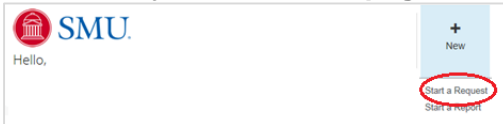## Submit a Travel Request

Note: All travel must be preapproved prior to making travel reservations.

1 From the **My Concur homepage** hover over **+ New**, select **Start a Request.**

2 The **Request Header** tab displays. Enter trip information.
Note: A red bar appears to the left of each required field.

Request Name

Report Name Format:
- Recommended format includes location and date: Austin TX 3-14-15
- Another option includes conference name and date: SCTEM 5-22-12
- No need to include your name, since you are doing this under your own account.

3 An estimated trip cost is required to submit a request. This can be done two ways:
1. Click the **Segments** tab. Select the appropriate icon to estimate expenses.

2. Click the **Expenses** tab and select **Estimated Trip Cost** (located on the right in the expense frame)**.** Complete information and click **Save**. Additional expenses may be added by repeating this step as needed.

Estimated Trip Cost

4 The Request may include **Attachments** and can be viewed in PDF and distributed via **Print/Email.** To route for approval click **Submit Request.**

Attachments ▾   Print / Email ▾   Delete Request   Submit Request

5 You will receive an email once the request is approved. The status of all <u>active</u> requests can be viewed by clicking on the Requests tab.   Requests

(Tip: To view other requests click View and choose the appropriate criteria.)
Please note: You will be required to provide the approved Request ID in order to book travel.

Request Name	Request ID	Status
Laurene Klassen Baylor _Adobe Meeting	33EW	Approved

SMU.