. Conference Agenda, if applicable.
 - i. Must show the schedule and any meals that were offered as well as the conference hotel rate.
 - b. If group travel, attach a roster.
- 5. Submit the Request.

Create the Header Record

From the Concur home page, click on the blue "Create" drop down list and select "Start a Request".



Complete all required fields, with a red asterisk (*):

- o Trip Name
 - Enter a short name for the trip.
 - Used to identify this trip from other trips.
- o Trip Start Date
- Trip End Date
- Destination City
- Traveler Type
 - o Staff, Faculty, Student, Administrator
- o Trip Type
 - o Domestic Within the US
 - International Outside of the US
 - o In Town Local
- o Trip Purpose
 - o If "other", add reason in the addition information field.
- o Personal Travel
 - Answer "No" if all travel dates are business related.
 - Answer "Yes" if the travel dates include personal travel days.
 - o If yes, complete the start and end date for the personal travel days.
- o Chart, Fund, Org, Program
 - \circ This is the FOAPAL from where the trip will be paid.
 - If funding is coming from more than one FOAPAL, an additional FOAPAL is entered during step 3, allocation.
 - This information does not auto fill from the user's Concur profile in Request, it only auto fills on an Expense Report.
 - The FOAPAL account code (now referred to as expense type) is selected later in this process.
 - Activity
 - Not required, enter only if needed.
 - \circ Location
 - Refers to the WU campus location and is never used for travel.

- Additional Information
 - $\circ~$ Add any additional information about this trip that would be helpful for individuals who review or approve the Request.
 - If "other' was selected as the Trip Purpose, enter the purpose of the trip in this field.
- \circ Comments
 - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
- o Click on "Create Request".

Create New Request					
Trip Name *		Trip Start Date *		Trip End Date *	* Required fiel
Test		MM/DD/YYYY	e	MM/DD/YYYY	e
Destination City *		Destination Country			
	~	Search by Country/Region	~		
raveler Type *		Trip Type *			
Staff	~	None Selected	~		
Trin Purpose *		Sport			
None Selected	~	None Selected	~		
Will this trip contain Personal Travel? *		Personal Travel Start Dates		Personal Travel End Date	
None Selected	~	MM/DD/YYYY	Ë	MM/DD/YYYY	Ë
Chart *	1	Fund *		ORG	2
	~		~		
Program *		Activity		Location	
	~		~		~
Additional Information	0/500				
	4				
Comment To/From Approvers/Processors					0/500
					Cancel Create Reque

Add Expected Expenses

• Click "Add".

Test	Submit Request Copy Request Edit Approval Flow Delete Request
Not Submitted Request ID: 34WG	
Request Details \vee Print/Share 💙 Attachments 💙 Manage Travel Allowance 💙	
EXPECTED EXPENSES	G Add it Delete Allocate
No Expected Expenses Add expected expenses and/or travel plans to this request to submit for approval.	o

- Select the appropriate Expense Type.
 - $\circ~$ A search field is provided at the top of the screen.
 - The 6-digit number before the expense type is the FOAPAL account code.

Search by expense type, category, description Q		
	Collapse All Sections	
✓ 01. Hotel/Lodging Expenses		
(700510) Conference Hotel and Lodging (WU/TECH)		
(700510) Hotel/Lodging		equest Edit Approval Flow Delete Request
V 02. Transportation		
(700500) Airfare		
(700500) Car Rental		
(700500) Fuel		Add Edit Delete Allocate
(700500) Mileage Reduction		
(700500) Parking		
(700500) Personal Car Mileage		
(700500) Taxi/Uber/Lyft/Bus/Subway (WU/TECH)		
(700500) Tolls/Road Charges		
(700500) Train		
(700500) Transportation (WU/TECH)		
✓ 03. Non PerDiem Meals	*	
	 01. Hotel/Lodging Expenses (700510) Conference Hotel and Lodging (WU/TECH) (700500) Hotel/Lodging 02. Transportation (700500) Alrare (700500) Fuel (700500) Parking (700500) Personal Car Mileage (700500) Favilue-rLydr/Bux/Subway (WU/TECH) (700500) Tavilue-rLydr/Bux/Subway (WU/TECH) (700500) Tavilue-rLydr/Bux/Subway (WU/TECH) (700500) Tavine (WU/TECH) 	• 01. Hotel/Lodging Expenses - (700510) Conference Hotel and Lodging (WU/TECH) (700500) Hote/Lodging - (700500) Altrare - (700500) Forel - (700500) Misege Reduction - (700500) Personal Car Mileage - (700500) Taul/Uber/Lyft/Bus/Subway (WU/TECH) - (700500) Taul/Uber/Lyft/Bus/Subway (WU/TECH) - (700500) Train - (700500) Trainsportation (WU/TECH) - • 93. Non PerDiem Mals

- Complete all required fields, with a red asterisk (*):
 - o Trip Start and End Date
 - These fields will prepopulate from the header record.
 - Transaction Amount
 - Enter the total estimated cost for the expense type.
 - o Currency
 - o Comment
 - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
 - o Click "Save".

Home / Requests / Manage Requests / Test T	avel / New Expense: (7005	10) Conference Hotel and Lodging (WU/TECH	1)	
New Expense:(70	0510) Con	ference Hotel and	Lodging (WU/TECH)	Save
Allocate				
Request/Trip Start date *		Request/Trip End Date *		* Required field
12/16/2024	Ë	12/20/2024	H	
Transaction Amount *		Currency *		
500.00		US, Dollar (USD)	× ~	
Comment				26/2000
Hotel for Test Conference.				
				4
Save				

- o Repeat Steps until all estimated expenses have been added to the Request.
- Do not make any reservations until the Request is fully approved.
- Two expense types move from this Request to the Expense Report after travel occurs.
 Personal car mileage and Travel Allowance
- All other expense types are manually entered when preparing the Report, after travel.

Hotel Expense Types

- Use one of these hotel expense types on the Travel Request.
 - o (700510) Hotel/Lodging
 - Use to report the GSA lodging rate.
 - (700510) Conference Hotel and Lodging (WU/TECH)
 - Use when reporting a conference hotel rate.

Personal Car Mileage

- Select the "Personal Car Mileage" expense type.
- Click on "Mileage Calculator" in the upper left corner.
 - The "From Location" and "To Location" fields are filled in from entering information in the mileage calculator.

Details Itemizations			
<u>@</u> Mileage Calculator () Allocate			* Required field
Expense Type *		Transaction Date *	Additional Information
(700500) Personal Car Mileage	× ~	12/02/2024	
From Location *	To Location *	Traveler Type	Report/Trip Purpose
1700 SW College Ave, Topeka, KS 66621, USA	Kansas City Int'l Airport (MCI), 1 Kansas City Blvd, Ka	Staff 🗸 🗸	Conference Attendee 🗸 🗸
Payment Type			
Out of Deelest			

- Enter the address for the beginning and ending locations as waypoints A and B.
 - o If traveling round trip, click on "Make Round Trip".
 - If traveling to multiple destinations on the same day, add multiple waypoints by filling in additional addresses in additional waypoint fields.
- Click "Add Mileage to Expense".

Mileage Calculato



- o Enter the Transaction Date.
 - In the lower right corner, above the "comments" field, the IRS mileage reimbursement rate for the date entered is shown.
- Add comments about the mileage, if an explanation will be helpful for Reviewers, Approvers, or Auditors.
- Click on "Save Expense".

Mileage Calculator					 Devote al Relation
Expense Type *		Transaction Date *		Additional Information	 Required field
(700500) Personal Car Mileage	× *	12/02/2024	Ë		
From Location *	To Location *	Traveler Type		Report/Trip Purpose	
1700 SW College Ave, Topeka, KS 66621, USA	Kansas City Int'l Airport (MCI), 1 Kansas City Blvd, Ka	Staff	~	Conference Attendee	~
Payment Type					
Out of Pocket					
Distance *	Amount *	Currency		Reimbursement Rates	
148	99.16	US, Dollar (USD)		USD 0.67 per mile	
Comment					0/500
					ĥ
Save Expense Save and Add Another Cancel					

Complete Travel Allowance (meal & incidental per diem expenses)

- GSA = General Services Administration
 - The federal agency who determines food/incidental/lodging rates.
 - Based on date and location.
- o Click on "Manage Travel Allowance".
- o Select "Add Travel Allowance".
 - After the Travel Allowance has been added, it can also be edited by selecting "Edit Travel Allowance" under "Manage Travel Allowance".
 - The Travel Allowance can be edited until the Request has been submitted.
 - The Travel Allowance can be revised in the Expense Report, after traveling.

Concur Requests V		() TP
Manage Requests Process Requests		
Home / Requests / Manage Requests / Name Conference I	Boston Jan 2025	
Name Conference Bos	ton Jan 2025	Submit Request Copy Request Edit Approval Flow Delete Request
Not Submitted Request ID: 34KD		
Request Details 🛩 Print/Share 🛩 Attachments 🛩	Manage Travel Allowance 🗸	
EXPECTED EXPENSES	Add Travel Allowance	October 2015 Add Edit Delete Allocate
	· · ·	
	No Francisco Francisco	
	Add expected expenses and/or travel plans to the	is request to
	submit for approval.	a request to

- \circ $\,$ On the first Travel Allowance screen, enter the itinerary.
- Complete all required fields, with a red asterisk (*):
 - o Itinerary Name
 - This field auto fills from the Header Record.
 - o Start Location/Arrival Location/End Location
 - Only add locations where you sleep.
 - Places traveled throughout the day are not needed.
 - Example: KC Airport, connection airports
 - o Start and end dates
 - These fields auto fill from the Header Record.
 - o Start and end times
 - Enter the time departed from, and returned to, the official workstation.
 - Click "NEXT".

ravel A	llowance					
inerary						
Itinerar	/ Nama *					* Required
Nam	e Conference Boston Jan 2025	Detailed Itinerary 🕜		Without overnight 👔		
	Start Location *	Start Date *		Start Time *		
0	Topeka, Kansas 🗸	01/12/2025	Ë	9:25 AM	0	
+ /	dd Destination Arrival Location *					
0	Nashville, Tennessee					
+ 4	dd Destination					
	End Location *	End Date *		End Time *		
	Topeka, Kansas	01/15/2025	Ë	9:25 AM	0	

- On the second Travel Allowance screen, declare any free meals that will be received, reducing the daily allowance.
- Check the box for a meal if:
 - The meal will be paid for by another individual.
 - The meal is offered at a conference, as part of the registration fee.
 - Continental breakfast or hors d'oeuvres don't count as a meal.
- The column on the far-right side, "Reimbursement Amount", is the amount calculated for meal and incidentals for each day.
 - First travel day = 50% of the full daily per diem
 - Last travel day = 75% of the full daily per diem
 - Full days in travel status = 100% of the full daily per diem
 - All daily totals are reduced for meal boxes checked each day.
- The 2nd column from the right, "Allowance Limit", is the GSA rate for lodging.
 - The lodging expense does not automatically add to the report.
 - The lodging expense needs to be manually added as an expense.
- o Click on "Finish".

Travel Allowance							
Adjustments							
Here you can declare any free meals received to reduce yo company policy guidelines.	ur daily allowance. You can also	o claim additional allowances,	for example if you stayed o	wernight with friends or family.	Days can be excluded from your tr	ip, for example if you are on personal lear	ve. Always refer to your
View: Adjustments V Show Filters							
Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit 😡	Reimbursement Amount 🚱
All Days Dates: 5							
Mon, 12/02/2024 Orlando, UNITED STATES @						\$140.00	\$18.00
Tue, 12/03/2024 Orlando, UNITED STATES @						\$140.00	\$38.00
Wed, 12/04/2024 Orlando, UNITED STATES @						\$140.00	\$38.00
Thu, 12/05/2024 Orlando, UNITED STATES @						\$140.00	\$38.00
Fri, 12/06/2024 Orlando, UNITED STATES @						\$0.00	\$60.00
						Total: \$560.00	Total: \$192.00

The meal and incidental amount show as "Travel Allowance" in the list of Expected Expenses on the report.



If a supervisor approves it, meal and incidental per diem can be requested for same day travel, if the traveler is gone 5 hours or more.

If requesting meal and incidental per diem for more than one same day trip on the same report, add an additional Travel Allowance for each day.

Allocate Expenses – split funding

- Allocate is used in Concur when expenses are being paid from multiple FOAPALs.
- If Allocate isn't used, all estimated expenses will be paid from the FOAPAL on the report header.
- Allocate can be used on one expense line, or multiple expense lines.
 - If all expense lines need to be allocated to a different FOAPAL, and all expenses are being paid from the same FOAPAL, simply change the FOAPAL on the header record, rather than allocating every line.
- Check the box(es) to left of the expected expense line(s) that will be paid from a different source(s).
- Click on "Allocate" in the upper right corner of the Expected Expense section.

N	lam	e Co	onference Boston Jar	2025 \$779.50	Submit Request Copy Reque	Edit Approval Flo	w Delete Request
N	ot Submi	tted Re	quest ID: 34KD				
F	Request D	etails 🗸	Print/Share V Attachments V Manage Travel	Allowance 🗸			
	EXPEC	TED EX	PENSES			⊖ Add Edit D	elete Allocate
l.		Alert↓↑	Expense type↓↑	Details↓↑	Date↓₹	Amount ↓ ↑ Requ	ested↓↑
		A	(700500) Airfare		01/12/2025	\$500.00	\$500.00
_							
ľ			Travel Allowances	Nashville, Tennessee	01/12/2025 - 01/15/2025	\$279.50	\$279.50 🗸

- The Allocate screen shows 100% of the estimated amount charged to the FOAPAL on the header record.
- The allocation can be done by percent or amount.
 - Select the appropriate option at the top of the Allocate screen.
- o Select "Add".

Allocate						×
Expenses: 1 \$500.00						
Percent	Amount					i
Amount \$500.00		Allocated 100% \$500.00		Remaining 0% \$0.00		
Default Allocation						
Code W-4567-410000-10000						Amount USD \$500.00
Allocations (0)					Add I it Remove	Save as Favorite
		This expense is a	ssigned to your default allocation shown above.			
						Cancel Save

dd Allocation	
► New Allocation ★ Favorite Allocations	
	* Required field
Chart *	1
(W) Washburn University	× ×
Fund	
(4567) B & K Viets Teach Excell Fac Dev (WU)	× •
ORG *	2
(410000) Finance Office	× •
Program	
(10000) Operating Revenues (WU/TECH)	× ×

- \circ $\;$ The FOAPAL from the header record prepopulates on the Add Allocation screen.
- If the FOAPAL from the header record is partially paying the estimated expense(s) being allocated, click "Save" to add that FOAPAL to the allocation.
 - \circ That FOAPAL shows in the lower part of the Allocate screen.
 - If no other FOAPAL is added, the entire expense that was selected will still be paid from the FOAPAL on the header record.

Allocat	te									>
Expense	s: 1 \$500.00									
	Percent	Amount								
Amoun \$500	it 0.00		Allocated 100% \$500.00			© Remain \$0.00	ing 0%			
Defau	It Allocation									
Code W-4	567-410000-10000									Amount USD \$0.00
Alloc	ations (1)						(• /	Add Edit	Remove	Save as Favorite
	Chart↓↑	Fund↓↑	ORG↓↑	Program↓↑	Activity↓↑	Location↓↑	Code†≞			Amount USD
	Washburn University	B & K Viets Teach Excell Fac Dev (WU)	Finance Office	Operating Revenues (WU/TECH)			W-4567-410000-1000	0	500.00	
										Cancel

- To add a 2nd FOAPAL that will be paying for part of the estimated expense, select "Add".
- Change the appropriate FOAPAL component(s).
- o Click on "Save".
- If the FOAPAL on the header record is not part of the allocation, change the FOAPAL components before clicking save for the first time.
- Continue to "Add" FOAPALs until all FOAPALs paying a portion of the estimated expense(s) have been added.
- Adjust the amount for each FOAPAL, if needed.
- Click "Save" on the Allocate screen to save the current allocation for the estimated expenses previously selected.
- If this is an allocation that will likely be used again in the future, save it as a Favorite Allocation.

Save Favorite Allocations

- \circ $\,$ Allocation Favorites can be one funding line or multiple funding lines.
- Click "Save as Favorite" in the middle of the Allocate window, on the right side of the screen.
- $\circ~$ Enter a name for the favorite allocation that can be selected when allocating future expenses.
- o Click "Save".

	Percent	Amount						
Amount \$2,20	ء 09.51		Allocated \$2.1 100%	09.81	© Remain 096	ining 50.00		
Defaul	It Allocation							
Code Defa	ault							Percer
lloca	ations (3)						Add Edit Remon Save at	s Favo
	Chart‡1	Fundiî	ORGIT	ProgramJT	Activity\$7 Location\$7	Code1%	Percent 9	6
0	Washburn Institute of Technology	General Fund (WUITECH)	Office of the Dean	Office of the Director (TECH)		K-100000-1000-15100	25	1
0	Weshburn Institute of Technology	General Fund (WU/TECH)	Business Office	Financial Accounting (TECH)		K-100000-1010-16103	50] 3
0	Washburn Institute of Technology	General Fund (WU/TECH)	Student Life	Supervision of Guidance Services (TECH)		к-100000-1100-15101	25	1

Parameter Param	Percent	Amoune							
Alaunin Verbaurin Alaunin Verbaurin Verbauring (MUTCh) Office of Nac Office Of	rount 2,209.51		Allocate 100%		Cancel Save	© Remaining 0%	so.oo		
Import in the set of th	efault Allocation de								Perce
Constit Pault OBG1 Pagenalt Activity1 Locate/1 Code/1 Pagenalt Pagenalt Workburn Institute of Technology Generis Aud (WUTCCh) Office of the Density (TECh) 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ocations (3)							O Add Edit Remove Save	as Fav
Watchum Institute of Technology Generals Fund (WUTECH) Office of the Denics (TECH) K.100000 L000 L010 L0100 Z S Watchum Institute of Technology Generals Fund (WUTECH) Business Office Prenomi Kacounting (TECH) K.100000 L000 L010 L0100 S	⊡ Chart↓Î	Fundlî	ORGIT	Program1	Activity \$1	Location 1	Code ^{†2}	Percer	1 96
Watchum Institute of Technology Generes Fund (WUTECH) Businers Office Feancier Accounting (TECH) K.100000.1010.101.01 B0 50 5 Watchum Institute of Technology Generes Fund (WUTECH) Businers Life Supervision of Guidence Services (TECH) K.00000.1010.101.01 25 7	Weshburn Institute of Technology	General Fund (WU/TECH)	Office of the Dean	Office of the Director (TECH)			K-100000-1000-16100	25	
Weakhourn Institute of Technology General Fund (MUTICH) Stupera Life Supervision of Guidance Services (TECH) K.10000.1100.51301 (25	2) Washhurn Institute of Technology	General Fund (WU/TECH)	Business Office	Financial Accounting (TECH)			К-100000-1010-16103	50	
	Westburn Institute of Technology	General Rund (WUTECH)	Studies Life	Supervision of Guidence Services (TECH)			K-20000-120-15101	25	

Use Favorite Allocations

• Click "Favorite Allocations" at the top of the Add Allocation window.

New Allocation Favorite Allocations		
	* Required field	
Chart *	1	
(W) Washburn University	× ×	
und		I
(4567) B & K Viets Teach Excell Fac Dev (WU)	× ×	
NRG *	2	
(410000) Finance Office	× •	
rogram		
(10000) Operating Revenues (WU/TECH)	× •	•
	_	

- Select the appropriate allocation by clicking the circle to the left of the allocation name.
- Click "Replace Allocations".

Add Allocation				×
+ New Allocation	★ Favorite Allocations			
Select				
Test				
		Cancel	View Favorite	Replace Allocations

o Click "Replace Allocations" again in the next warning message.



- The estimated expense(s) selected will be paid from the favorite allocation that was selected.
- If other estimated expenses in the Request need to be allocated differently, repeat the steps above until all estimated expenses have been properly allocated.

- "Allocated" appears in blue font under the expense amount on all expense lines that have been allocated.
 - Click on it to see the details of the allocation.
 - This detail defers to percentages, even if amount was selected on the Allocate screen.

Non		onforonco Bor	ton Ion 2025 \$770 50	Allocated			\mathbf{X}	sta Reguer
Not Subn	nitted Re	equest ID: 34KD Print/Share Y Attachments Y	Manage Travel Allowance ≻	Total Allocated \$500.00 Code†≊			Percent	ete Reques
EXPE	CTED EX	PENSES		W-4567-100000-10000 W-4567-410000-10000			50	Allocate
0	Alert↓↑	Expense type↓↑	Details↓↑		View Allocation			
	A	(700500) Airfare			01/12/2025	\$500.00	Allocated	
0		Travel Allowances	Nashville, Tennessee		01/12/2025 - 01/15/2025	\$279.50	\$279.50	~
							\$779 50	

• To see the allocation information a different way, click on Request Details and choose Allocation Summary.

Concur Requests ~ Manage Requests Process Requests Home / Requests / Manage Requests / Name Conference Boston Jar	Allocation Summary Name Conference Boston Jan 2025 5779.50 The sum of allocation amounts may not exactly match the expense amount due to rounding.	×			(3 TP
Alerts: 1	Code↓↑	Amount↓₹				~
Name Conference Boston . Not Submitted L Request ID: 34KD	W-4567-410000-10000 Washburn University - B & K Viets Teach Excell Fac Dev (WU) - Finance Office - Operating Revenues (WU/TECH)	\$529.5 0	quest Copy Request	Edit Approv	val Flow Delet	e Request
Request Details V Virt/Share V Attachments V Manage	W-4567-100000-10000 Washburn University - B & K Viets Teach Excell Fac Dev (WU) - President's Office - Operating Revenues (WU/TECH)	\$250.0 0	(⊕ Add Edi	t Delete A	llocate
☐ Alert↓↑ Expense type↓↑		Close	late↓₹	Amount↓↑	Requested↓↑	
(700500) Airfare			01/12/2025	\$500.00	\$500.00 Allocated	
Travel Allowances	Nashville, Tennessee		01/12/2025 - 01/15/2025	\$279.50	\$279.50	*
					\$779.50	

Add Attachments

- Use this area of the Request to attach Conference Agendas and/or Group Rosters.
 Conference Agendas must show meals provided and conference hotel rate.
- With the Request open, click "Attachments" above the list of Expected Expenses.
- Select "Attach Documents".

Test	Submit Request Copy Request Edit Approval Flow Delete Request
Not Submitted Request ID: 34WG	
Request Details V Print/Share V Attachments V M age Travel Allowance V	
EXPECTED EXPENSES	O Add Edit Delete Allocate
No Expected Expenses Add expected expenses and/or travel plans to this request to submit for approval.	

o Click "Upload and Attach".

	Document Upload and Attach	×	
Home / Requests / Manage Requests / Test Test Not Submitted Request ID: 34WG Request Details Y Print/Share Y Attachments Y Manage Trav	Valid file types for upload Upload and Attach	A Request Copy Request Edit Approval Flow Dr	elete Request
EXPECTED EXPENSES		Add Edit Delete	Allocate
	No Expected Expenses Add expected expenses and/or travel plans to this request to submit for approval.		

o Browse for the document and select "Open".

Submit the Request

- Review all alerts on the request.
 - Alerts that have a RED X must be resolved prior to submitting the request.
 - Alerts that have an ORANGE TRIANGLE are information only and do not prevent the request from being submitted.
- Once all expected expenses have been added to the request, allocated if needed, and alerts have been resolved, click on "Submit Request".
 - A Delegate cannot submit a Request for someone else.
 - o If preparing as a delegate, click "Ready for Review".
 - The traveler must then log into their Concur account to review the Request and click "Submit Report".
- Click on "Accept & Continue" after reading the submit agreement.

lerts: 3 XPENSE	3 E (7005	00) Parking 12	/16/2024 \$50.00		Alerts for the r shown here. R by clicking on	eport ar eview th "view".	e ne alerts
Reimt availa report	bursement able, this is t. View	for valet parking the only rate wh	will require documentation from the hotel of ich will be reimbursed. To be reimbursed for-	t the parking options available. Reim <u>bursement shall be limite</u> valet parking, a state ment from the hotel showing there are n	d to the amount of the fee for self-se o other types of parking options will	rve parking. If self- be included with th	serve parking is e expense
Travel For no	lers are en on-grant fu	couraged to use nded trips, Trave	the least expensive convenient parking alter lers may use the KCI Park Air Express Outdo	native available. At Kansas City International Airport (KCI), lor or parking. Reimbursement for other KCI parking options will	ig-term economy parking on the airp be limited to those listed. View	ort premises for gra	ant funded trips.
XPENSE	E (7005	00) Airfare 12/	16/2024 \$350.00				
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User Electronic Agreement

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By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

- 2. All required receipt images have been attached to this report.
- 3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- 4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

Concur Requests ~		0 7
fome / Requests / Manage Requests		
Manage Requests		
View: Active Requests 🛩		Create New Request
Name Conference Boston J A	Fall 2024 mileage 08/19/2024 33FX	
\$779.50	\$452.00	
Submitted	Returned	
Pending Supervisor Approval Debbie White	Sent Back to User	

Return to the Request Library to see the status of active requests.

If a revision is needed on a Request that has been submitted, but not fully approved, open the request from the Request Library and click "Recall" in the upper right corner.

Conc	cur Requests 🗸		0
Manage Requ	Process Requests		
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Request Det	ails 🗸 Print/Share 🗸 Attachments 🗸 Manage	Travel Allowance 🗸	
EXPECT	ED EXPENSES		
Alert↓↑	Expense type↓↑	Details]1	Date↓ ^p Amount↓↑ Requested↓↑
A	(700500) Airfare		01/12/2025 \$500.00 \$500.00 Attocated
	Travel Allowances	Nashville, Tennessee	01/12/2025 - 01/15/2025 \$279.50 \$279.50
			\$779.50

Requests remain active for 60 days after the travel end date. After that time, the "view" option will need to be changed to "all requests" to find a request.

SAP Concur Requests V					
Manage Requests Process Requests					
Home / Requests / Manage Requests					
Manage Requests					
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Nar 01/1 Not Submitted	▲ Fall 2024 mileage 08/19/2024 33FX				
\$7 Pending Approval	\$452.00				
Ret Approved	Returned				
Cancelled					
Sen Closed	Sent Back to User				
All Requests					

Please refer to the document on the Washburn University Accounting website titled "Concur Approval Workflow" to see how the request is routed for approval.

If you have any questions, please contact the designated staff in your unit or contact the Accounting/Finance office

- Call Extension: 2044 or 1859
- Email: accounts-payable@washburn.edu