# Create and Submit a Travel Request

The travel request is an estimate, it is okay for it to be higher than the reimbursement amount. You will not be reimbursed the amount in the travel request.

At the top of the site, click on "New" and select "Start a Request."



Fill out the Blanks:

Request/Trip Purpose should be the Conference/Trip Name
Enter the start date of travel and when you are expected to return
Select the request type that best matches your travel – in your case it will be option 2) Conference Attendee
Select the trip type
Select traveler type
Enter your destination city and country
List all travelers attending the conference
**Finally, complete the "Comments" section at the bottom. Use this area to <u>put in the account number your travel expenses will be charged to</u>, any notes or links for the conference or any information.**

Select "Create Request"

The next page is where you will add all your expected expenses. So things like flights, baggage fees, parking fees, rentals, rental fuel, ground transportation (like trains, ubers, lifts), private mileage, lodging, per diem, etc.

To add expense select "Add":
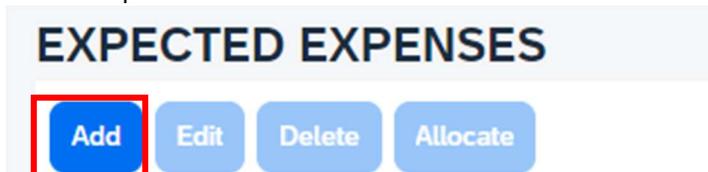


Most, if not all, of your expenses will be under the Travel & Transportation:

## ∨ 01. Travel & Transportation

Airfare

Faculty Led Student Travel

Ground Transportation

Hotel

Parking

Personal Car Mileage

Registration – Travel

Rental Car/Rental Car Fuel

Train

To enter the expense, select the expense, like airfare, and complete the information:

### New Expense: Airfare $259.00

Cancel  **Save**

⊕ Allocate

\* Required field

| Business Trip Start Date | Business Trip End Date | City |
|---|---|---|
| 03/05/2024 | 03/15/2024 | Las Vegas, Nevada  ✕ ∨ |

| Estimated Amount \* | Currency \* |
|---|---|
| 259.00 | US, Dollar (USD)  ✕ ∨ |

Comment                                                                                                         42/2000

round trip flight to conference and back.

Click save.

*** if the lodging is shared, one person can pay for it, but each person needs to add the expense into their own request***

To add per diem, select "Manage Travel Allowance."

**Request Details ∨     Print/Share ∨     Attachments ∨     Manage Travel Allowance ∨**

# EXPECTED EXPENSES

From here you will input your information, where you are leaving, the date you are leaving, and a time you are leaving, (The time does not have to be exact, just estimated), add your arrival location, and then the ending location (which should populate), end date, and time.

Select next. The next page will include your limits. Depending on where you are going and how many days you are gone will determine the amounts. Allowance Limit is your lodging amount for the area, broken down per day. The reimbursement amount is your per diem broken down to the daily maximum. **If you receive any meals, they will lower the amount you receive.** Please select the boxes indicating meals provided by either the hotel or conference.

| **This is Lodging** | **This is Per Diem** |
|---|---|
| Allowance Limit ❓ | Reimbursement Amount ❓ |
| | |
| $165.00 | $64.00 |
| $165.00 | $64.00 |
| $165.00 | $64.00 |
| Total: $495.00 | Total: $192.00 |

Select finish.

After all your expected expenses are entered, submit the request.

Please remember, the travel request is an estimate of charges. It's okay to be over, they will not be reimbursed.

**DO NOT CREATE AN EXPENSE REPORT FOR YOUR TRAVEL.**

Once your travel request is approved through the system and after the request's end date of travel has passed, you will notice an open report available. In there you can submit your receipts during your trip. Any receipts attached to the travel request **will not** transfer to the expense report and will need to be reattached. There is a mobile app available to make submitting receipts easier when traveling.

# International Travel

For international travel you will need to complete another form found on the Office of Risk and Compliance website.
(direct link: https://www.k-state.edu/risk/responsibility/international/registration.html )

Concur WILL throw a flag, this is to notify the auditors of international travel and to ensure an international travel form has been completed.
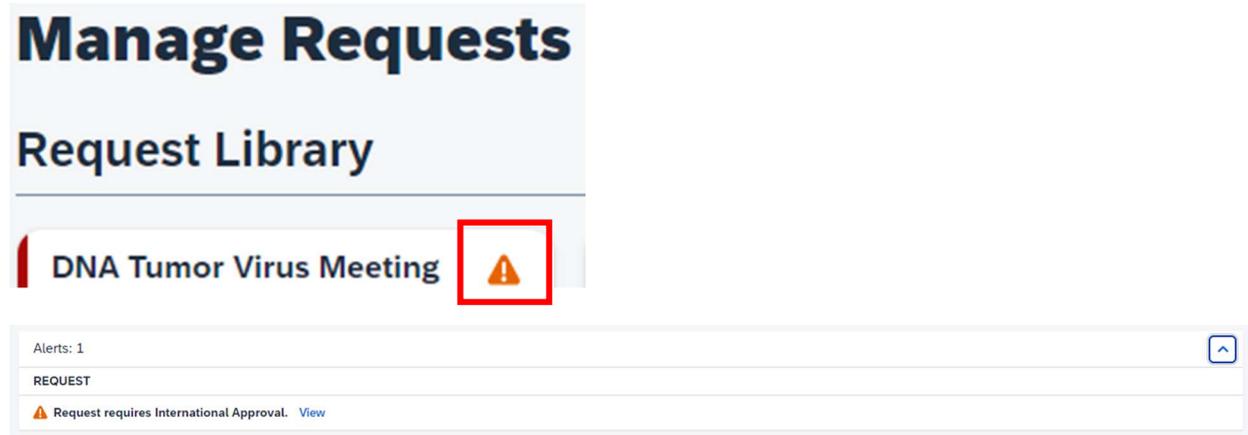


You may submit the request with this flagged. Risk and Compliance will be notified of international travel request and match the form to the Concur request. You do not need to attach the international registration form to your travel request in Concur.

If an international registration has not been completed prior to your trip, reimbursements may be delayed or result in nonpayment by Risk and Compliance discretion.