

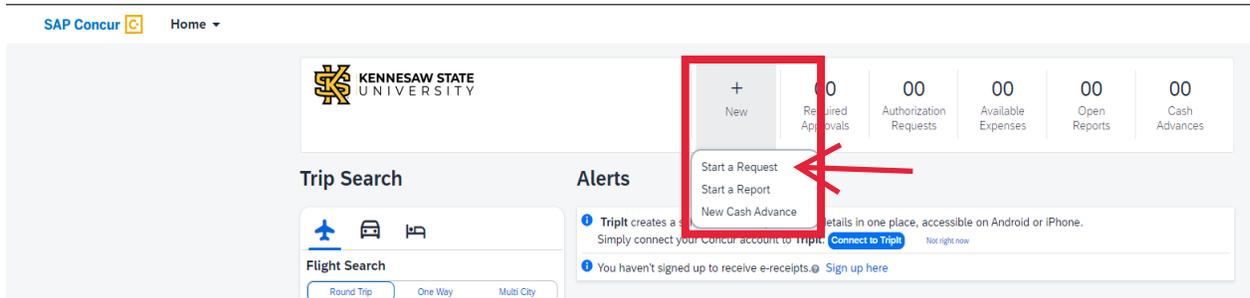
Travel Request

Create a Travel Request

1. Login to Concur Solutions.

<https://us2.concursolutions.com/nui/signin>

2. Hover over the New tab, and then click Start a Request.



3. Complete the fields on the Create New Request pop up which have a red asterisk. These are required. Click the Create Request button.

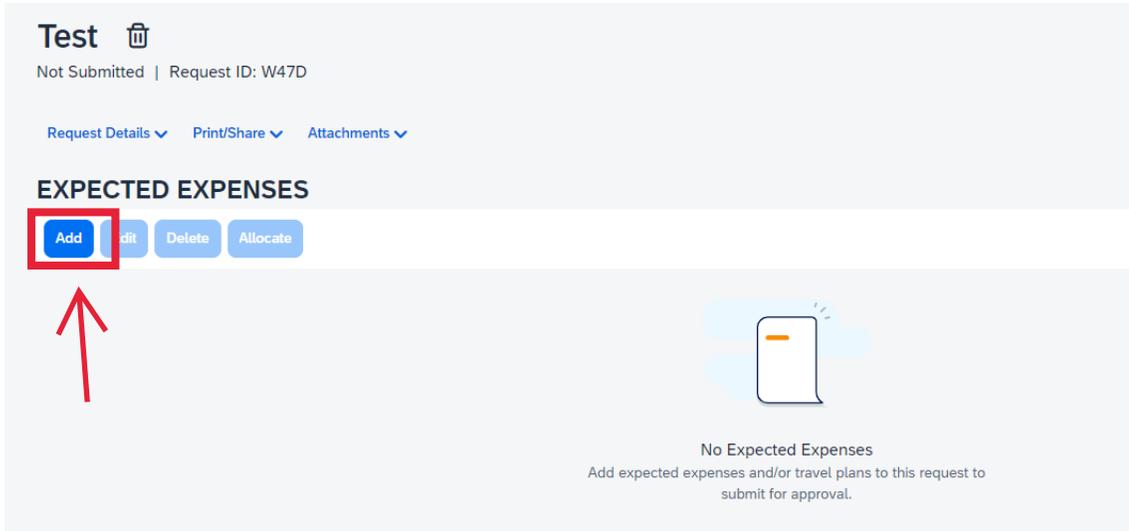
The 'Create New Request' pop-up form is shown with a red border. It contains the following fields and options:

- Request Name (Destination and Travel Dates) ***: Text input field.
- Trip Type ***: Dropdown menu with 'None Selected' selected.
- Request Policy ***: Dropdown menu with '*KSU Request Policy' selected.
- Start Date ***: Text input field with a calendar icon, placeholder 'MM/DD/YYYY'.
- End Date ***: Text input field with a calendar icon, placeholder 'MM/DD/YYYY'.
- Purpose ***: Text input field.
- SpeedChart**: Dropdown menu with 'HSS-History & Philosophy (02040)' selected.
- Employee First Name**: Text input field.
- Employee Last Name**: Text input field.
- Main Destination Country ***: Dropdown menu with 'Search by Country/Region' selected.
- Comment**: Text area.

At the bottom right of the form, there is a 'Cancel' link and a blue 'Create Request' button, which is highlighted with a red box.

Travel Request

4. 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 until all expenses are added.



Test 

Not Submitted | Request ID: W47D

[Request Details](#) [Print/Share](#) [Attachments](#)

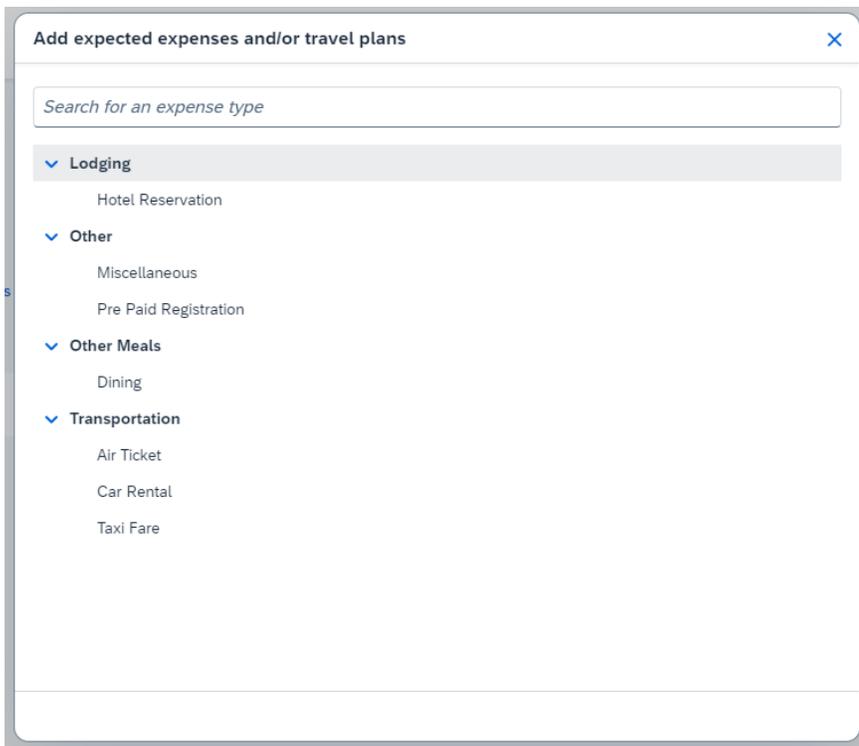
EXPECTED EXPENSES

Add [Edit](#) [Delete](#) [Allocate](#)





No Expected Expenses
Add expected expenses and/or travel plans to this request to submit for approval.



Add expected expenses and/or travel plans ✕

- ▼ **Lodging**
 - Hotel Reservation
- ▼ **Other**
 - Miscellaneous
 - Pre Paid Registration
- ▼ **Other Meals**
 - Dining
- ▼ **Transportation**
 - Air Ticket
 - Car Rental
 - Taxi Fare

Travel Request

5. Continue with other applicable expected expenses.

- If you have already been reimbursed for registration or memberships by department admin do not include these in the report

Continue to Step 6 on page 5 OR see below for multiple speed chart allocations:

If trip costs will be allocated between multiple speed charts:

1. **Select expected expenses** that need to be allocated.
2. **Click the blue Allocate button.**

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

←

<input checked="" type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip	12/01/2022	\$1,500.00	\$1,500.00
					\$1,500.00

3. **Select Percent or Amount** based on how this will be allocated

Allocate

Expenses: 1 | \$1,500.00

OR

Amount	Allocated \$1,500.00
\$1,500.00	100%

Travel Request

4. Click the blue Add button.

Allocate
Expenses: 1 | \$1,500.00

Percent	Amount
	Amount \$1,500.00
	Allocated \$1,500.00 100%

Default Allocation
Code
02040

Add Edit Remove Save as Favorite

5. Search for the applicable speed chart or select from your favorite allocations.

6. Click Save.

Add Allocation

+ New Allocation ★ Favorite Allocations

Department/Speed Chart * Required field

▼ HSS-Interdisciplinary Studies (02084) 2

Cancel **Save**

7. Adjust the percentage or amount. Click Save.

Allocate
Expenses: 1 | \$1,500.00

Percent	Amount
	Amount \$1,500.00
	Allocated \$1,500.00 100%
	Remaining \$0.00 0%

Default Allocation
Code
02040

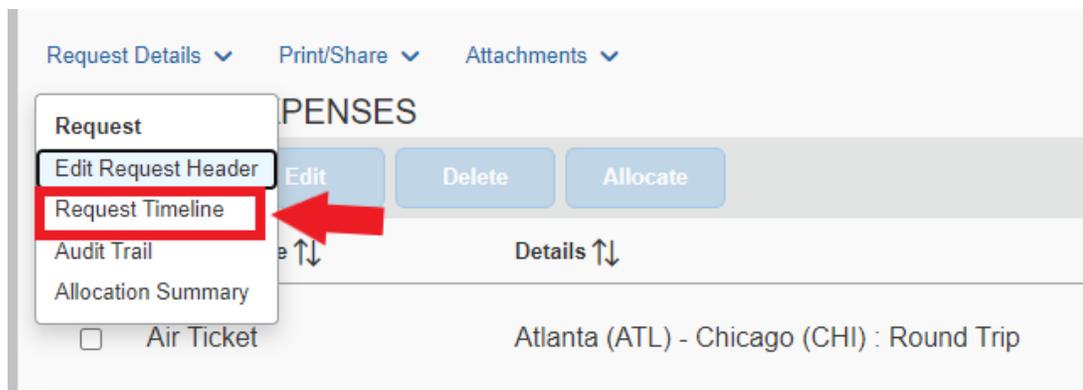
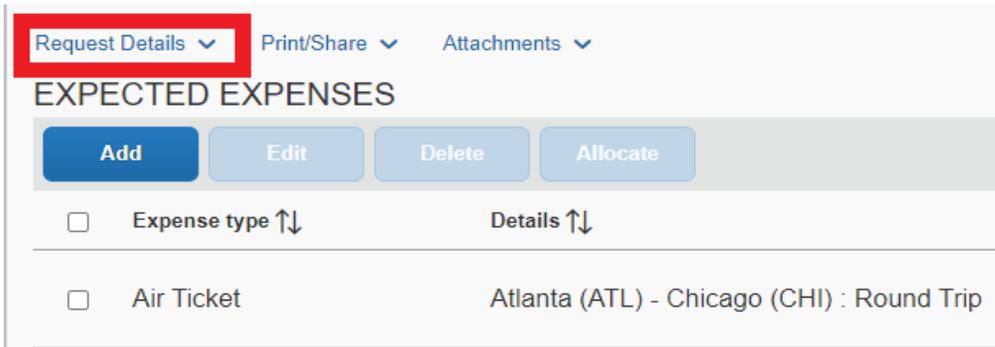
Add Edit Remove Save as Favorite

<input checked="" type="checkbox"/>	Department/Speed Chart <small>TL</small>	Code <small>Δ</small>	Percent %
<input checked="" type="checkbox"/>	HSS-Interdisciplinary Studies	02084	50

Cancel **Save**

Travel Request

- Click on **Request Details**. Select **Request Timeline** from the dropdown. The approval flow is located on the left side of the pop up.

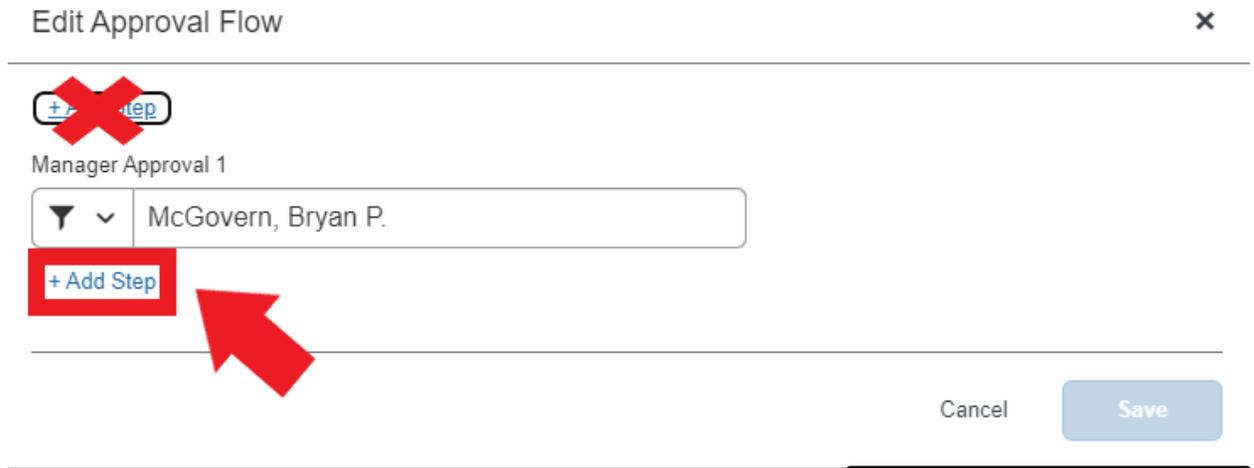


- Click **Edit** to change the approval flow.

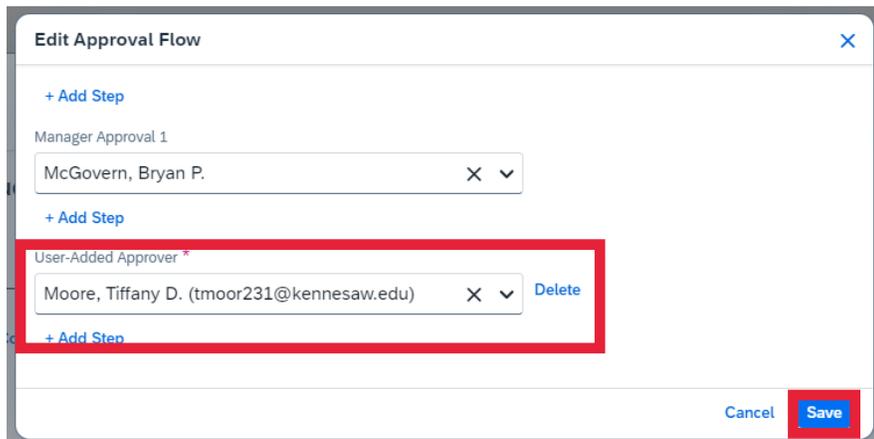


Travel Request

8. Click **+Add Step** in the location the additional approver needs to be added. This is where business managers or grants approvers should be added.



9. In the search field begin typing the approver's last name and select the appropriate individual from the drop down.



10. Click **Save**.

Travel Request

11. Click Close to exit the Request Timeline

Request Timeline

Test | \$500.00

Approval Flow

- Manager Approval 1
McGovern, Bryan P.
- User-Added Approver
Moore, Tiffany D.

Edit

Request Summary

No Summary.
This request has not been submitted

Add Comment

Close

12. Click Submit Request, then accept & continue.

Test \$1,500.00

Not Submitted | Request ID: JJWW

Copy Request Submit Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip	12/01/2022	\$1,500.00	\$1,500.00 Allocated
					\$1,500.00

Request Submit Confirmation

Are you sure you want to submit this request?

Cancel Accept & Continue