


Amended Travel Request

These instructions cover how to amend a Travel Request in Concur. An amended travel request is an updated travel request that is added to your original travel request noting additional expenses or changes to your request header.

Click on any of the links below to skip ahead to that section.

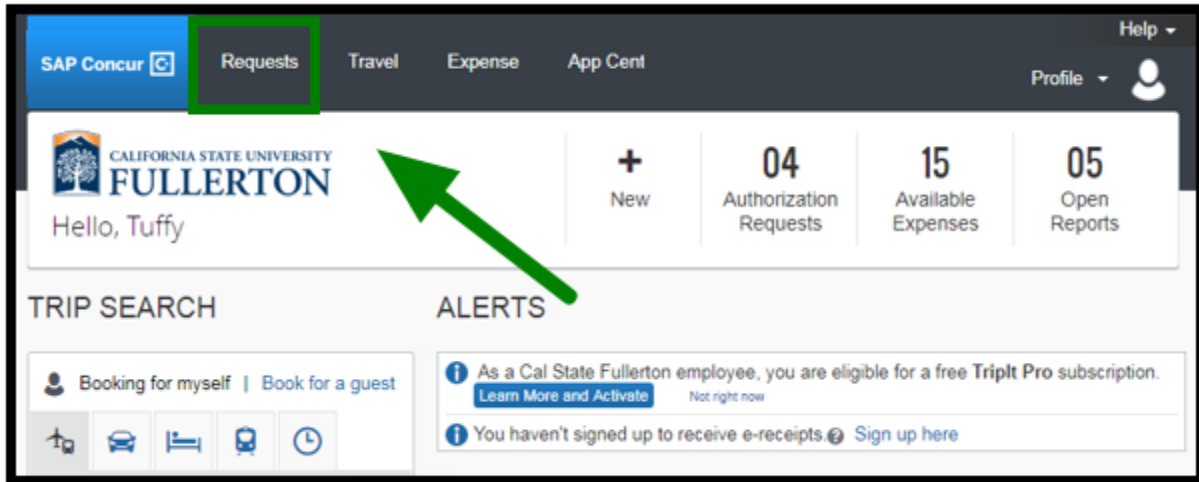
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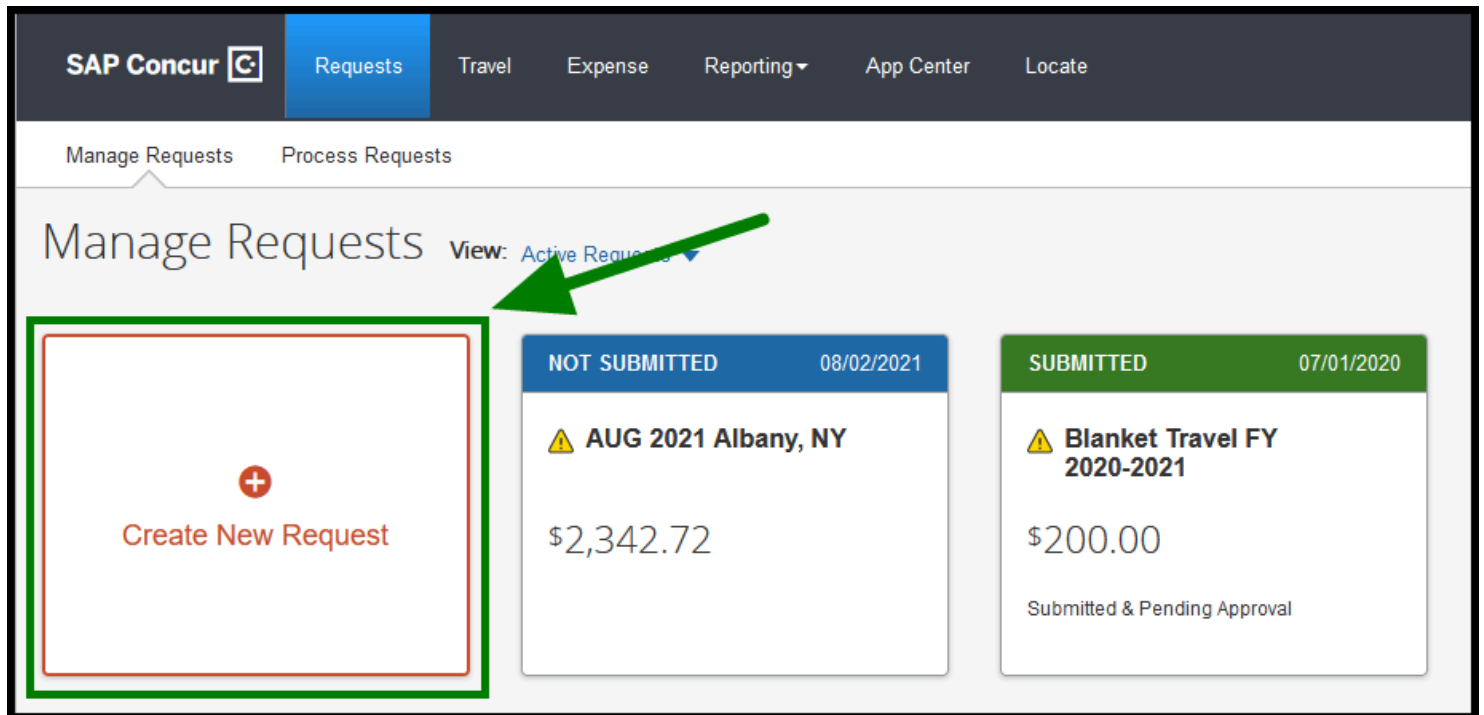
 If you need assistance with logging into Concur, please go to [Logging into Concur](#)..... 0

Creating a New Travel Request

Step 1: From the Concur dashboard, click on **Requests**.



Step 2: Click on **Create New Request**.



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Completing the Request Header

i The following steps are tips to consider while filling in the required fields in the Request Header.

Step 1: Once you have created a new request, fill out the required fields (as noted in red) for the Request Header.

! Make sure to input all Trip information as stated on the original Travel Request submitted.

The screenshot shows the 'Create New Request' form with the following fields and values:

- Request Policy ***: State Approve then Book
- Request/Trip Name ***: (Empty)
- How will you book your travel? ***: None Selected
- Extension of**: Search by
- Will hotel cost exceed \$275 per night? ***: None Selected
- Trip Type ***: None Selected
- Personal travel combined with int'l business travel**: None Selected
- Start Date ***: MM/DD/YYYY
- End Date ***: MM/DD/YYYY
- Report/Trip Purpose ***: None Selected
- Traveler/User Type ***: Staff
- Purpose ***: (Empty)
- Main Destination City ***: (Empty)
- State ***: None Selected
- Main Destination Country**: Search by Country/Region
- Add'l Cities/States or Cities/Countries Traveled To**: (Empty)
- Regions Traveling To ***: Other/Not Listed
- Does this trip contain personal travel? ***: None Selected
- # of personal day**: 0
- Personal Dates and Locations**: (Empty)
- Division ***: (10238) VP Administration & Finance
- Department ID ***: (10147) Adm & Finance IT
- Fund ***: Search by Code
- Class**: Search by Code
- Programs**: Search by Code

Buttons: Cancel, Create

Step 2: For **Request/Trip Name**, input the appropriate Request/Trip Name.

! Make sure to follow the proper **Naming convention**: [Month] [Year] [Destination].

Example: **AUG 2021 Albany, NY.**

Request/Trip Name *

AUG 2021 Albany, NY

Will hotel cost exceed \$275 per night? *

Step 3: For **How will you book your travel?**, select **Outside of Concur** if you do not plan on booking any segments with the Amended request.

How will you book your travel? *

None Selected

None Selected

1. Outside of Concur

2. Concur Travel Booking

End Date *

Step 4: For **Extension of**, search for and select your original Travel Request.

i You may search according to the Request ID or the Request/Trip Name.

Extension of

Search by ▼

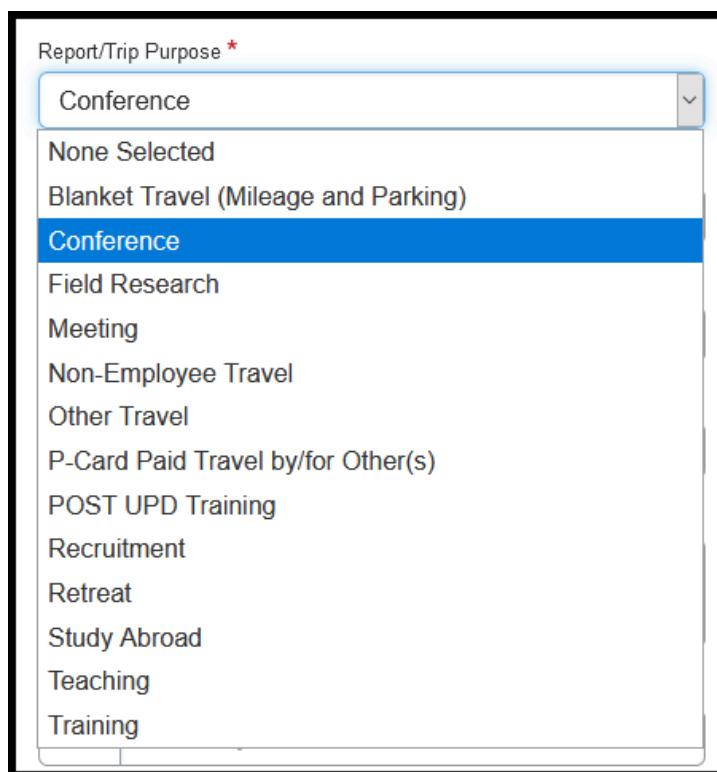
Personal travel cor (3MR4) AUG 2021 Albany, NY

None Selected (3KH9) Blanket Travel FY 2020-2021

Step 5: For **Will hotel cost exceed \$275 per night**, select the appropriate option for your trip.

! If you select **Yes**, you must **enter a comment** to explain the reason why the hotel cost will exceed \$275 per night.

Step 8: Under **Report/Trip Purpose**, select the appropriate option that most fits the purpose of your trip.



Report/Trip Purpose *

Conference

None Selected

Blanket Travel (Mileage and Parking)

Conference

Field Research

Meeting

Non-Employee Travel

Other Travel

P-Card Paid Travel by/for Other(s)

POST UPD Training

Recruitment

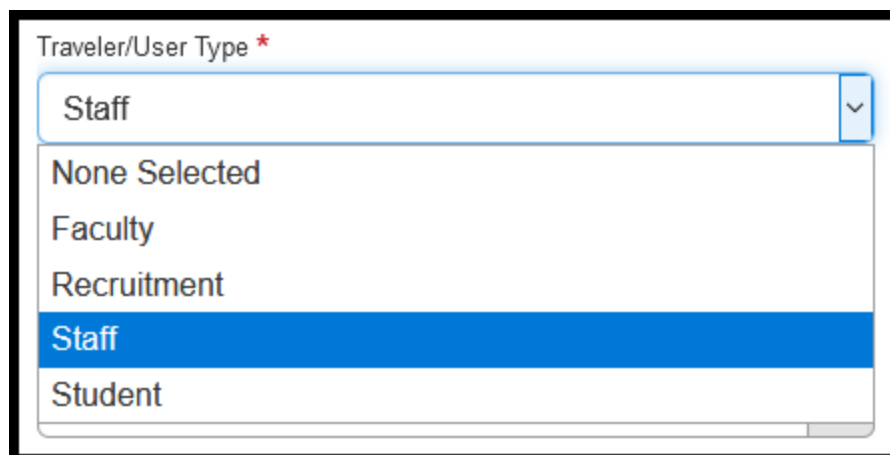
Retreat

Study Abroad

Teaching

Training

Step 9: Under **Traveler/User Type**, select the appropriate option, which best represents the traveler.



Traveler/User Type *

Staff

None Selected

Faculty

Recruitment

Staff

Student

Step 10: Under **Purpose**, enter the reason for your travel and the reason for the amended request, in the text box provided.

Purpose *

Attending Adobe Conference to learn about how to build forms. This is an amended request for missing registration expense.

Step 11: Under **Main Destination City**, enter in the appropriate location of your trip.

! Make sure to select the correct City and State.

Main Destination City * ?

Albany, New York

Step 12: Under **State**, enter the appropriate state for your trip.

💡 If you will be traveling internationally, select the **International** option from the list.

State *

New York

Step 13: Once you are finished filling out the Request Header, click on the **Create** button.

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Adding Travel Expenses

Step 1: If you need to add an expense(s) to your original Travel Request, click on the **Add** button.

Step 2: The list will display and you can select the expenses that you need to add to your amended travel request.

This can be **Travel Expenses, Transportation, Meals, or Other**.

For more information on how to add expenses to the amended travel request, refer to the [Adding Expenses to a Travel Request](#) for more information.

EXPECTED EXPENSES

Buttons: Add, Edit, Allocate, Delete

Search for an expense type

- ^ 01. Travel Expenses
 - Actual Incidentals/Up to \$7 Per Day
 - Hotel Reservation
 - International Daily Allowance (Lodging)
- ^ 02. Transportation

💡 If you need to allocate an expense, refer to the [Allocating Expenses Travel Request Instructions](#) for more information.

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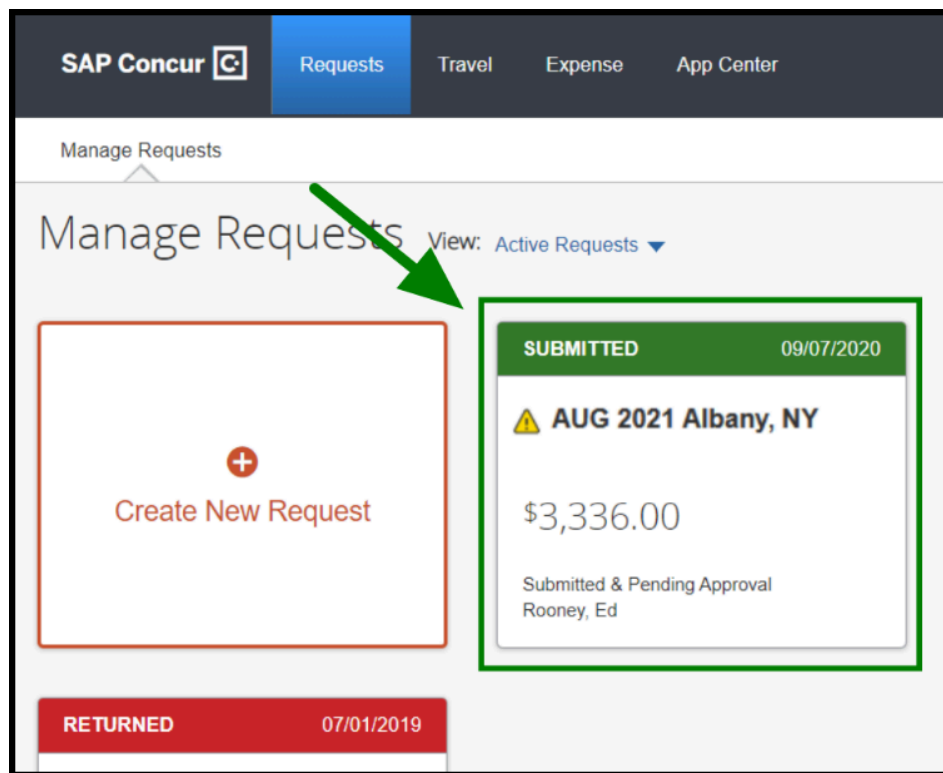
Submitting Travel Requests for Approval

Step 1: Once you have finished adding your expenses to the Amended Travel Request, select **Submit Request**.

Copy Request

Submit Request

Step 2: You will need your Amended Travel Request approved by your designated approver before you can link your Amended Travel Request to your expense report.



💡 Refer to [Concur Attachments](#) for instructions on how to link your Amended Travel Request to your expense report.

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Need more help?

📘 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.