

CONCUR TRAVEL REQUEST CHECKLIST

- Log into Concur (www.concursolutions.com) Go to “Requests”, “New Request”
- Request Name Format: “Destination, Travel Dates”
 - Example: Savannah, GA 8/9-11/19
- Purpose of Trip: the name of event you are attending
- Add segments to request:
 - Airfare, Rental Car, Lodging, Per Diem, MISC, & Registration
 - (MISC expenses: Mileage, Ground transportation, etc.)
 - Use [Cost Comparison Calculator](#) (Rental Car vs. Personal Car Mileage)
 - Airfare MUST be booked in Concur & use rates in Concur for request
 - Hotel must be booked in Concur, unless booking conference hotel
 - Per diem is based on travel destination. Visit GSA.GOV for rates
 - Registration must be paid out of pocket
- If personal time is added to travel you MUST have the following documentation:
 - Airfare cost comparison print outs from Concur (the first page of each search)
 - First comparison should show airfare for business days only
 - Second comparison should show airfare with personal days added
 - A signed and approved personal travel approval form
- If traveler decides to modify travel in any way to save the university money:
 - Back up comparisons are required to show the cost savings
 - Written approval from Chair/Director
- Make sure travel request is fully approved before booking expenses
- Add Ashlee Clark to the approval flow first, depending on your department
(Check the CHSS website for list of departments)
- Make sure to use correct speed chart number, if not your home department’s
add the appropriate approver to the approval flow
- We do NOT need a travel request if you are not requesting reimbursement for
travel expenses. To request permission to leave campus, fill out the [paper
travel request form](#)
- If you cancel your trip, please let Ashlee know. We are not notified when a trip
is canceled
- Refer to the [CHSS Travel website](#) for more information