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.

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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.
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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.

![Create New Request](image)

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

![Manage Requests](image)

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

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

18. Click **Create Request**.

19. You will be prompted to attach evidence of prior approval.

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

21. Upload the approval document, which will be noted with an attachment icon, and click **Submit Request**.
22. The request will display as Approved.

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