

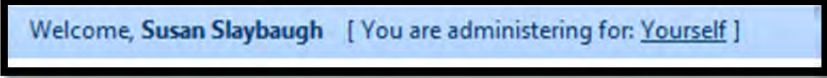
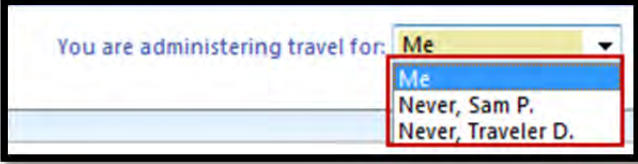


This QRC provides the steps for travelers and/or their delegates to book travel and complete the Request Header in Concur Travel and Expense.

Log In To Concur	
<p>Go to the Employee Portal page.</p> <p>Choose Travel System (Concur) to log in to Concur using Purdue Career Account and password.</p> <p>Enter Career Account ID and password.</p> <p>Click Login.</p>	<p>www.purdue.edu/employeeportal</p> <div data-bbox="570 485 1263 726"><p>Travel System (Concur) - NOTE: Only available if you have been trained on this application; this is in the process of being rolled out to all areas. Access to request & approve travel for Purdue employees</p></div> <div data-bbox="570 764 1130 1318"><p>PURDUE UNIVERSITYTM</p><p>Log in using your Purdue Career Account</p><p>Login:</p><input type="text"/><p>Password:</p><input type="password"/><p>Login</p><p>To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.</p></div>
<p>If you are booking on behalf of another traveler, click Yourself.</p> <div data-bbox="142 1444 964 1520"><p>Welcome, Susan Slaybaugh [You are administering for: <u>Yourself</u>]</p></div>	
<p>From the drop-down list, select the individual on whose behalf you are booking.</p> <div data-bbox="142 1604 776 1766"><p>You are administering travel for: Me</p><ul style="list-style-type: none">MeNever, Sam P.Never, Traveler D.</div>	

Book Travel

Note: Before you begin booking travel, know the following:

- Your departmental rules regarding travel
- All funding source accounts paying for the trip
- Trip or conference details

In **My Concur**, start booking your trip under **Trip Search**:

Click **Round Trip**, **One Way** or **Multi-Segment** radio button.

Enter **Departure City** (defaults from profile).

Enter **Arrival City**.

Enter **Departure** date and time window.

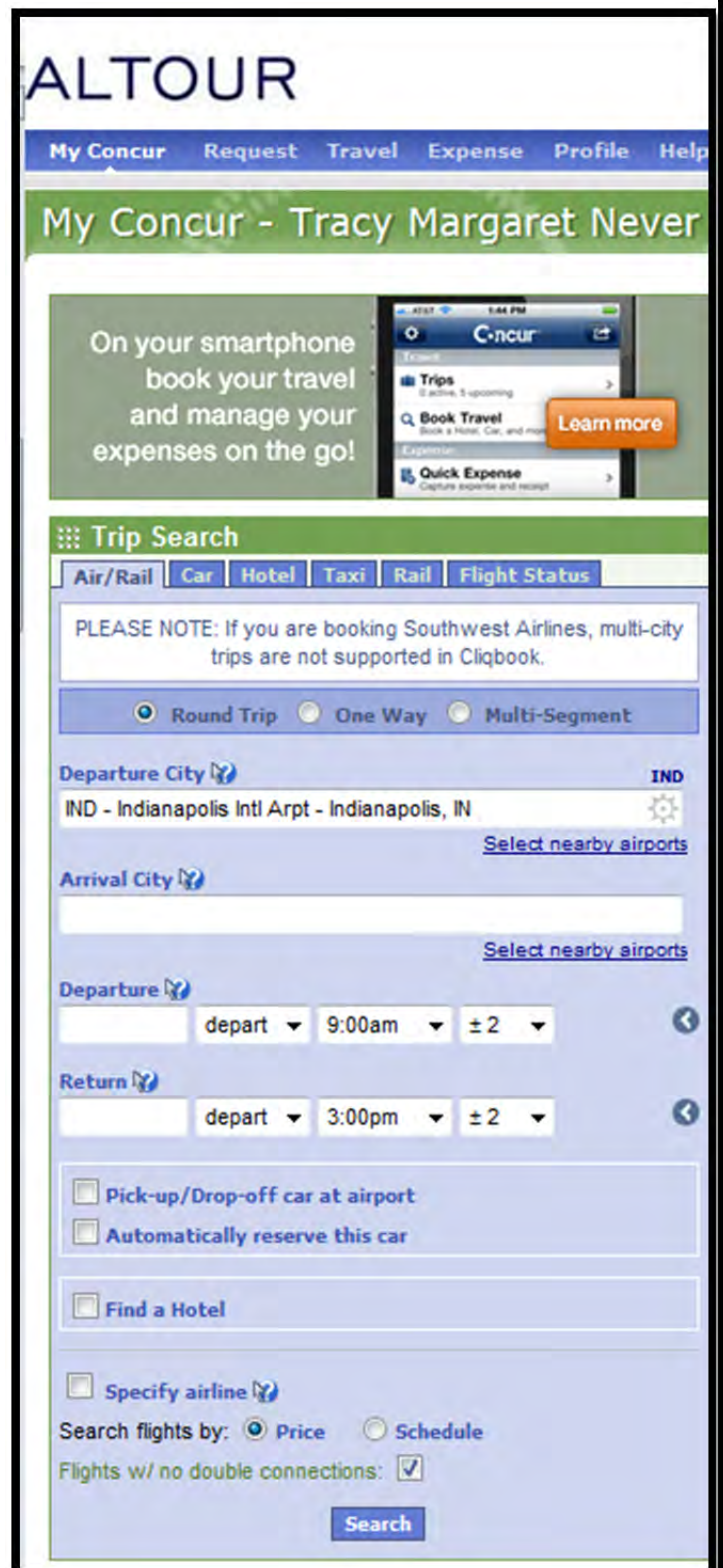
Note: When searching, the time window defaults to ± 2 , this can be changed up to a window of ± 12 hours.

Enter **Return** date and time window.

Select **Pick-up/Drop-off car at airport** checkbox, and the **Automatically reserve this card** checkbox if you need to reserve a vehicle.

Select the **Find a Hotel** checkbox, if you need hotel accommodations.

Using the **Class of service** drop-down, choose economy class unless you need to fly business class for medical or other approved exception that is on file in the Business Office.



Booking Travel in Concur® Travel and Expense

Enter all your roundtrip details to start the booking process.

Click **Search**.

Trip Search

Air/Rail | Car | Hotel | Taxi | Rail | Flight Status

PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Cliqbook.

Round Trip One Way Multi-Segment

Departure City **IND**
IND - Indianapolis Intl Arpt - Indianapolis, IN [Select nearby airports](#)

Arrival City **DEN**
DEN - Denver Intl Arpt - Denver, CO [Select nearby airports](#)

Departure
12/21/2012 depart 9:00am ± 2

Return
12/31/2012 depart 3:00pm ± 2

Pick-up/Drop-off car at airport
 Automatically reserve this car
National Intermediate Car

Find a Hotel
Find hotels within 5 miles of
 Airport Address
 Company Location Reference Point / Zip Code
e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
Denver, CO

With names containing:

Specify airline

Search flights by: Price Schedule
Flights w/ no double connections:

Search

Booking Travel in Concur® Travel and Expense

Concur returns the flights that best comply with Purdue travel policy. Select a flight and click **show details**.

Indianapolis, IN To Denver, CO Fri, Dec 21 - Mon, Dec 31 Print / E-mail

Baggage Fee Policies Hide matrix

All 58 results	Southwest	Multiple Carriers	United	American	Delta	US Airways
Nonstop 1 results	252.09 1 results	--	--	--	--	--
1 stop 57 results	487.44 1 results	406.24 37 results	442.79 2 results	473.49 5 results	478.15 7 results	497.68 5 results

[Show fare display legend](#)

Shop by Fares Shop by Schedule Sorted By: Policy - Most Compliant

Expand All Details

Displaying: 58 out of 58 results. << Previous 1 2 3 4 5 6 Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$292.60 <input checked="" type="checkbox"/> Fares	Southwest	IND Fri 7:10am → DEN Fri 8:10am DEN Mon 2:55pm → IND Mon 7:15pm		0	3h
compare		more like this		show fares	
\$479.91 <input checked="" type="checkbox"/> Reserve	United Delta	IND Fri 7:00am → DEN Fri 9:36am DEN Mon 1:25pm → IND Mon 8:04pm		1	4h 36m
compare		more like this		show details	
\$486.20 <input checked="" type="checkbox"/> Reserve	United American	IND Fri 7:00am → DEN Fri 9:36am DEN Mon 2:15pm → IND Mon 10:25pm		1	4h 36m
compare		more like this		show details	
\$486.20 <input checked="" type="checkbox"/> Reserve	United American	IND Fri 7:00am → DEN Fri 9:36am DEN Mon 1:23pm → IND Mon 10:25pm		1	4h 36m
compare		more like this		show details	
\$486.20 <input checked="" type="checkbox"/> Reserve	United American	IND Fri 7:00am → DEN Fri 9:36am DEN Mon 4:10pm → IND Mon 11:25pm		1	4h 36m
compare		more like this		show details	
\$513.91 <input checked="" type="checkbox"/> Reserve	United Delta	IND Fri 7:00am → DEN Fri 10:35am DEN Mon 1:25pm → IND Mon 8:04pm		1	5h 35m
compare		more like this		show details	

The detail drop-down shows each leg of the trip and carriers. If the flight is acceptable, click the **Reserve** button.

\$479.91	United	IND	Fri 7:00am	⇒	DEN	Fri 9:36am	1	4h 36m
<input checked="" type="checkbox"/> Reserve	Delta	DEN	Mon 1:25pm	⇒	IND	Mon 8:04pm	1	4h 39m
compare			more like this			hide details		
Outbound flight: Indianapolis, IN (IND) - Denver, CO (DEN) Dec 21								
United #3511	Indianapolis Intl Arpt (IND) Depart: Friday, 7:00am	O'Hare Intl Arpt (ORD) Arrive: Friday, 7:03am						
	Stops: 0 Duration: 1h 3m Economy: W Embraer 170							
United #0675	O'Hare Intl Arpt (ORD) Depart: Friday, 8:00am	Denver Intl Arpt (DEN) Arrive: Friday, 9:36am						
	Stops: 0 Duration: 2h 36m Economy: W Airbus Industrie A320-100/200							
Return flight: Denver, CO (DEN) - Indianapolis, IN (IND) Dec 31								
Delta #2108	Denver Intl Arpt (DEN) Depart: Monday, 1:25pm	Minneapolis St Paul In... (MSP) Arrive: Monday, 4:20pm						
	Stops: 0 Duration: 1h 55m Economy: L Airbus Industrie A320-100/200							
Delta #0970	Minneapolis St Paul In... (MSP) Depart: Monday, 5:20pm	Indianapolis Intl Arpt (IND) Arrive: Monday, 8:04pm						
	Stops: 0 Duration: 1h 44m Economy: L Airbus Industrie A319							
Ticket non-refundable - penalties may apply; Change fee likely applies (plus fare difference, see fare rules); (Worldspan) Fare Rules								
Frequent Flyer Programs: No Program selected for United flights						<input checked="" type="checkbox"/> Reserve		
+ Add a Program No Program selected for Delta flights								hide details
<input checked="" type="checkbox"/> Use my default credit card: 'Concur Test'.								

For information regarding Fly America Act restrictions, visit the Purdue Travel site at: http://www.purdue.edu/business/travel/Transportation/Air_Travel/airfaretravel.html#usflag.

Flights results are color-coded.

- Green indicates that the rate meets University policy.
- Yellow indicates that the rate is not the best available within University policy.
- Grey indicates that the rate does not meet University policy.

Booking Travel in Concur® Travel and Expense

Starting From: \$465.60 <input checked="" type="checkbox"/> Fares Compare ↑	Southwest	IND	9:25am ⇒	SAN	12:40pm	1	6h 15m
		SAN	3:10pm ⇒	IND	11:35pm	1	5h 25m
				More like this +			Show fares
\$484.10 <input type="checkbox"/> Reserve	United	IND	10:35am ⇒	SAN	2:17pm	1	6h 42m
	Delta	SAN	1:00pm ⇒	IND	10:13pm	1	6h 13m
				More like this +			Show details

If booking a yellow rate, select appropriate code from the drop-down menu and provide sufficient explanation.

This flight is not in compliance with the following travel rule(s):

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Flight Option Is 20 Percent Greater Than Lowest Fare Offered

-- Please Choose a Reason --

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

Save Cancel

The selected fare was: \$484.10
The least cost logical fare was: \$389.60

- Please Choose a Reason --
- Please Choose a Reason --
- Requested/Declined Specific Carrier
- Requested Business/First Class
- Requested Non-Stop Flight
- Declined Non-Refundable Fare
- Declined Due To Conflict In Time
- Declined Alternate Airport
- Declined Due To Equipment Type Turbo Prop
- Declined Due To Time Preference
- Declined Lowest Fare Due To Penalty Or Restrictions

Note: The following air carriers are immediate purchase:

- JetBlue
- Southwest
- AirTran
- Frontier

If search results do not yield adequate flights, edit search options using the right side toolbar.

The image shows a vertical sidebar of search filters for a flight search. The filters are organized into sections, each with a title and a dropdown arrow on the right. The sections include: 'Change Flight Search', 'Outbound - Fri, May 10' (with 'Depart' and 'Arrive' sliders), 'Return - Tue, May 14' (with 'Depart' and 'Arrive' sliders), 'Price' (with a price range slider), 'Display Settings' (with three checkboxes), 'Airport Filters' (with 'Outbound' and 'Return' sections, each containing 'Departure' and 'Arrival' filters), and 'Connecting Airport Filters'.

Change Flight Search

Outbound - Fri, May 10

Depart 6:00 AM - 2:20 PM

Arrive 7:35 AM - 8:47 PM

Return - Tue, May 14

Depart 9:10 AM - 8:40 PM

Arrive 1:00 PM - 11:55 PM

Price

Price \$274.30 - \$830.00

Display Settings

- Hide Non-refundable Fares
- Hide Propeller Planes
- Depart/Return Same Airport Only

Airport Filters

Outbound

Departure

- IND - Indianapolis, IN (\$274.30)

Arrival

- HOU - Houston, TX (\$274.30)

Return

Departure

- HOU - Houston, TX (\$274.30)

Arrival

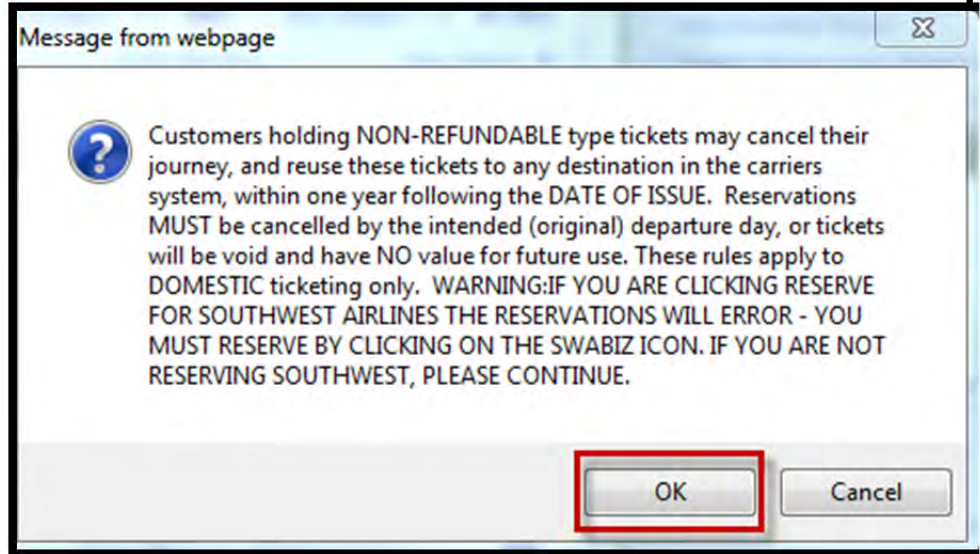
- IND - Indianapolis, IN (\$274.30)

Connecting Airport Filters

Read the message from Concur.

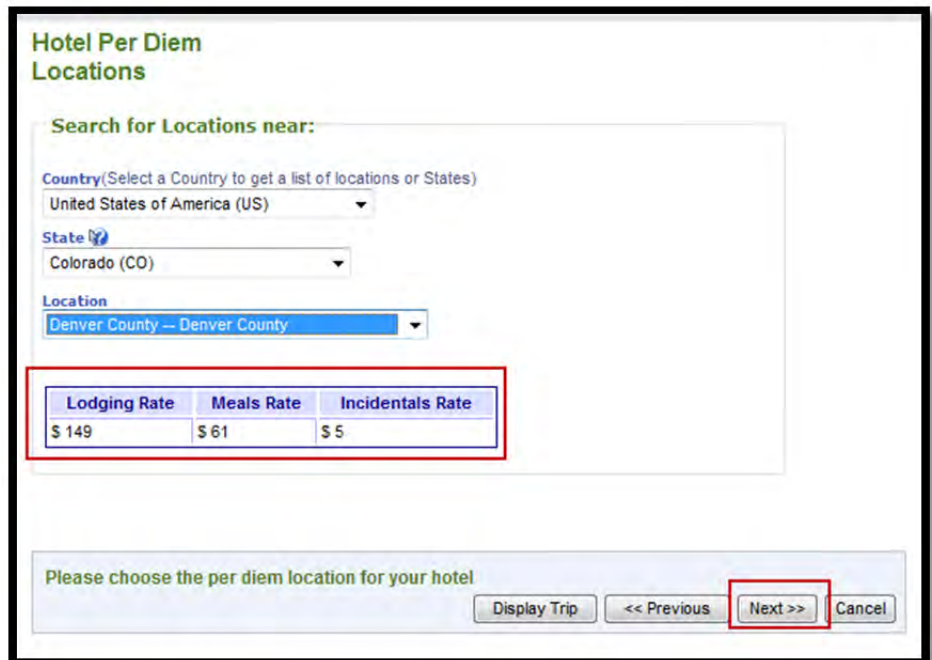
Click **OK**.

Wait while Concur books your reservations.



Review the Hotel Per Diem Location. Remember the rates so you can add your fixed meals cost to your Travel Request.

Click **Next >>**

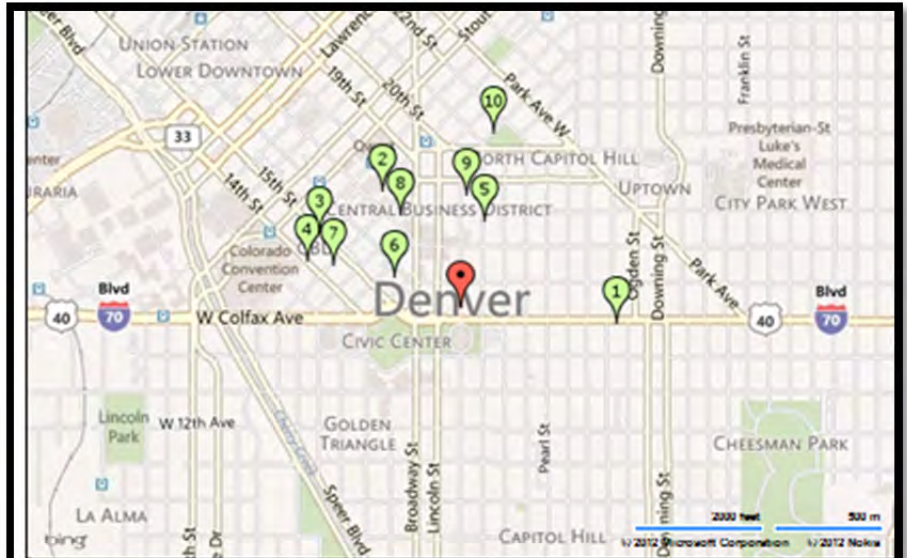


Booking Travel in Concur® Travel and Expense

Review the list of hotels that fit the criteria entered in your profile and in your request.

Locate your hotel in relationship to your business on the map provided.

Click **choose room**.





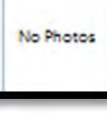


[View map legend](#)

Sorted By: Preference With names containing:

[Expand All Details](#)

Displaying: 69 out of 69 results. << Previous | Page: 1 of 7 | Next >> | [All](#)

	1. Econo Lodge Downtown 930 E. Colfax Ave Denver, CO 80218 E-Receipt Enabled	0.48 miles ★★★★★	\$59 \$100	more info compare choose room
	2. Grand Hyatt Denver Downtown 1750 Welton St Denver, CO 80202-3940	0.43 miles ★★★★★	\$84 \$284	more info compare choose room
	3. Hyatt Regency Denver at Colorado... CBD 650 15th St Denver, CO 80202	0.48 miles ★★★★★	\$99 \$274	more info compare choose room
	4. Hilton Garden Inn Denver Downtown 1400 Welton St Denver, CO 80202 E-Receipt Enabled	0.49 miles ★★★★★	\$99 \$214	more info compare choose room
	5. Warwick Denver Hotel No Photos North Capitol Hill 1776 Grant St Denver, CO 80203	0.27 miles ★★★★★	\$107 \$249	more info compare choose room

The screenshot shows a hotel booking page for "3. Hyatt Regency Denver at Colorado...". The hotel is located at 650 15th St, Denver, CO 80202, and is 0.48 miles away. The current rate is \$99, with a total of \$274. The hotel has a 4.5-star rating. Below the hotel information, there are details for Internet and Wireless services, both of which are free. A list of room options is shown, with the first option highlighted in green and enclosed in a red box. The room options are:

- \$99 American Express King Bed 1 King Grand Bed 32in Flat Screen Tvs Please cancel 48 hours before checkin (Rate Code: KNGGTDR) (Worldspan)
- \$99 American Express 2 Double Beds 2 Double Grand Bed 32in Flat Screen Tvs Please cancel 48 hours before checkin (Rate Code: DBLGTDR) (Worldspan)
- \$99 American Express King Bed 1 King Grand Bed 32in Flat Screen Tvs Please cancel 48 hours before checkin (Rate Code: KNGPREF) (Worldspan)
- \$99 American Express 2 Double Beds 2 Double Grand Bed 32in Flat Screen Tvs Please cancel 48 hours before checkin (Rate Code: DBLPREF) (Worldspan)

Below the room options, there is a link for "Rate details / Cancellation policy". At the bottom, there is a dropdown menu for "Use the following Hotel Program:" set to "No Program selected", and a green "Reserve" button with a checkmark, which is also enclosed in a red box.

Review room details.

Select the radio button that corresponds to the room type you want during your stay.

Note: If you entered a hotel loyalty program in your profile, select it from the **Hotel Program** drop-down menu.

Click **Reserve**.

Note: Rooms and rates are color-coded.

- Green indicates that the rate meets University policy.
- Yellow indicates that the rate is not the best available within University policy.
- Grey indicates that the rate does not meet University policy.

Breakfast: Breakfast Buffet: 19
Internet: Wireless: 9.95, Ethernet RJ-45/Wired: 9.95

- cancel 2 days before arrival (Rate Code: REGQ00) (Worldspan)
- \$389** Rate changes over duration of stay
Regular Rate Concierge Lounge Access 1 Bedroom Larger Suite 1 King Please cancel 2 days before arrival (Rate Code: REGQ00) (Worldspan)
- \$995** Regular Rate Concierge Suite Concierge Lounge Access 1 Bedroom Suite Please cancel 2 days before arrival (Rate Code: REGS00) (Worldspan)
- \$995** Regular Rate Concierge Suite Concierge Lounge Access 1 Bedroom Suite Please cancel 2 days before arrival (Rate Code: REGS00) (Worldspan)
- \$259** Company policy does not allow booking this room.
Rate changes over duration of stay
Advance Purchase Rate Prepay In Full Non-refundable No Changes Guest Room 1 King Or 2 Double Some Ball Park View City View (Rate Code: APNL00) (Worldspan)
Deposit required

Hotel Rate is greater than the government per diem rate plus 100 %
[Rate details / Cancellation policy](#)

Use the following Hotel Program: No Program selected

[+ Add a Program](#)

If booking a yellow rate, select appropriate code from the drop-down menu and provide sufficient explanation.

This hotel is not in compliance with the following travel rule(s):

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Hotel Rate is greater than the government per diem rate plus 100 %
 -- Please Choose a Reason --

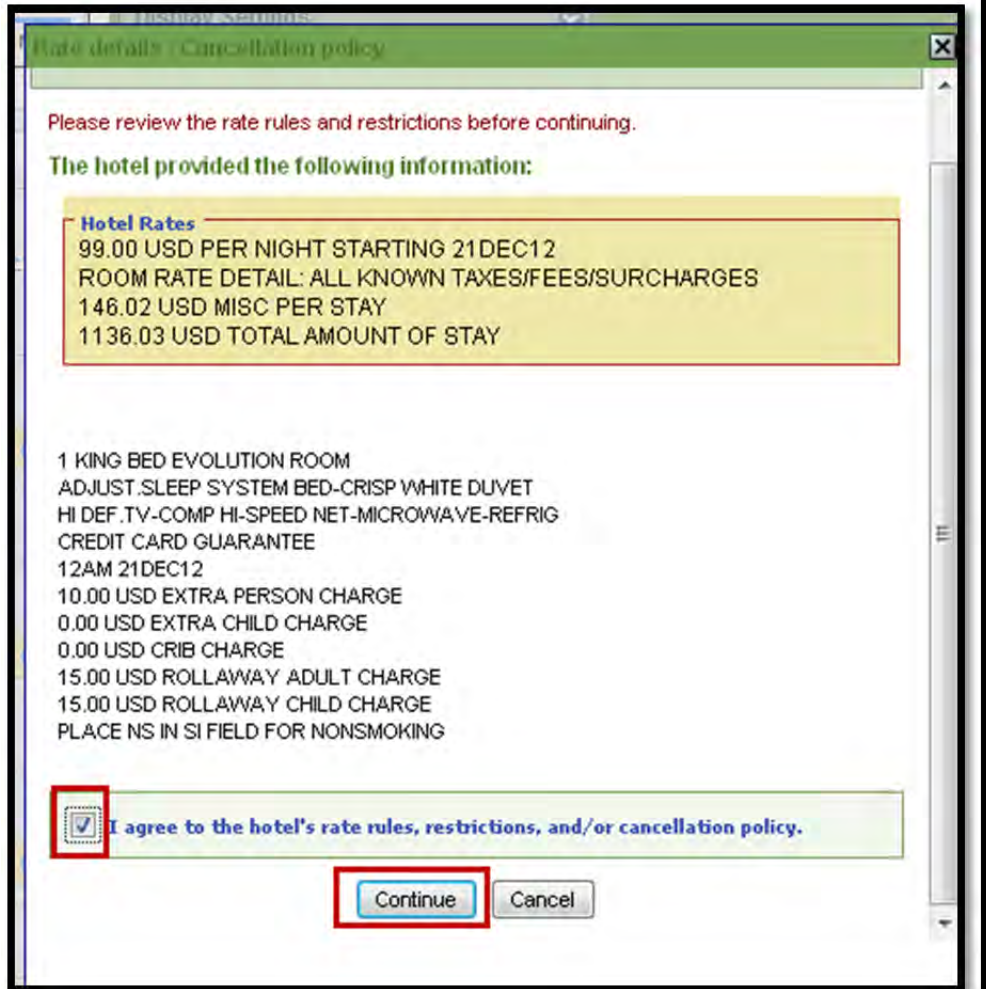
Please explain why you have chosen this hotel. NOTE: We will log all hotels which you did not take.

- Please Choose a Reason --
- Please Choose a Reason --
- Declined Preferred Hotel Due To Location
- Declined Preferred Hotel Due To Rate
- Declined Preferred Hotel Due To Personal Preferences
- Other - Please Explain In Box Below

Review the **Rate details** /**Cancellation policy**.

Click the checkbox next to “**I agree to the hotel’s rules, restrictions, and/or cancellation policy.**”

Click **Continue**.



Segment Itinerary

The ability to change, edit or cancel reservations can still be made at this time using the links to the left of the segment details.

Thursday Aug 1, 2013

Air

✈ Indianapolis, IN (IND) to Dallas, TX (DFW)

Thu Aug 1 **American** 2217 *Duration: 2 hours, 15 minutes Nonstop*

I want to ...
 • [Change this Leg](#)
 • [Cancel all Air](#)

Indianapolis (IND): 9:25 AM Dallas (DFW): 10:40 AM
 Terminal: 0
 Confirmation Number: HUKEY1 **Status: Confirmed**

Flight Information

Aircraft: Douglas MD-83 Distance: 760 miles
 E-Ticket
 Cabin: Economy (N) Seat: 28F [Change Seat](#)
 Meal: Food for purchase

Other segments can still be added by clicking the segment icon options

Add: Car Taxi Hotel

The itinerary for your trip appears in sections or segments.
 The airfare to your destination appears first.

Review this detail, including seat location.

Airfare must be ticketed by an agent by: 09/14/2012 10:00 PM Central

Trip Purpose: Business Trip

Friday Dec 21, 2012

Air

✈ Indianapolis, IN (IND) to Chicago, IL (ORD)

Fri Dec 21 **United** 3511 *Duration: 1 hour, 3 minutes Nonstop*

[Change This Leg](#)
~~Cancel all air~~

OPERATED BY /SHUTTLE AMERICA DBA UNITED EXPRESS
 Indianapolis (IND): 7:00 AM Chicago (ORD): 7:03 AM
 Terminal: 1
 Confirmation Number: CDLSN6 **Status: Confirmed**

Flight Information

Aircraft: Embraer 170 Distance: 177 miles
 E-Ticket Seat: 10F [Change Seat](#)
 Cabin: Economy (W)

Connecting at Chicago, IL (ORD) to Denver, CO (DEN)

Fri Dec 21 **United** 675 *Duration: 2 hours, 38 minutes Nonstop*

~~Cancel all air~~

Chicago (ORD): 8:00 AM Denver (DEN): 9:36 AM
 Terminal: 1
 Confirmation Number: CDLSN6 **Status: Confirmed**

Flight Information

Aircraft: Airbus A320 Distance: 887 miles
 E-Ticket Seat: 26F [Change Seat](#)
 Cabin: Economy (W)
 Meal: Breakfast

Add: Taxi Car Hotel

Review your rental car information.

Car
Car Rental at Denver (DEN)

Fri Dec 21 **National**

[Change Date](#)
[Cancel this car](#)

Picking up: Fri Dec 21 9:36 AM
Pick-up at: [Denver \(DEN\)](#)
Confirmation Number: 379147009COUNT
Rate: \$243.00 USD weekly rate, unlimited miles; \$40.50 USD extra daily rate, unlimited miles; \$18.75 USD extra hourly rate, unlimited miles
Total rate: \$551.56 USD
Rate Code: IB6756

Returning: Mon Dec 31 1:25 PM
Returning to: [Denver \(DEN\)](#)
Status: **Confirmed**
Corporate Discount: 5004459

Rental Details
Number of Cars: 1
Intermediate / Car / Automatic transmission / Air conditioning
Special Instructions: NONSMOKING

Add: [Car](#) [Taxi](#) [Hotel](#)

Review your hotel arrangements and potential fees.

Hotel
Hilton Garden Inn Denver Downtown
1400 Welton St Denver, Colorado, 80202 303-603-8000

Fri Dec 21 Checking in: Fri Dec 21 (15:00) Checking out: Mon Dec 31 (12:00)

[Change Date](#)
[Cancel this hotel](#)

Room 1, Days 10, Guests 1
Confirmation Number: 3486222206NSCONF \$G15
Rate Code: A00LV6
Daily rate: \$99.00 USD
Total rate: \$990.00 USD
Phone: 303-603-8000

Cancellation Policy
Cancellation Fees may apply
Call 1 Day Prior To Arrival
Special Instructions: Nonsmoking Earlycheckin

Add: [Taxi](#) [Car](#) [Hotel](#)

Review your return flight information.

Review your seat selection

Review the total estimated cost of your trip.

Note: Remember you still need to add any other expected charges when you complete the **Header** on the **Expenses** tab.

Read the reminder text and click **Next>>**.

Monday Dec 31, 2012

Air

+ Denver, CO (DEN) to Minneapolis/St. Paul, MN (MSP)

Mon Dec 31 **Delta** 2108

✕ [Change This Leg](#)

✕ [Cancel all air](#)

Confirmation Number: GFRZV3

Flight Information

Aircraft: AIRBUS A320
E-Ticket
Cabin: COACH (L)
Meal: Refreshments for Purchase

Duration: 1 hour, 55 minutes Nonstop

Denver (DEN): 1:25 PM
Minneapolis/St. Paul (MSP): 4:20 PM
Terminal: 1
Status: **Confirmed**

Aircraft: AIRBUS A320
Distance: 679 miles
E-Ticket
Cabin: COACH (L)
Meal: Refreshments for Purchase
Seat: 20A [Change Seat](#)

Duration: 1 hour, 55 minutes Nonstop

Minneapolis/St. Paul (MSP): 4:20 PM
Terminal: 1
Status: **Confirmed**

Connecting at Minneapolis/St. Paul, MN (MSP) to Indianapolis, IN (IND)

Mon Dec 31 **Delta** 970

✕ [Cancel all air](#)

Confirmation Number: GFRZV3

Flight Information

Aircraft: AIRBUS A319
E-Ticket
Cabin: COACH (L)

Duration: 1 hour, 44 minutes Nonstop

Minneapolis/St. Paul (MSP): 5:20 PM
Indianapolis (IND): 8:04 PM
Terminal: 1
Status: **Confirmed**

Aircraft: AIRBUS A319
Distance: 502 miles
E-Ticket
Cabin: COACH (L)
Seat: 14F [Change Seat](#)

Duration: 1 hour, 44 minutes Nonstop

Indianapolis (IND): 8:04 PM
Terminal: 1
Status: **Confirmed**

Add: [Wi-Fi](#) [Taxi](#) [Car](#) [Hotel](#)

Air	View Fare Rules
Airfare quoted amount:	\$406.24 USD
Taxes and fees:	\$73.67 USD
Air Total Price:	\$479.91 USD
Hotel:	\$990.00 USD
Car:	\$551.56 USD
Total Estimated Cost:	\$2,021.47 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks: UTD/CLIQCID-32464
Itinerary created on 09/13/2012 at 9:09 AM

If you close at this point your reservation may be cancelled. Note: any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>
Cancel

Enter **Trip Name**.

Note: This is the name as it will appear on your itinerary received by email from Concur.

Click **Next**.

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your calendar
Trip from Indianapolis to Denver

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: [?]

Send my email confirmation as
 HTML Plain-text

With my email confirmation...
Include directions and maps to hotels

You may HOLD this reservation until: 09/14/2012 10:00 PM Central

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous **Next >>** Cancel

Scroll to bottom of screen and click **Confirm Booking >>**

Complete Request Header

Complete Required Fields
**Highlighted with red line or heavy left bar.*

Travel Request 33DA
Request Name: Trip from Indianapolis to Denver

Status: Not Submitted
To be approved before: 09/14/2012 10:00 pm EDT-0400
Amount: \$2,021.47

Travel Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name: Trip from Indianapolis to Denver
Request Policy: Purdue Travel Request Policy
Traveler Type: Employee (EMP)
Travel Type: [Empty]
Purpose of Travel: [Empty]
Is this trip being paid for by Purdue?: Yes
Preapproval Required: None
Departure Date: 12/21/2012
Return Date: 12/31/2012
If personal travel is included, list dates: [Empty]
If anyone is traveling with you, provide names/relationship: [Empty]
Requesting Flight Upgrade: No
I will use / am qualified to use this vehicle type on my trip: [Empty]
Account Assignment: [Empty]
Extension of: [Empty]
Comment: [Empty]
Cash Advance Amount: [Empty] USD
Cash Advance Comment: [Empty]

Request Name	Name trip according to the naming convention that has been designated by your business office. This should be a name that helps you, your delegate and/or your business office find and report cost associated with the trip.
Request Policy	Defaults to Purdue Travel Request Policy.
Traveler Type	Select one: Employee (EMP), NonEmployee (NE), Student, Team Travel (Team).
Travel Type	Select One: In State, International, International - Under Warning, Out of State. NOTE: If travelling travel type is International – Under Warning, list all cities and countries that will be visited in the Comment box. For a list of countries with travel warnings, visit the Department of State website at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html . Rick Management provides insurance for all International travel.
Purpose of Travel	Select best option from drop-down menu. NOTE: When option related to research is selected, the purpose of research is required in the Comment box.
Is this trip being paid for by Purdue?	Select yes or no.

Preapproval Required

Default selection is **None**.

NOTE: When selecting None and the trip does not include a flight upgrade or cash advance, the request is auto-approved.

Most trips do NOT require pre-trip approval. However, if funding for your trip is from any of the areas listed or is mandated by your department head, select the appropriate item.

If travelling internationally on ARO, EPA or State Sponsored funds, select appropriate drop-down.



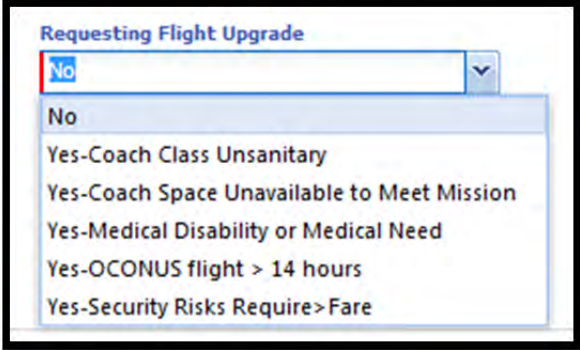
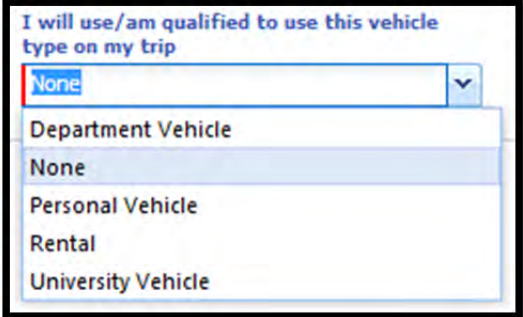
If travelling on DOE Lab or funds that have been defined by the sponsor as requiring pre-trip approval, select appropriate drop-down.

Note: When selecting all other options:

1. The fiscal approver is required to approve the travel event.
2. A report notification is provided to Sponsored Programs outlining travel details. Sponsored Programs will notify fiscal approver within 48 hours, if alterations are required for travel arrangements or travel should be cancelled.

For a list of Sponsor Defined pre-trip approval requirements, see [Active Sponsored Programs with Travel Restrictions](#).



<p>For more pre-trip approval details see Approval Workflow.</p>	
<p>Departure Date Populated by booking.</p>	
<p>Return Date Populated by booking</p>	
<p>If personal travel is included, list dates.</p>	<p>List any dates to be used as personal time.</p>
<p>If anyone is traveling with you, provide names/relationship.</p>	<p>List names of other employees, spouse, or other individuals who will be traveling with you.</p>
<p>Requesting Flight Upgrade</p> <p>Defaults to No; if Yes, select reason from drop-down.</p> <p>Selecting a flight upgrade requires the employee's direct supervisors approval.</p> <p>For more pre-trip approval details see Approval Workflow.</p> <p>Note: If selecting Medical Disability or Medical Need, ensure approved exception is on file in the Business Office.</p>	<p>If yes, select reason from drop-down.</p> 
<p>I will use/am qualified to use this vehicle type on my trip.</p> <p>Select one from drop-down list.</p>	

Account Assignment is a required field.

Click in the **Account Assignment** text box.

The **CODE** radio button is selected by default.

Type an asterisk (*), followed by the account number.

or

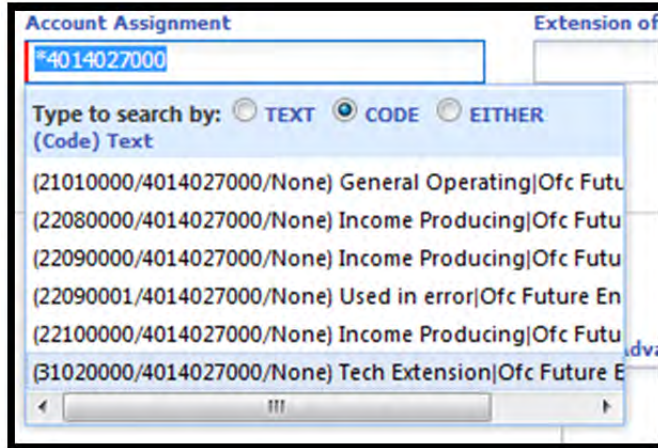
Search by **TEXT**

Change the radio button to **TEXT** and type an asterisk (*) followed by the account name (Football).

NOTE: When travel is paid by more than one source of funds, Use the primary (most restrictive) account assignment. If all accounts are equally restrictive, list the account that is paying for majority of cost. Multiple funding sources are identified using allocations when entering estimated expenses.

Choose the correct fund/cost center combination from list generated by Concur.

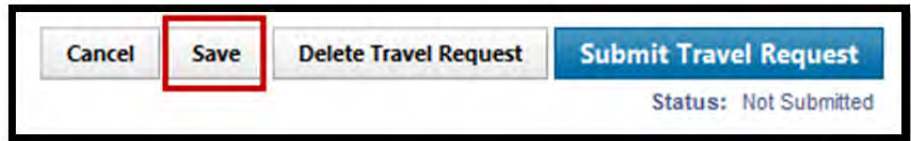
If you don't know the correct account assignment, click **Save** and refer to your business office or the job aid they provided.

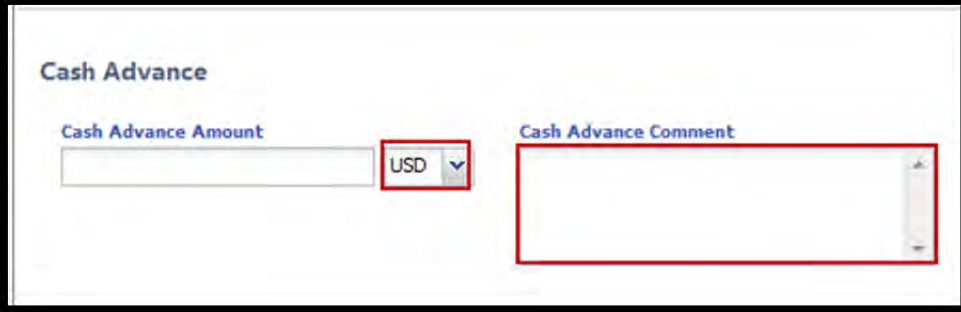
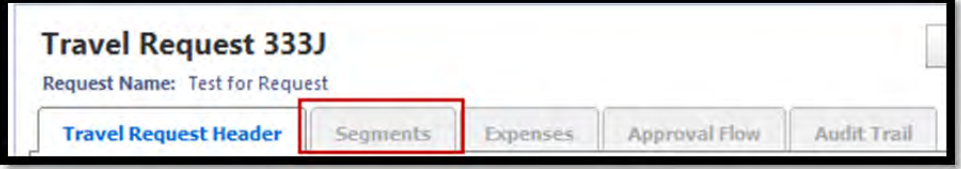


Tips:

Use as many digits of the account assignment as possible.

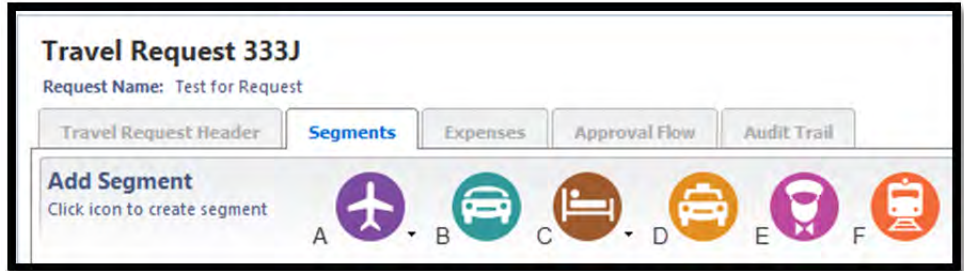
Use scroll bar at bottom of window to see account assignment name.



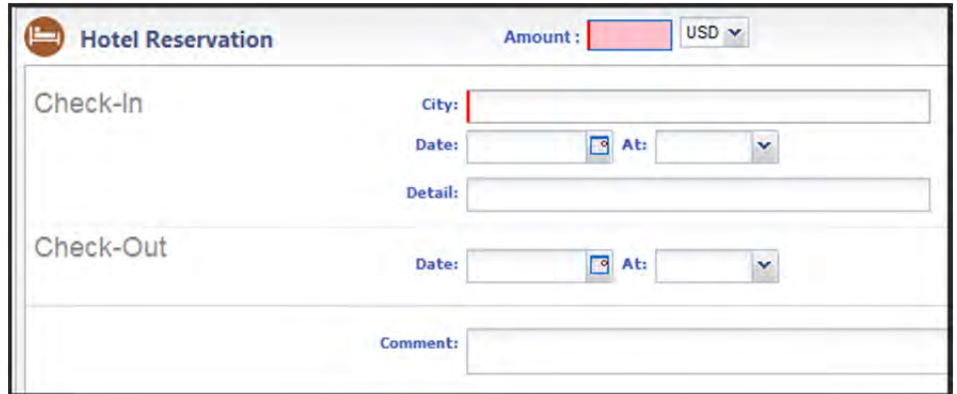
<p>Extension of</p>	<p>Select other Travel Request name if this request is in addition to another.</p>
<p>Comment</p>	<p>Enter any comments relevant to this request.</p>
<p>Cash Advance</p> <p>If you are requesting a cash advance greater than the \$500 available through Visa Travel Card, type the amount of the cash advance in the Cash Advance Amount text box.</p> <p>Make sure USD is in the currency drop-down.</p> <p>Provide an explanation in the Cash Advance Comment box regarding the use of the funds.</p> <p>See QRC Request Cash Advance for Travel in Concur Travel and Expense.</p> <p>NOTE: Cash Advance requires fiscal approval of the cost center indicated in the Account Assignment.</p> <p>For more pre-trip approval details see Approval Workflow.</p>	
<p>Complete Segments</p>	
<p>Segments include any arrangements such as hotel, car rental and airfare reservations made outside Concur.</p>	
<p>Select the Segments tab.</p>	

Select segment to add:

- A. Air Travel
- B. Car Rental
- C. Lodging
- D. Taxi Fare
- E. Care Service Reservation
- F. Railway Ticket



Complete all required information, noted with a red bar.



Click **Save**.

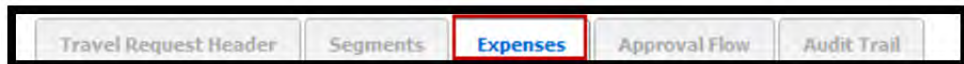


Complete Estimated Expenses

Select the Expenses tab to add estimated expenses; this provides a total estimated cost of trip.

Expenses may include:

- Mileage
- Fixed Meals
- Registration Fees
- Taxi
- Shuttle



Select the correct **Expense Type** from the drop down list. Complete all required fields.

Click **Save**

Enter additional **Estimated Expenses**.

Note: All anticipated expense must be entered prior to submitting your travel request.

Airfare	...Ground Transportation	...Lodging
Airfare Expense	Chartered Bus	Other Lodging
Chartered Airfare	Parking	Misc Trip Expenses
PU Airplane	Shuttle	Miscellaneous
Ground Transportation	Subway	Other Transportation
Bus	Taxi	Ferry
Car Rental	Train	Tolls
Car Service	Lodging	Registrations
	Hotel	Registrations Expense
Subsistence		
Fixed Meals		

Allocations

In order for all funding source Chiefs, PI or Co-PI and Fiscal Approvers to receive appropriate notifications, all additional funding sources must be identified by allocating expenses. Not providing allocations will result in lack of notification to other funding sources.

Booking Travel in Concur® Travel and Expense

Click **Allocate** to apply allocations necessary to any estimated expenses.

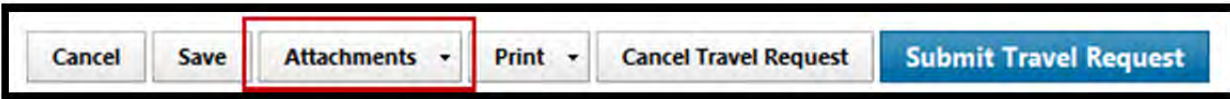
Allocate by **Percentage** or **Dollar Amount** and enter appropriate account assignments for each allocation.

Percentage	* Account Assi...	SIO	Code
<input type="checkbox"/> 50			
<input type="checkbox"/> 50			

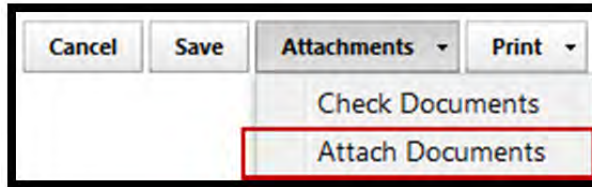
Click **Save**.

Attach Additional Documentation

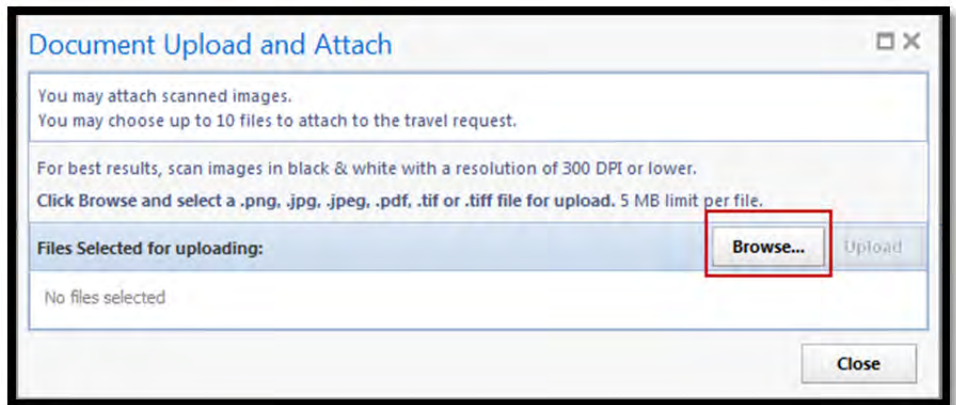
If you have documentation that needs to be included attach it to the travel request.



Select **Attach Documents** from the Attachments drop down box.

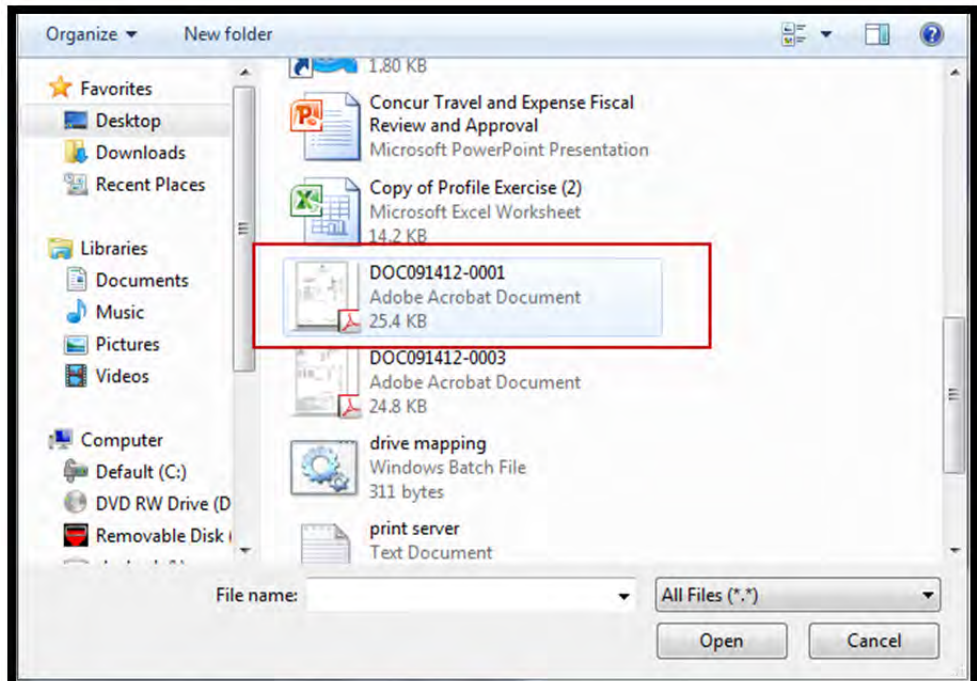


Click **Browse...**



Select your document from the **Choose File to Upload** window

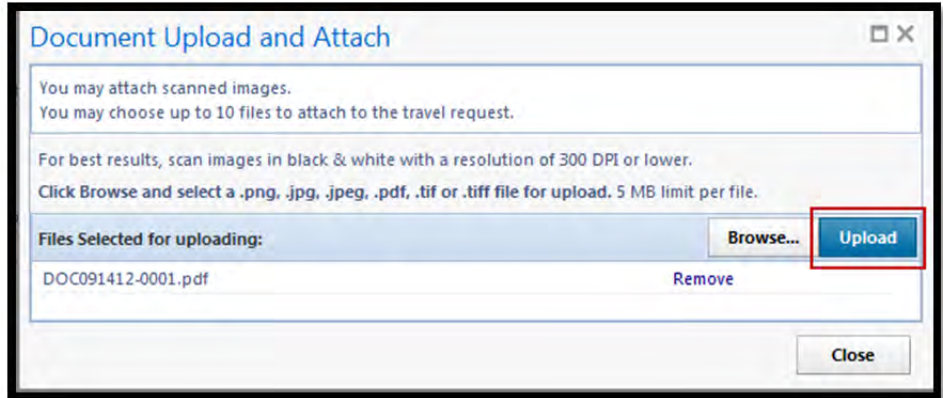
Click **Open**



Click **Upload**

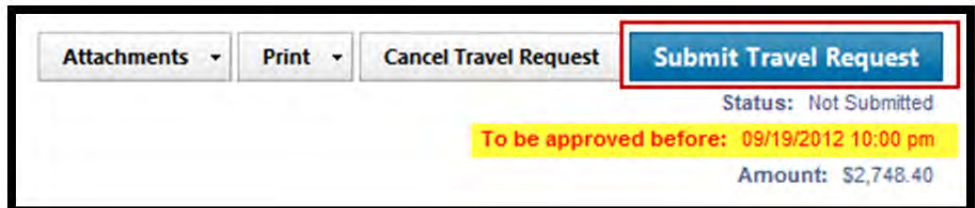
Click **Close**

NOTE: Any documentation that is required at reimbursement must be attached to the Expense Report. Those may include Drive vs. Fly, Cost Comparison.



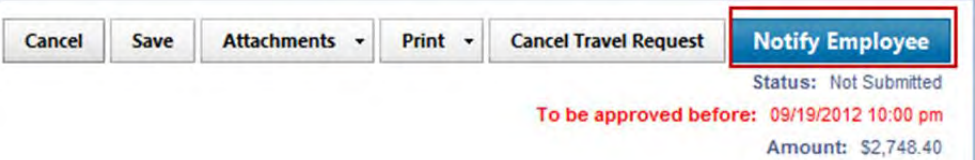
Submit Travel

If you are arranging travel for yourself, click **Submit Travel Request**.



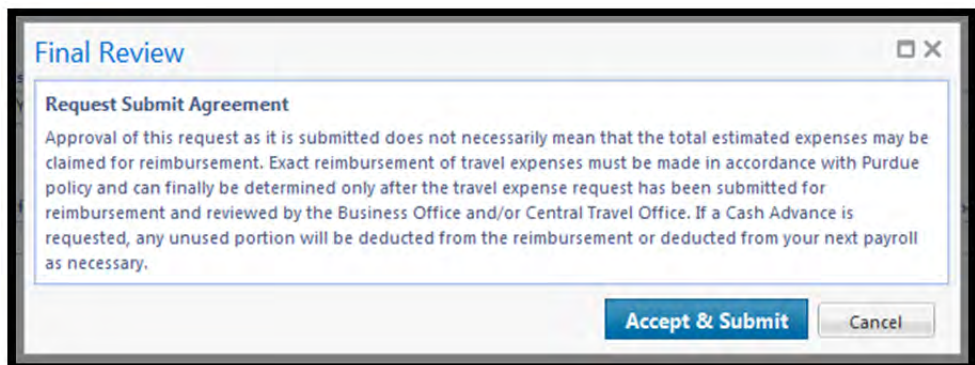
If you are arranging travel on behalf of someone else, click **Notify Employee**.

Note: The traveler must submit his/her own **Travel Request**.



Review the **Request Submit Agreement**.

Click **Accept & Submit**.



Trips are automatically booked and tickets purchased unless they are actively rejected by the Fiscal Approver in the Concur System.

Report Review

Sponsored Programs will review funding source report within two business days of receipt.

To deny travel on specified funds, notification is given to the fiscal approver of the funding source listed in the header **Account Assignment**.

SPS approval is required for foreign travel on all SPS funds except NSF and NIH. SPS also reviews and approves funding if one of the following applies to travel request:

- ARO (International Only)
- DOE Lab
- EPA (International Only)
- Sponsor Defined
- State Sponsor (International Only)

SPS approval of foreign travel on NIH and NSF funds has been delegated to the fiscal approver.

Risk Management will view reports for all international travel and process appropriate insurance forms.

Traveler will receive Insurance Identification Card, if travelling outside the 50 region United States.

Card is delivered by email or campus mail prior to travel.

If card is not received within one day prior to departure, contact [Risk Management Department](#).

Travel Notifications

A Concur generated email request for approval is immediately sent when pre-trip approval is required. Once approved, a notification report is generated outlining trip details and forwarded to:

- Traveler's supervisor
- Chief of all funding sources
- Co-PI of all funding sources
- Fiscal Approver of all funding sources
- Traveler/Travel Assistant/Delegate