University of Houston Concur Instructions
Creating a Travel Request

Step 1: Go to the Request page and select “New Request”.

To go to the Request page, you can:
(1) Click on + New, then select “Start a Request” (See Snapshot #1); or
(2) Click on “Requests”, then click on “New Request” (See Snapshot #2)

Snapshot #1

Snapshot #2
Step 2: Complete the information in the Request Header (all fields with a red asterisk * are required) then click Create Request

Document ID

Enter the travel information in the following format:

Traveler Last Name, Traveler First Name Initial Destination City Departure Date (MMDDYY)

You can enter up to 30 characters in this field.

Primary Purpose of Travel

Select the primary purpose of the travel from the dropdown box. The dropdown box lists the following purposes:
Traveler Type

This field is grayed out. Concur will automatically pull this information from the user profile.

Travel Type

Select the travel type from the dropdown:
- Employee Travel in Texas (Not Student Recruiting)
- Employee Travel Outside TX, but Inside US, Canada, or Mexico
- Employee Travel Outside US, Canada, and Mexico
- Employee Travel to Recruit Students (All Destinations)
- New Employee Moving Expenses
- Participant Cost Travel
- Prospective Employee Travel
- Prospective Student Travel
- Regent Travel in Texas
- Regent Travel Outside Texas
- Student Field Trip in the US
- Student Study Abroad Travel
- Student Team Competition
- Travel for a Consultant (Paid a Fee)
- Travel for a Lecturer/Artist (Paid a Fee)
- Travel for Other Contractor (Paid a Fee)
- University Guest Travel (Not Paid a Fee)

Request Policy

This field is grayed out. It indicates that Travel Request is processed in compliance with the UH Request Policy.

Travel State Date and Travel End Date

Enter the departure date and return dates.

Purpose/Benefit
Enter the purpose/benefit of the trip.

**Duration (Days)**

You do not need to enter any value in this field. Once the request is saved, Concur computes the travel days and indicate it in this field.

**Number of Personal Days**

Enter the number of personal days planned for the trip. If none, enter “0” (zero).

**Foreign Travel for Employee/Prospective Employee**

Indicate whether the travel is to or from countries outside Canada, Mexico, the United States, and the U.S. territories and possessions for an employee or prospective employee.

**Is a state fund cost center used on this trip?**

Indicate whether state funds will be used for the trip.

**Destination City 1 and Additional Destination Cities**

Enter the destination city or cities. Multiple destinations can be indicated in the “Additional Destination Cities” using semi-colons (e.g., Paris; London, etc.)

**Business Unit, Department, Fund Type, Fund Code, Program, Project, Grant Type, Chartfield1**

Concur automatically pulls these fields from the traveler’s profile, if a default cost center is entered in the profile. To change or enter a cost center, select each field in the order presented (Business Unit, Department, Fund Type, etc.).

**Will any travel cost be paid by a non-UH third party?**

Enter “Yes” or “No”.

**Name of non-UH third party**

If “Yes” is selected for a non-UH third party payment, enter the name of the third party.

**100% of travel cost paid by non-UH third party?**

If “Yes” is selected for a non-UH third party payment, indicate whether 100% is paid by the third party. If 100% is paid by the third party, you do not need to provide additional information. If less than 100% is paid by the third party, you must attach a letter from the third party indicating the information about their payment.

**Public Health Service (PHS) Grant**
If “Yes” is selected for a non-UH third party payment, indicate the traveler’s association with a PHS grant. If the traveler’s salary was paid from a PHS grant and/or he/she is an investigator on the grant, Concur sends an e-mail notification to the Office of Research Policies, Compliance, and Committees, so ORPCC can follow up with the department later. ORPCC does not approve the Travel Request or delay the approval process.

**Step 3: If you are requesting a Travel Advance, complete the Cash Advance section.**

Note: Travel Advances are available for employee foreign travel and group travel only. Only employees who are eligible for Travel Advances may receive Travel Advances.

The Cash Advance section is on the bottom of the Request Details segment > Add Cash Advance.

---

**Step 4: Enter the Cash Advance Amount and type in the comments stating what the cash advance will cover. Then click Save.**
University of Houston Concur Instructions
Creating a Travel Request

Step 5: Complete the information in the Expected Expenses page by Adding the expected expenses for your trip

<table>
<thead>
<tr>
<th>Expected Expenses</th>
<th>Details</th>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Ticket</td>
<td>Houston (IAH) - Paris (CDG) - Round Trip</td>
<td>07/11/2022</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Paris, FRANCE - Paris, FRANCE</td>
<td>07/11/2022</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Dining</td>
<td></td>
<td>07/11/2022</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Hotel Reservation</td>
<td>Paris, FRANCE</td>
<td>07/11/2022</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td>07/11/2022</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Other Incidental Expenses</td>
<td>Conference Registration Fee</td>
<td>07/11/2022</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

**Air Ticket**

Enter the request amount, departure/arrival cities, and dates. Other fields are optional. Click on “Save”.

[New Expense: Air Ticket]

**Car Rental**

Enter the request amount, pick-up/drop-off cities. Other fields are optional. Click on “Save”.

Page 6 of 11
Hotel Reservation

Enter the request amount and city. Other fields are optional. Click on “Save”.

New Expense: Hotel Reservation
Dining (Travel Meals)

Enter the request amount. Other fields are optional. Click on “Save”.

Mileage

Enter the amount and “Save”. Other fields are optional.
Other Incidental Expenses

Enter the request amount and expense detail. Other fields are optional. Click on “Save”. You should use this segment for registration, planned business meals, parking, rental car gasoline, and other incidental expenses. For registration, the conference name should be entered in the Details field.

Step 6: Attach required documents if necessary.

Click on “Attachments” and select “Attach documents”.

Examples of documents to attach to the Travel Request:

• Conference agenda
• Export Controls form for foreign travel
• Office of State-Federal Relations confirmation for travel to DC on state funds
Step 7: Submit the request in workflow.

Click on “Submit Request”.

The system asks for your confirmation. Click on “Accept & Submit”

---

Step 8 (Optional): If you need to adjust the Approval Flow click on Request Details > Request Timeline

On Request Timeline click on Edit. From here you can then edit the Approval Flow > click Save
Request Timeline
Traveler, L Paris 07/11/22 | $3,200.00

Approval Flow [Edit]

<table>
<thead>
<tr>
<th>Supervisor UH</th>
<th>Certifying Signatory Level 2</th>
<th>Vice President Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor, Kevin</td>
<td>Search by Last Name</td>
<td>Search by Last Name</td>
</tr>
</tbody>
</table>

Request Summary
EXPENSE COMMENT  Other Incidental Expenses  | 07/11/2022  | $700.00  View
Traveler, Linda 07/06/2022
International Technology Conference

Add Comment

Edit Approval Flow