

Concur Travel and Expense Management

Creating a Travel Request

SAP Concur  **Requests** Travel Expense Administration Help Profile

Manage Requests Process Requests

Manage Requests

REQUEST LIBRARY View Active Requests



+

Create New Request

THERE ARE NO ACTIVE REQUESTS
Click **Create New Request** to create a new request

To begin, log into **udel.edu/concur** using your UD credentials

- Select the **Requests** tab at the top of the Concur home page
- Select **Create New Request**





Create New Request



* Required field

Request Type *

*UD-Travel Request

Request/Trip Name *

Request/Trip Start Date *

MM/DD/YYYY

Request/Trip End Date *

MM/DD/YYYY

Request/Trip Purpose *

None Selected

Destination City *

Destination Country *

Search by Country/Region

Approval Required? * ?

Yes

Emergency Travel? * ?

No

Traveler Type *

02. Staff/Grad Student

Trip Type *

None Selected

Will this trip include personal travel? *

None Selected

Personal Dates of Travel

Trip Details *

Speedtype *

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Search by Code

Cancel

Create Request

- In the Request Header, complete all required fields marked with a *
- Click **Create Request**



SAP Concur  Requests Travel Expense Administration | Help Profile 

Manage Requests Process Requests

New UI test

Not Submitted | Request ID: 6FVE Copy Request Submit Request

Request Details  Print/Share  Attachments 

EXPECTED EXPENSES

Add Edit Delete Allocate

No Expected Expenses
Add expected expenses to this request to submit for approval.

 SAP Concur 

[Travel Policy](#)

Click **Add** to create estimated expenses for Airfare, Hotel, etc. as applicable



SAP Concur | Requests | Travel | Expense | Administration | Help | Profile

Manage Requests | Process Requests

New Expense: Air Ticket

Round Trip | One Way | Multi City

Outbound

From * | To * * Required field

Date * | Depart at * | Comment

Return

Date * | Depart at * | Comment

Estimated Amount * | Currency * (US, Dollar)

Save | Cancel

09/05/2022 01:03 pm

Required Fields will vary based on New Expense type (Hotel, Card Rental, etc.)



- Complete all required fields marked with a *
- Click **Save**



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Manage Requests Process Requests

New UI test \$900.00

Not Submitted | Request ID: 6FVE 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"/> | Railway Ticket | Wilmington, UNITED STATES - New York - Moynihan Train Hall, UNITED STATES : Round Trip | 09/19/2022 | \$300.00 | \$300.00 |
| <input type="checkbox"/> | Hotel Reservation | New York, New York | 09/19/2022 | \$600.00 | \$600.00 |
| | | | | | \$900.00 |

SAP  SAP Concur 

- When your expenses have been added, click **Submit Request**
- The request will route to the Cost Object Approver(s), then to your Direct Supervisor



Resources

[Procurement Services](#)
procurement@udel.edu

