

Travel Request

Create a Travel Request

- » Login to [Concur Solutions](#).
- » Click the Requests tab, and then Create New Request.
- » Complete the fields on the Create New Request pop up which have a red asterisk. These are required. Click the Create Request button.
- » Click the blue Add button to begin adding expected expenses to the request. Select the applicable expense type from the list. Complete the fields which have a red asterisk. Click save.
- » Continue with other applicable expected expenses.
- » If trip costs will be allocated between multiple speed charts:
 - Select expected expenses that need to be allocated.
 - Click the blue Allocate button.
 - Select Percent or Amount based on how this will be allocated.
 - Click the blue Add button.
 - Search for the applicable speed chart or select from your favorite allocations.
 - Click Save.
 - Adjust the percentage or amount. Click Save.
- » Click on Request Details. Select Request Timeline from the dropdown. The approval flow is located on the left side of the pop up.
 - Click Edit to change the approval flow.
 - Click +Add Step in the location the additional approver needs to be added. This is where business managers or grants approvers should be added.
 - In the search field begin typing the approver's last name and select the appropriate individual from the drop down.
 - Click Save.
 - Click Close to exit the Request Timeline
- » Click Submit Request, then accept & continue.

Trip Cancellation - Delete a Travel Request

- » If a travel request was approved and the trip did not occur, an expense report is needed if airfare or travel agent fee(s) were incurred.
 - Submit the report using the approved travel request.
 - Provide an explanation and supporting documentation to document the circumstances of the cancellation.

If there are no expenses to report or the travel request was not attached to the corresponding expense report, the travel request should be Deleted or Close/Inactivated as follows:

Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofc

- » For a Travel Request that has been approved:
 - Click on Requests, then the appropriate request.
 - Click the More Actions dropdown.
 - Click Close Request, then click OK.
- » For a Travel Request that has not yet been submitted:
 - Click on Requests, then the appropriate request.
 - Click on the trashcan beside the request name.
 - Click Yes.
- » For a Travel Request that has been submitted but not yet approved:
 - Click on Requests, then the appropriate request.
 - Click the More Actions button. Select Cancel Request from the dropdown.
 - Click OK.
 - Click on the appropriate request. Click the More Actions button. Select Close Request from the dropdown. Click OK.