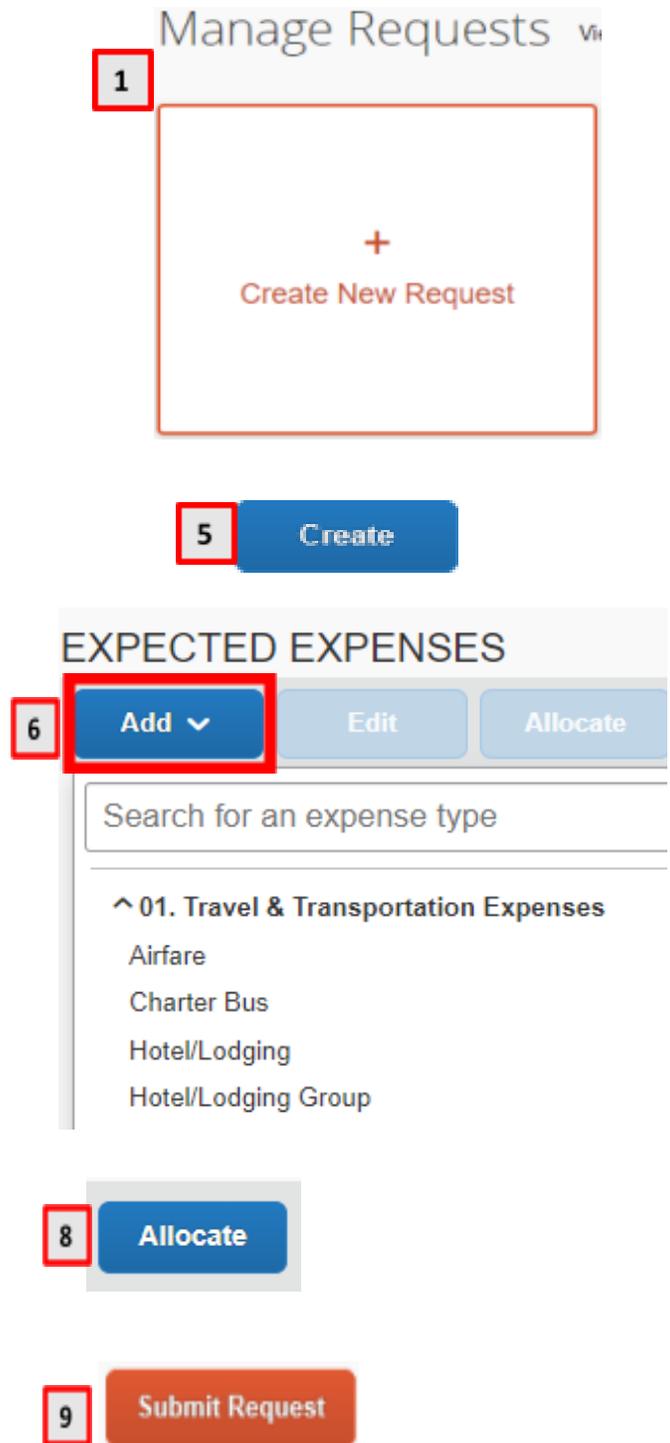


How employees can create a travel request

This aid is for Single Employees. Travel requests for Non-employees will be on another aid. Requests use estimated expenses. Actual costs will be added later when completing the expense report.

1. Click **Requests** at the top of the page
2. Click the **Create New Request** tile
3. Make sure the **Request Type** is correct
4. Required fields to complete:
 - **Trip Name/Purpose** - (Ex. ASSA Conf. April 2022)
 - **Business Travel Start Date**
 - **Business Travel End Date**
 - **Trip Purpose**
 - **Final Destination City**
 - **Traveler Type**
 - **Trip Type**
 - **Will this trip include personal travel?**
 - **UMD Campus Visit** - if travel is for a campus visit
 - **KFS Account Number** - Search function is defaulted to Text but it can be switched to Code to search by numerical digits
5. Click **Create** at the bottom right
6. Click **Add** under **Expected Expenses**
 - **Expense Type list** - search for and select an expected expense for the trip (Ex. Airfare)
 - After you choose an expense:
 - **Amount** - Estimate cost for the expense
 - Click **Save**
7. Repeat **Step 6** for each expected trip expense
8. Optional step - use the **Allocate** button to split an expected expense to multiple KFS Account Numbers
9. After adding all of the expected expenses for this trip, click **Submit Request** in the upper right corner.
10. Review the confirmation/acceptance statement and click **Accept & Continue**
 - This request has now entered workflow for approvals



The screenshot illustrates the SAP Concur interface for creating a travel request. It shows the following elements:

- Manage Requests** header with a red box around the number 1.
- A large white box with a red border containing a red plus sign and the text **Create New Request**.
- A blue **Create** button with a red box around the number 5.
- EXPECTED EXPENSES** section with a red box around the number 6 and the **Add** dropdown menu.
- A search bar for "Search for an expense type" with a list of expense types:
 - ^ 01. Travel & Transportation Expenses
 - Airfare
 - Charter Bus
 - Hotel/Lodging
 - Hotel/Lodging Group
- A blue **Allocate** button with a red box around the number 8.
- An orange **Submit Request** button with a red box around the number 9.