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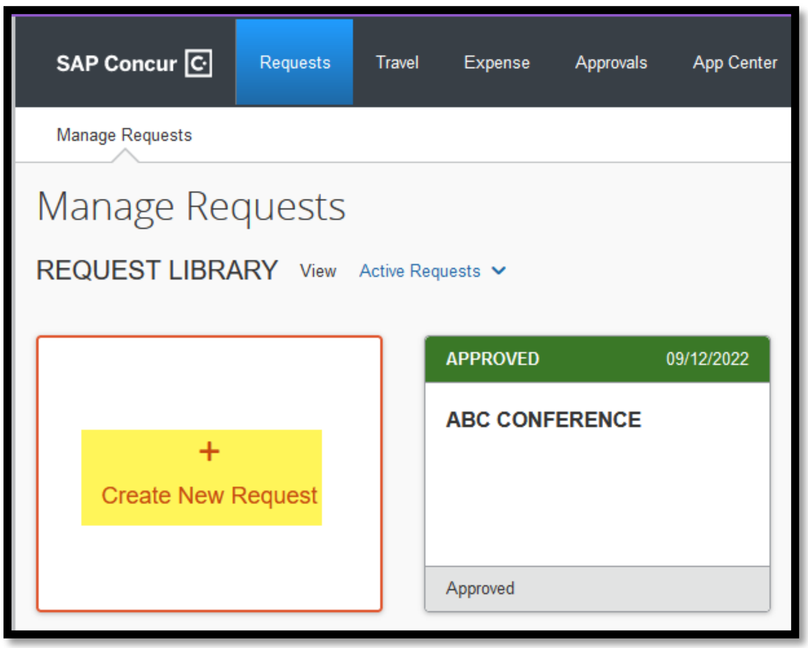
2. Click **Requests** from the main menu.
3. If you have previous **Requests**, they will be displayed and will show the status of each **Request**.
4. To create a new **Request**, click **+ New Request** from the top of the screen.



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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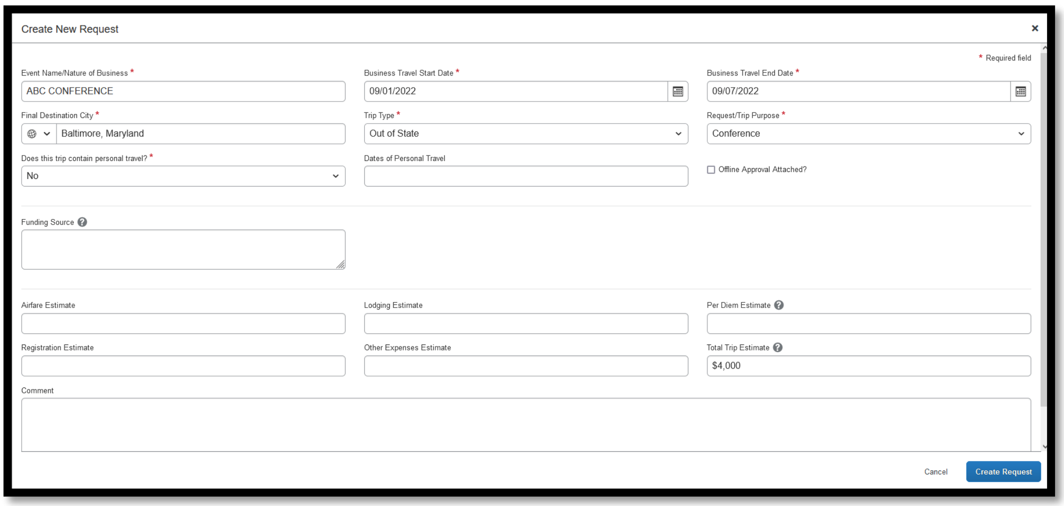
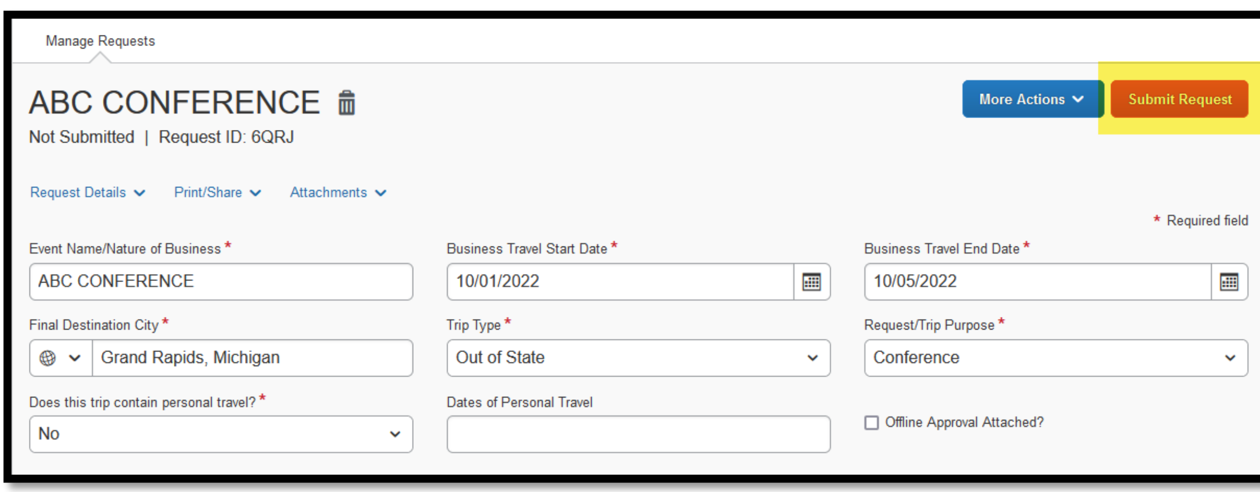
10. If additional information regarding the funding source for the trip needs to be listed, enter this information in the **Funding Source** field.

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 segement estimates are given, they will not auto calcuate in the **Total Trip Estimate** field and must be manually calculated.

12. If only a total esimate for the trip is needed, enter that total amount in the **Total Trip Estimate** field.



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



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

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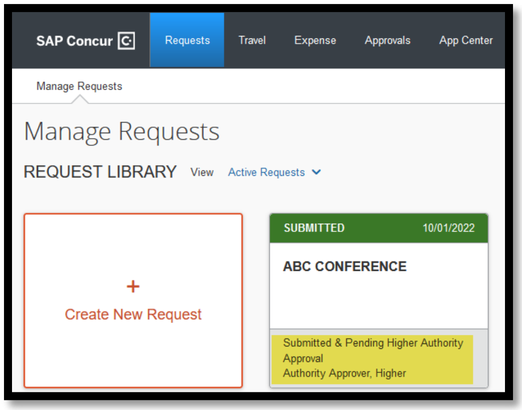
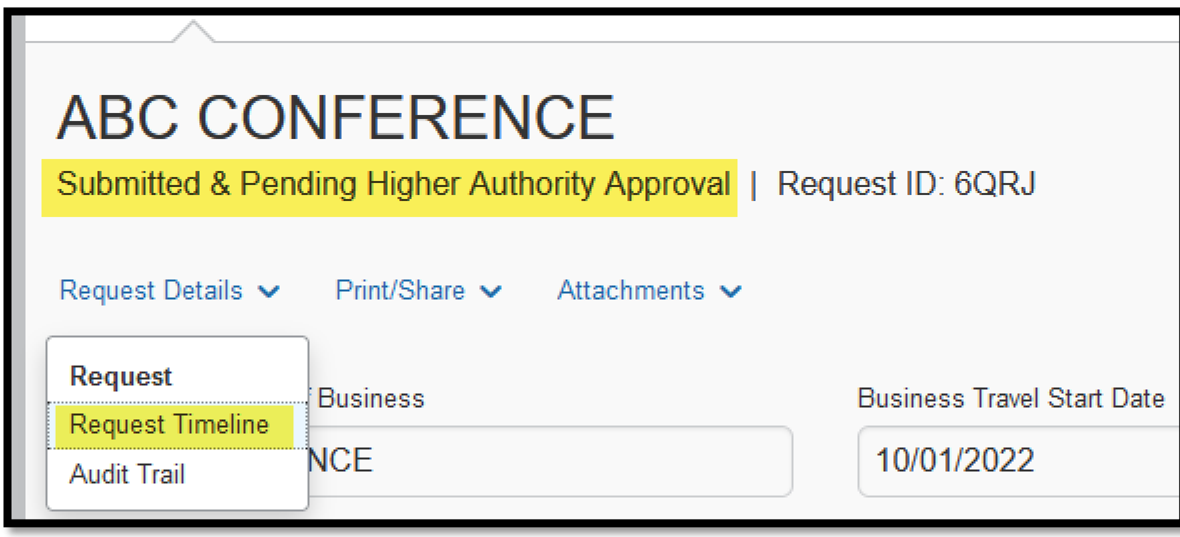
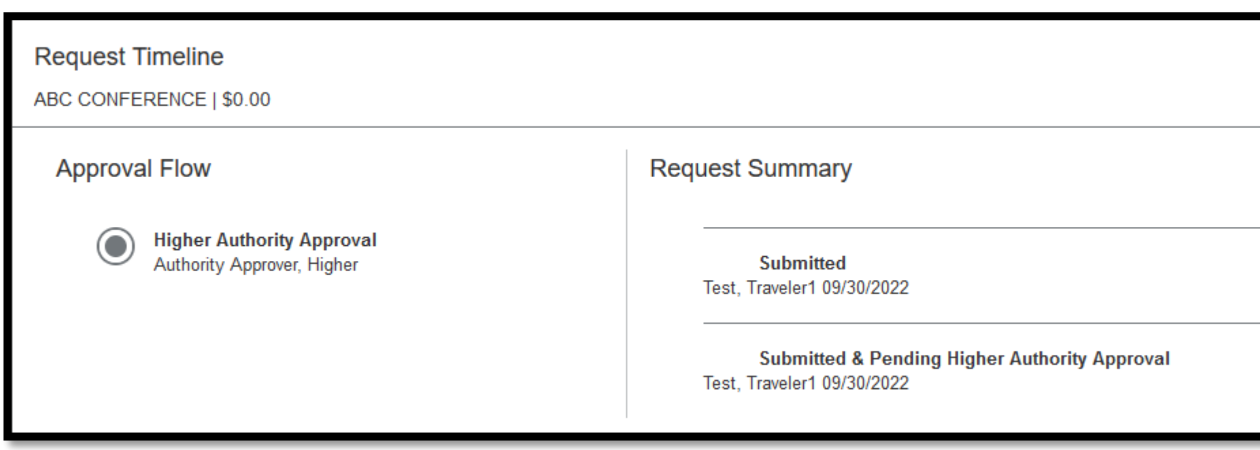


15. To view the timeline for your request approval, click on the **Request Details** hyperlink from the request and select **Request Timeline**.



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



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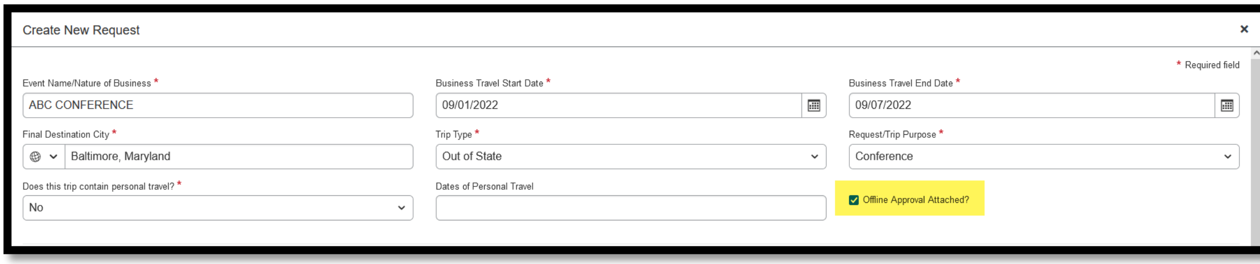
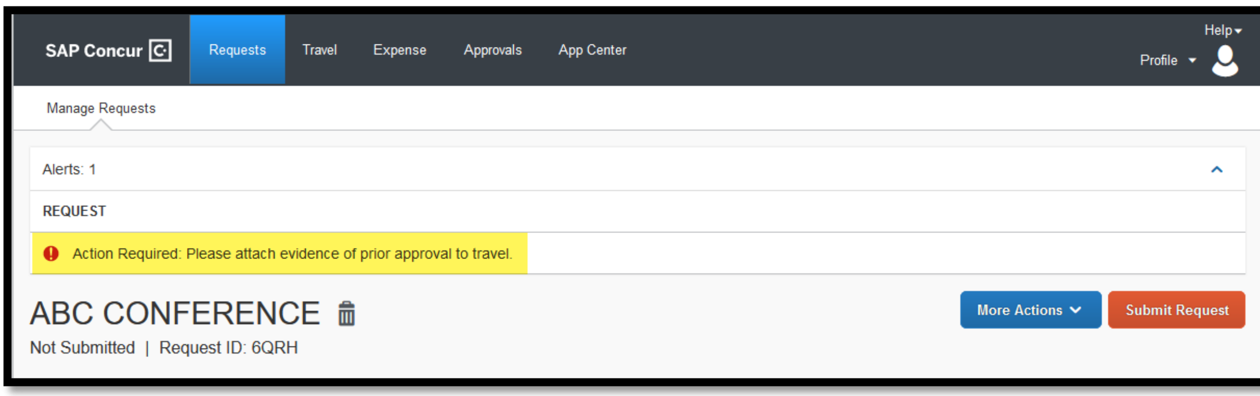
Offline Approval

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

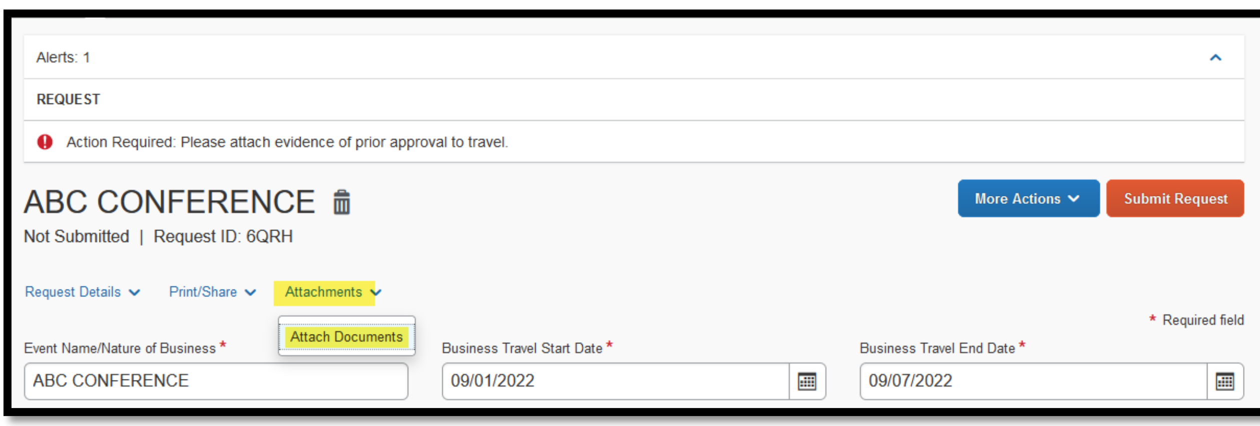


18. Click **Create Request**.

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**.

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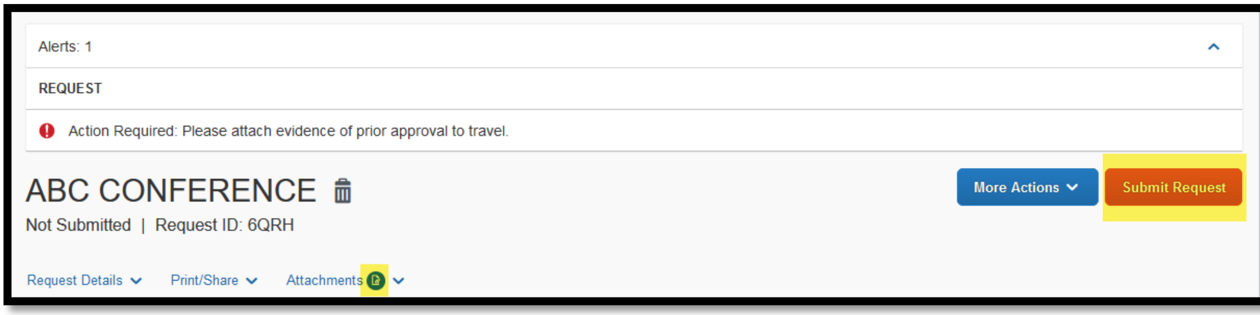
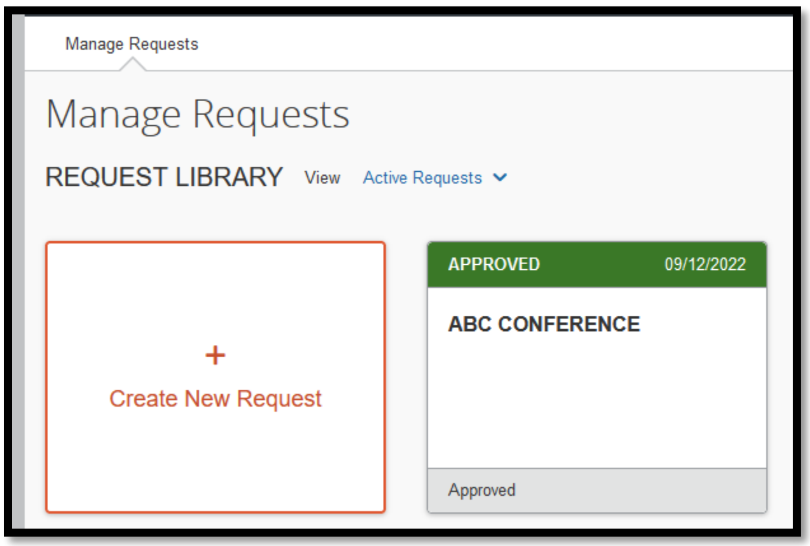
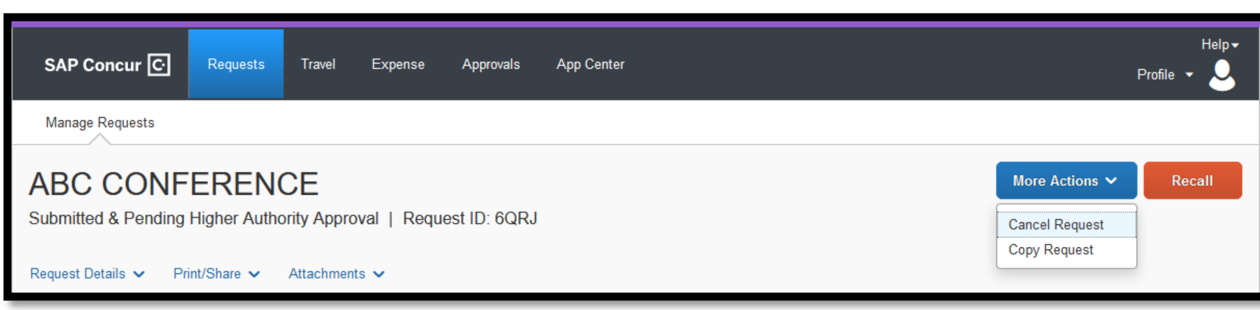


22. The request will display as Approved.



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.



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