

Requests

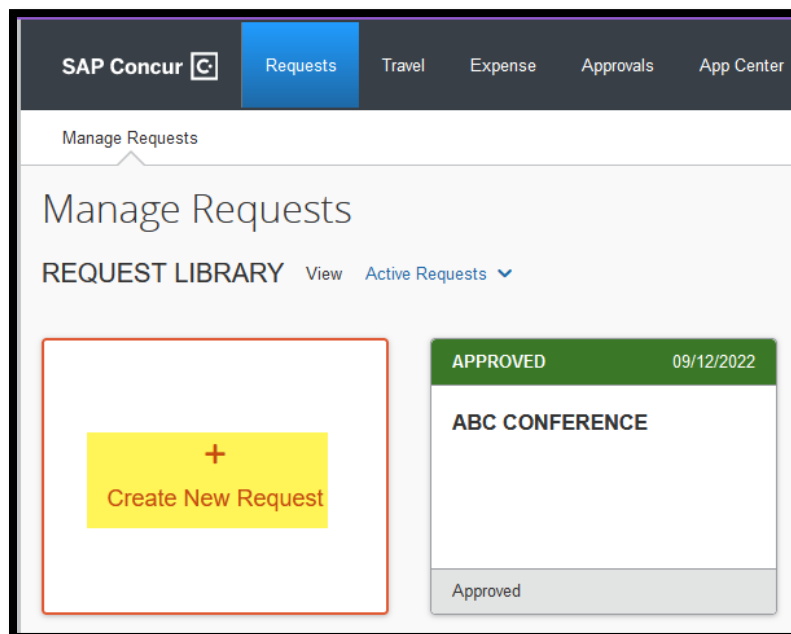
This guide will take you through the steps for submitting a **Request**. Per OU Travel Policy, **Requests** must be approved by someone of Higher Institutional Authority before Out of State or International travel occurs.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.

Requests

2. Click **Requests** from the main menu.
3. If you have previous **Requests**, they will be displayed and will show the status of each **Request**.
4. To create a new **Request**, click **+ New Request** from the top of the screen.



5. Note that only the fields with a red asterisk are required and the other fields are optional.
6. Enter the **Event Name/Nature of Business, Business Travel Start Date, Business Travel End Date, Final Destination City, Trip Type, Traveler Type** and **Request/Trip Purpose**.
7. In the field of **Does this trip contain personal travel?**, either select **Yes** or **No**.
8. If choosing **Yes**, enter in the dates of personal travel in the **Personal Dates of Travel** field.
9. If additional information for the **Request** needs to be provided, enter that in the **Comment** field.

Requests

10. If additional information regarding the funding source for the trip needs to be listed, enter this information in the **Funding Source** field.
11. If expense estimates for your trip are needed, enter these amounts in the **Airfare Estimate, Lodging Estimate, Per Diem Estimate, Registration Estimate** or **Other Expenses Estimate** fields. Please note that if specific segment estimates are given, they will not auto calculate in the **Total Trip Estimate** field and must be manually calculated.
12. If only a total estimate for the trip is needed, enter that total amount in the **Total Trip Estimate** field.

The screenshot shows a 'Create New Request' form with the following details:

- Event Name/Nature of Business: ABC CONFERENCE
- Business Travel Start Date: 09/01/2022
- Business Travel End Date: 09/07/2022
- Final Destination City: Baltimore, Maryland
- Trip Type: Out of State
- Request/Trip Purpose: Conference
- Does this trip contain personal travel?: No
- Dates of Personal Travel: (empty)
- Funding Source: (empty)
- Airfare Estimate: (empty)
- Lodging Estimate: (empty)
- Per Diem Estimate: (empty)
- Registration Estimate: (empty)
- Other Expenses Estimate: (empty)
- Total Trip Estimate: \$4,000
- Comment: (empty)

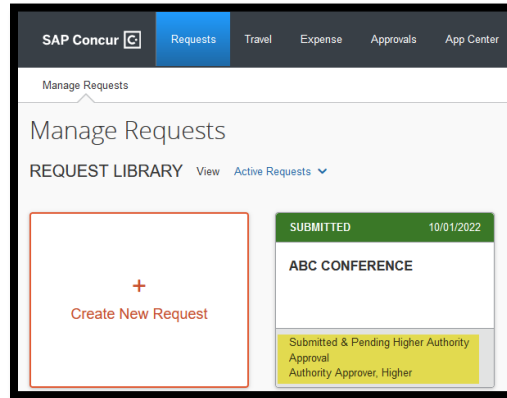
13. Click **Submit Request** at the top of the screen.

The screenshot shows the 'Manage Requests' page for a request titled 'ABC CONFERENCE'. The status is 'Not Submitted' and the Request ID is '6QRJ'. The form fields are:

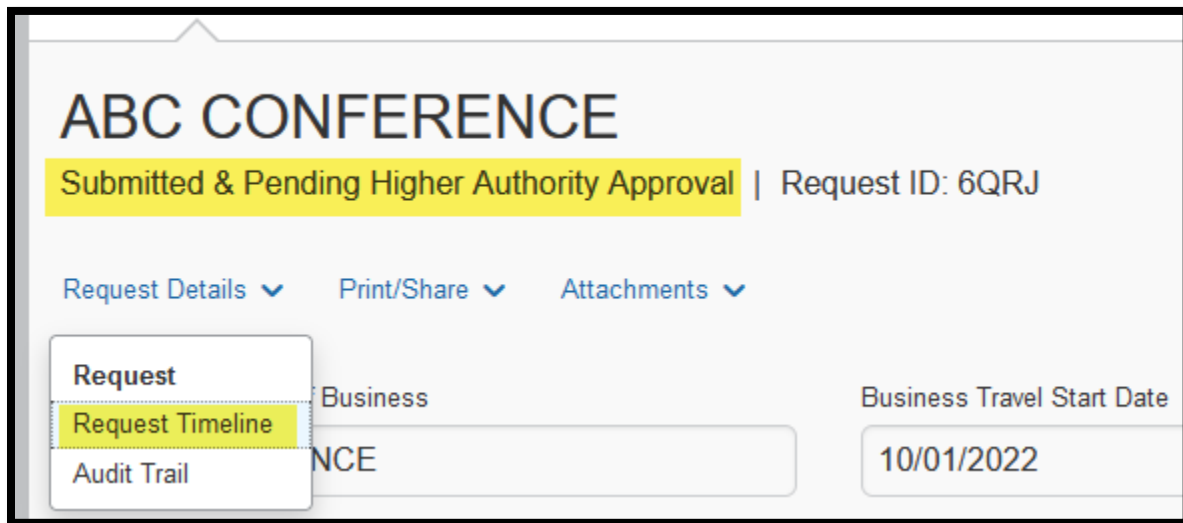
- Event Name/Nature of Business: ABC CONFERENCE
- Business Travel Start Date: 10/01/2022
- Business Travel End Date: 10/05/2022
- Final Destination City: Grand Rapids, Michigan
- Trip Type: Out of State
- Request/Trip Purpose: Conference
- Does this trip contain personal travel?: No
- Dates of Personal Travel: (empty)
- Offline Approval Attached?: (checkbox)

14. The request will show as pending approval by your Higher Institutional Authority approver. Please note actual names will display, not just the role.

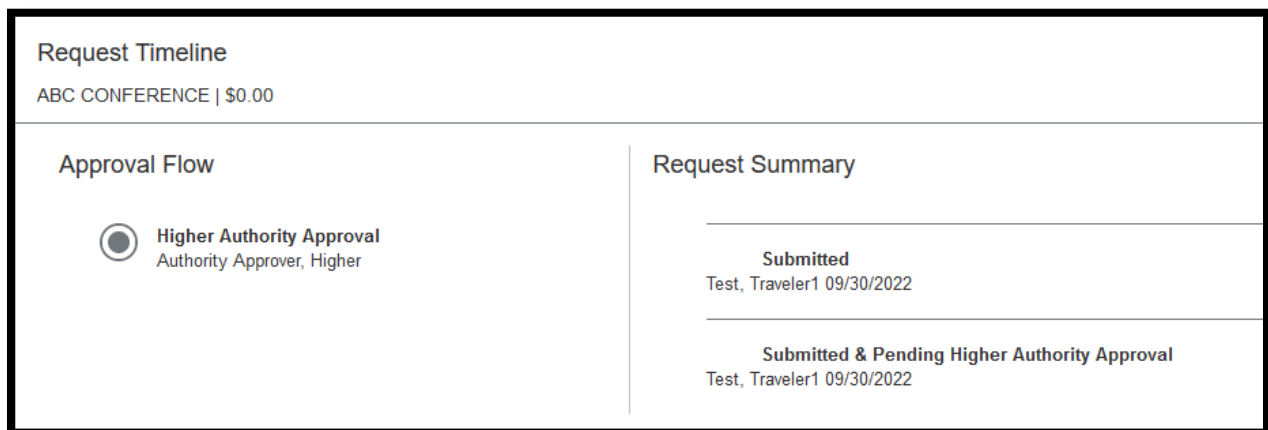
Requests



15. To view the timeline for your request approval, click on the **Request Details** hyperlink from the request and select **Request Timeline**.



16. The timeline of the report, including submission and approval dates, will display.



Requests

Offline Approval

17. If you are going to attach evidence of approval offline, click the **Offline Approval Attached?** box on the **Request** Header.

Create New Request

Event Name/Nature of Business * ABC CONFERENCE

Business Travel Start Date * 09/01/2022

Business Travel End Date * 09/07/2022

Final Destination City * Baltimore, Maryland

Trip Type * Out of State

Request/Trip Purpose * Conference

Does this trip contain personal travel? * No

Dates of Personal Travel

Offline Approval Attached?

18. Click **Create Request**.
19. You will be prompted to attach evidence of prior approval.

SAP Concur

Requests Travel Expense Approvals App Center

Manage Requests

Alerts: 1

REQUEST

Action Required: Please attach evidence of prior approval to travel.

ABC CONFERENCE

Not Submitted | Request ID: 6QRH

More Actions Submit Request

20. Click on the **Attachments** hyperlink and select **Attach Documents**.

Alerts: 1

REQUEST

Action Required: Please attach evidence of prior approval to travel.

ABC CONFERENCE

Not Submitted | Request ID: 6QRH

Request Details Print/Share Attachments

Attach Documents

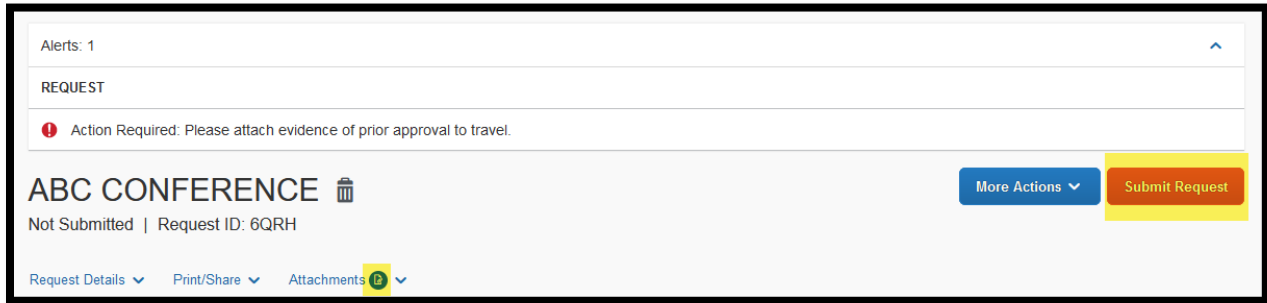
Event Name/Nature of Business * ABC CONFERENCE

Business Travel Start Date * 09/01/2022

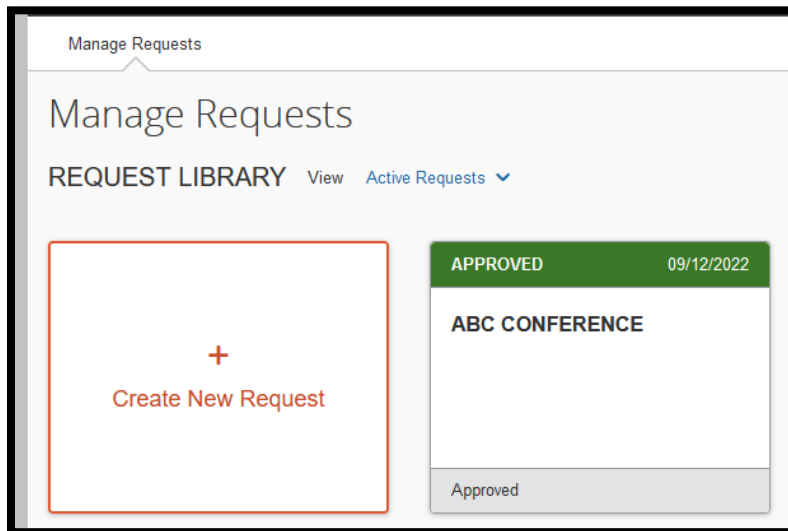
Business Travel End Date * 09/07/2022

21. Upload the approval document, which will be noted with an attachment icon, and click **Submit Request**.

Requests

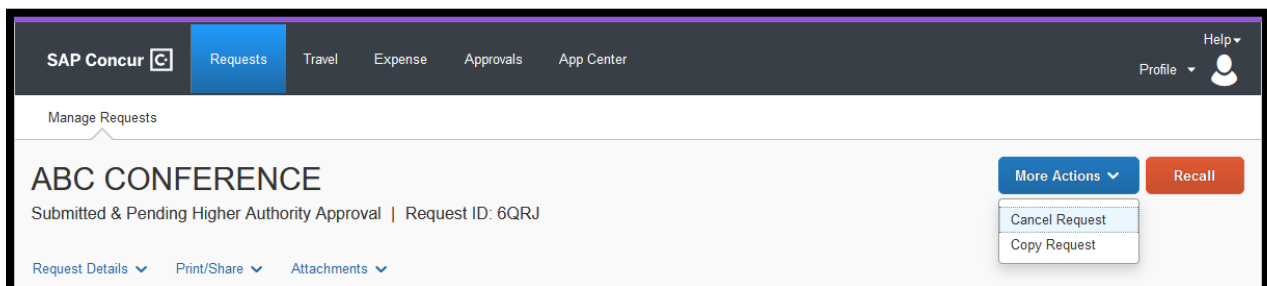


22. The request will display as Approved.



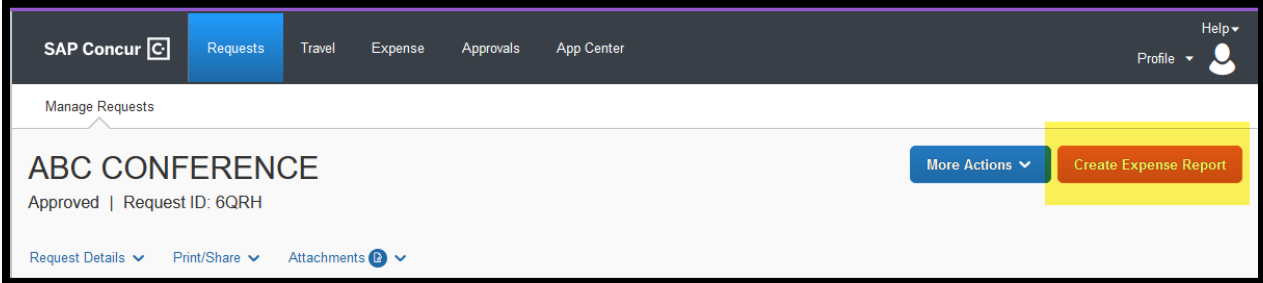
Manage Requests

23. To review previously submitted **Requests**, click on **Requests** from the main menu and previously entered **Requests** will appear.
24. Click on the **Request** and available options will appear, depending on the status of the **Request**.
25. Select the **Recall** button to recall the request or under the More Actions drop-down, actions to Cancel or Copy the request will appear.



Requests

26. For previously approved **Requests**, select the **Create Expense Report** button to create an expense report related to the **Request**.



The screenshot displays the SAP Concur 'Manage Requests' interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main content area shows a request titled 'ABC CONFERENCE' with the status 'Approved' and 'Request ID: 6QRH'. A blue 'More Actions' dropdown menu is visible, with a yellow callout box highlighting the 'Create Expense Report' option. Below the request title, there are links for 'Request Details', 'Print/Share', and 'Attachments'.