

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.

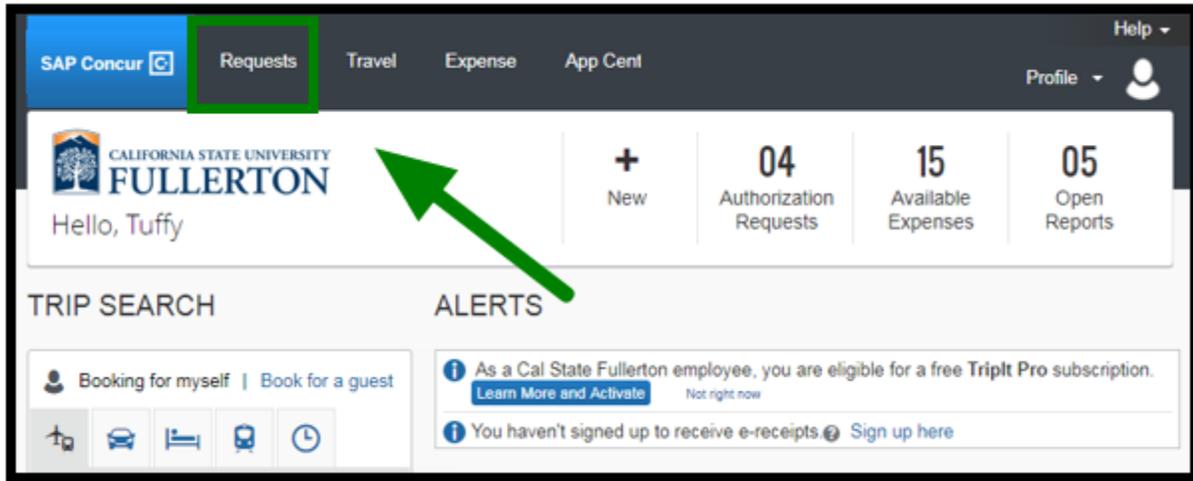
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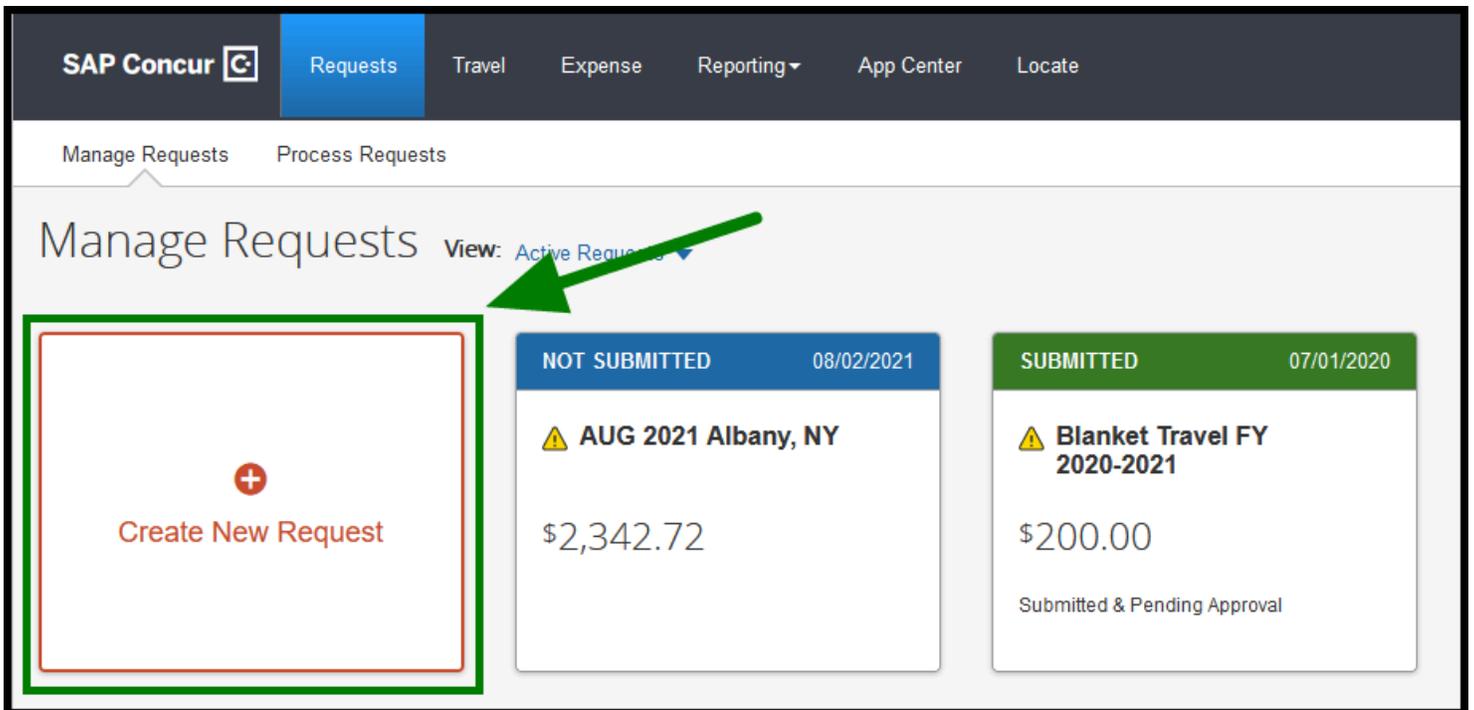
 If you need assistance with logging into Concur, please go to [Logging into Concur](#)..... 0

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 a '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.

Will hotel cost exceed \$275 per night? *

None Selected

None Selected

N/A - Int'l Travel

No (excludes taxes and international travel)

Yes

Step 6: Under **Trip Type**, select the appropriate option for your trip.

Trip Type *

None Selected

None Selected

In-State

International

Out-of-State

Step 7: For **Start Date** and **End Date**, click on the calendar icon to select the Dates of your trip.

Start Date * MM/DD/YYYY

End Date * MM/DD/YYYY

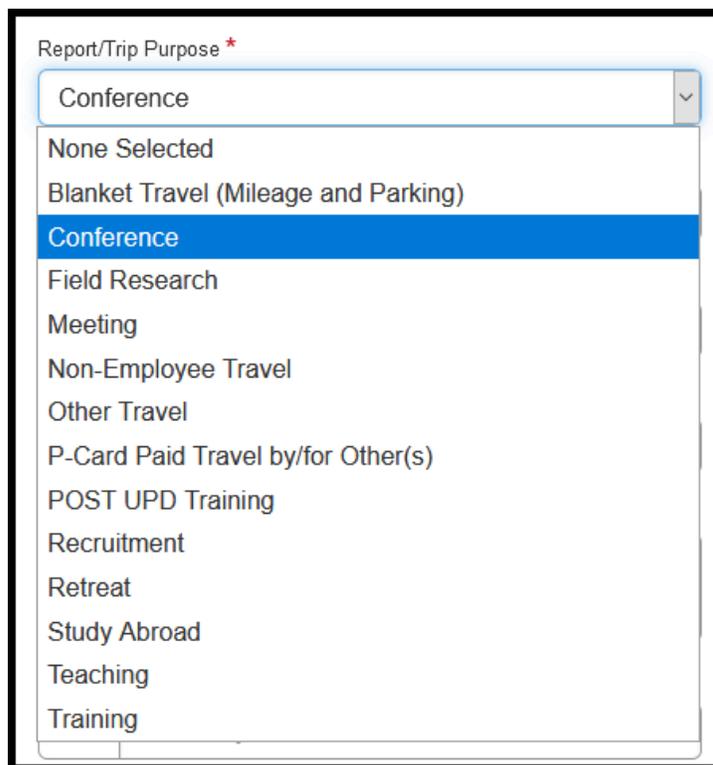
August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

August 2020

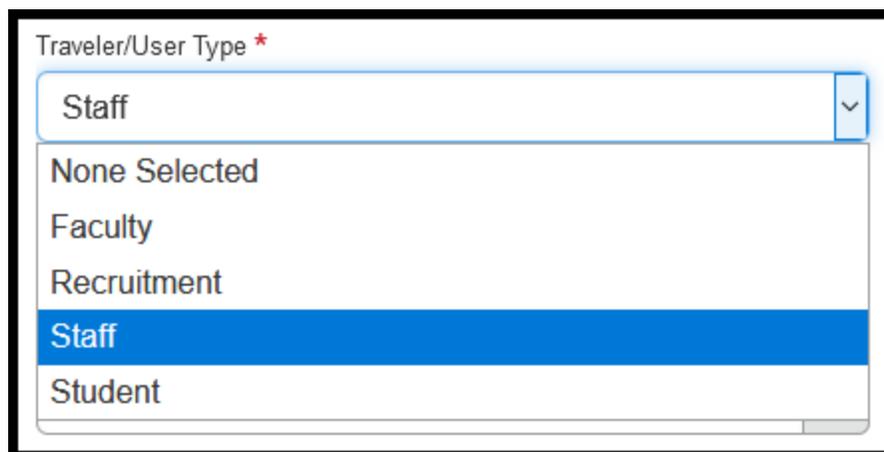
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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



A screenshot of a dropdown menu titled "Report/Trip Purpose *". The menu is open, showing a list of options. The "Conference" option is highlighted in blue. The other options are: None Selected, Blanket Travel (Mileage and Parking), Field Research, Meeting, Non-Employee Travel, Other Travel, P-Card Paid Travel by/for Other(s), POST UPD Training, Recruitment, Retreat, Study Abroad, Teaching, and Training.

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



A screenshot of a dropdown menu titled "Traveler/User Type *". The menu is open, showing a list of options. The "Staff" option is highlighted in blue. The other options are: None Selected, Faculty, Recruitment, and 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.

1 Department ID * (10147) Adm & Finance IT 2 Fund * ? (THEFD) THEFD:CSU Operating Fund

Programs Search by Code

Cancel Create

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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.

AUG 2021 Albany, NY \$0.00

Not Submitted | Request ID: 3MPX

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Allocate](#) [Delete](#)

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

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.

SAP Concur Requests Travel Expense App Center

Manage Requests

Manage Requests View: Active Requests ▾

Create New Request

SUBMITTED 09/07/2020

AUG 2021 Albany, NY

\$3,336.00

Submitted & Pending Approval
Rooney, Ed

RETURNED 07/01/2019

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.