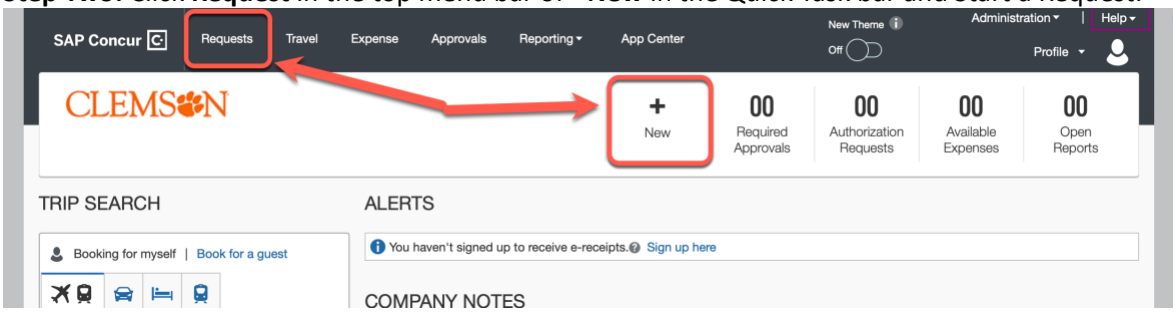
Office of
PROCUREMENT AND
BUSINESS SERVICES
Clemson University

# Creating a Request to Travel

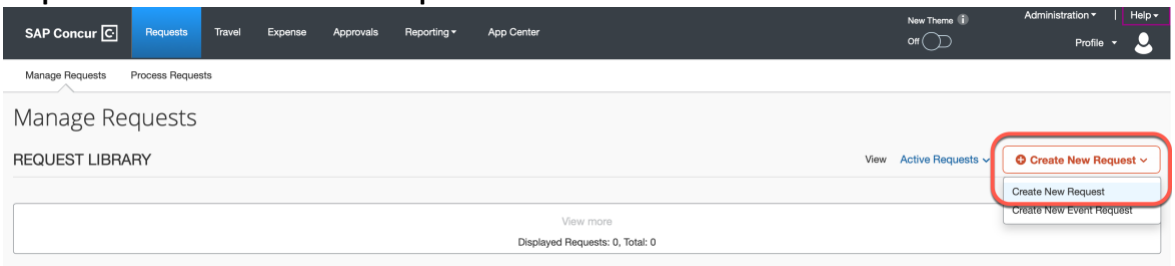
## What is the purpose of a travel request? Is it required?

A travel request is a request submitted in Concur that gives the dates of travel, final destination, purpose of trip, and expected expenses. Travel requests are required for any overnight or international travel per the Clemson Travel Policy.

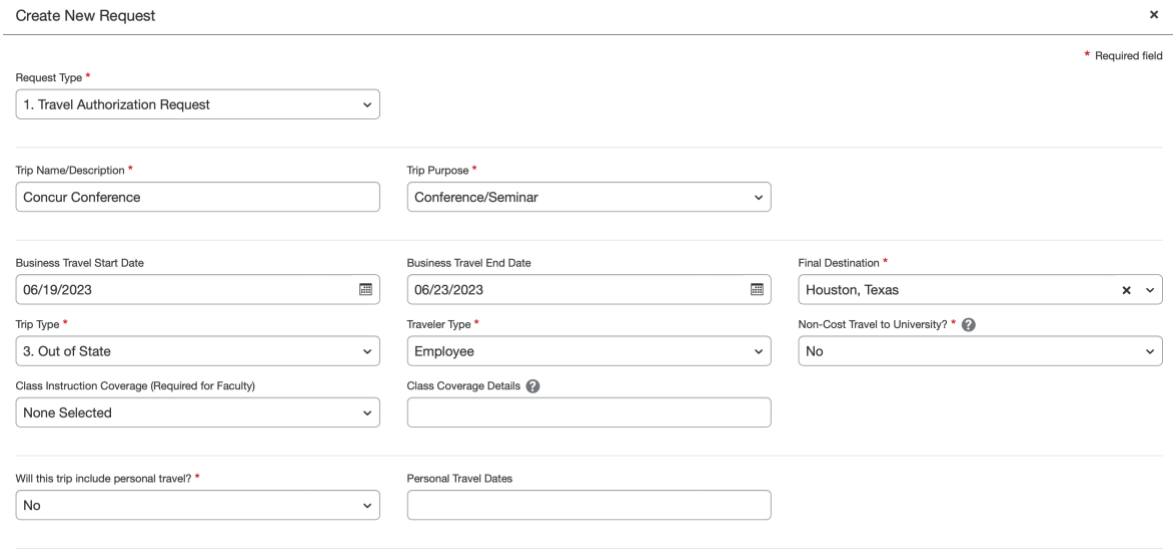
**Step One:** Log into Concur using the SSO login.
**Step Two:** Click **Request** in the top menu bar or **+New** in the Quick Task bar and Start a Request.




**Step Three:** Click **Create a New Request.**

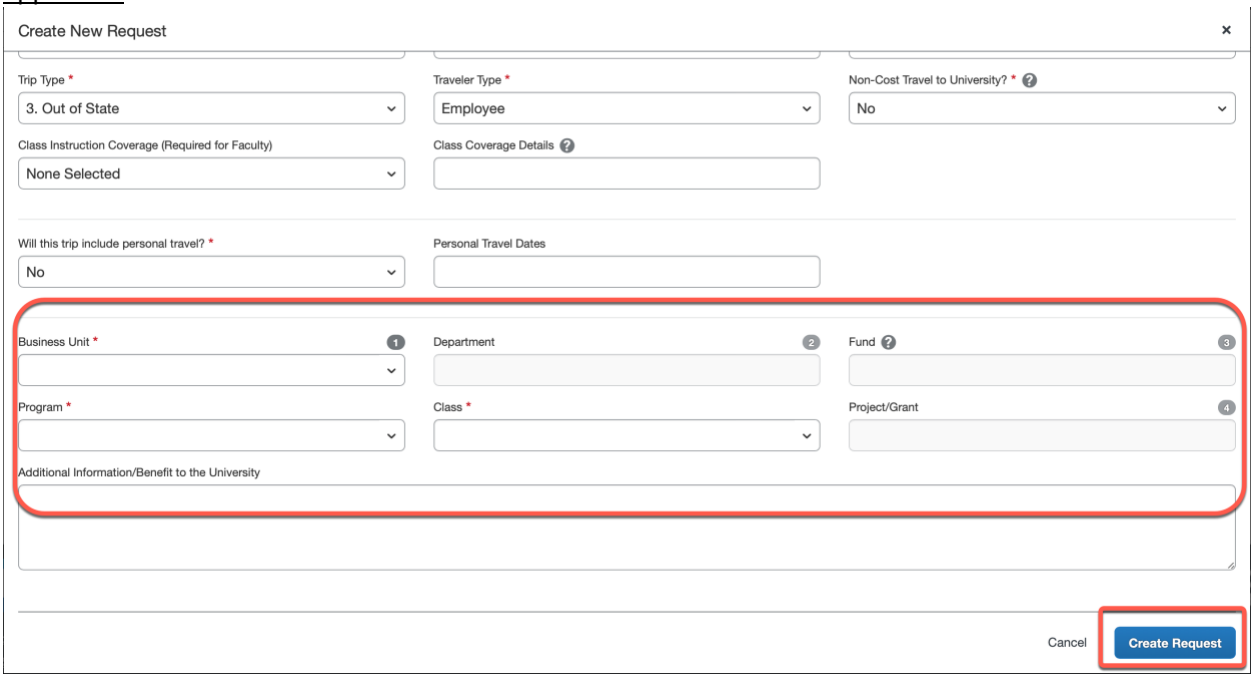



**Step Four:** Fill out the required information marked with a red asterisk.

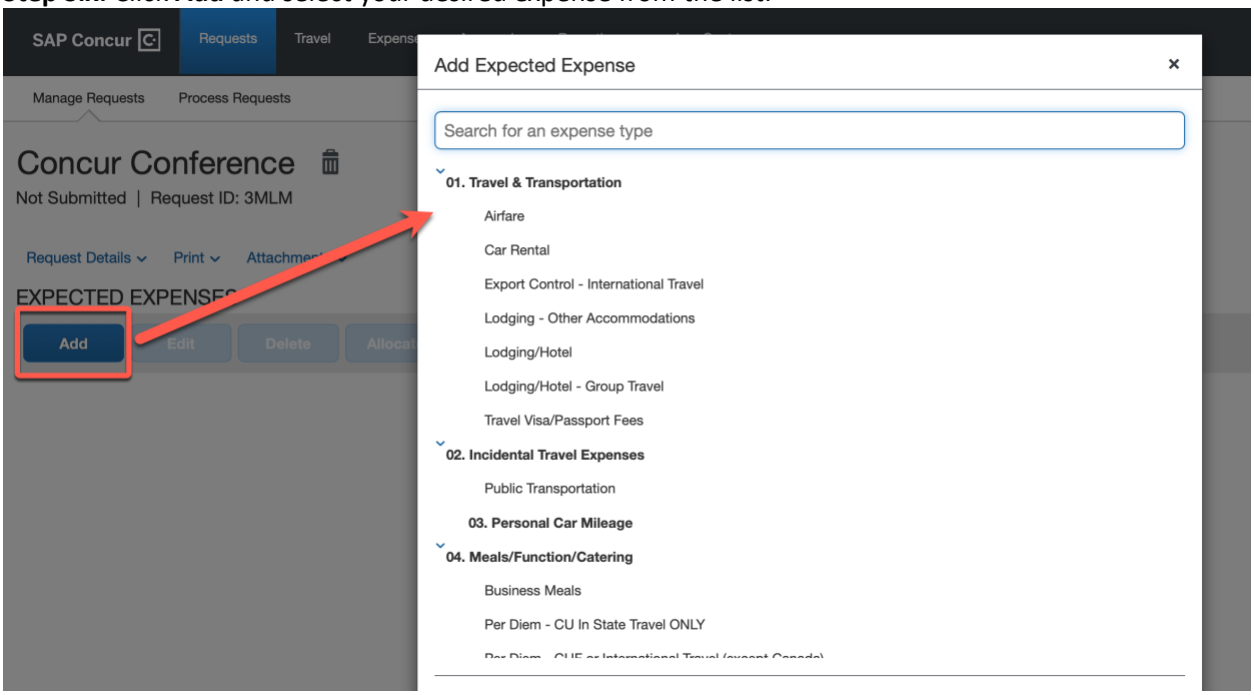


**Step Five:** Enter the chartstring that is funding the trip you are requesting. Begin by clicking in the text box under Business Unit and select from CU or CUF. These fields can be searched by typing the number or code in each text box. Click Create Request when all fields are complete.

**Note:** If you are unsure of the chartstring you should be using, contact your departmental AP to receive the correct information. Selecting the incorrect chartstring will only delay your request from being approved.

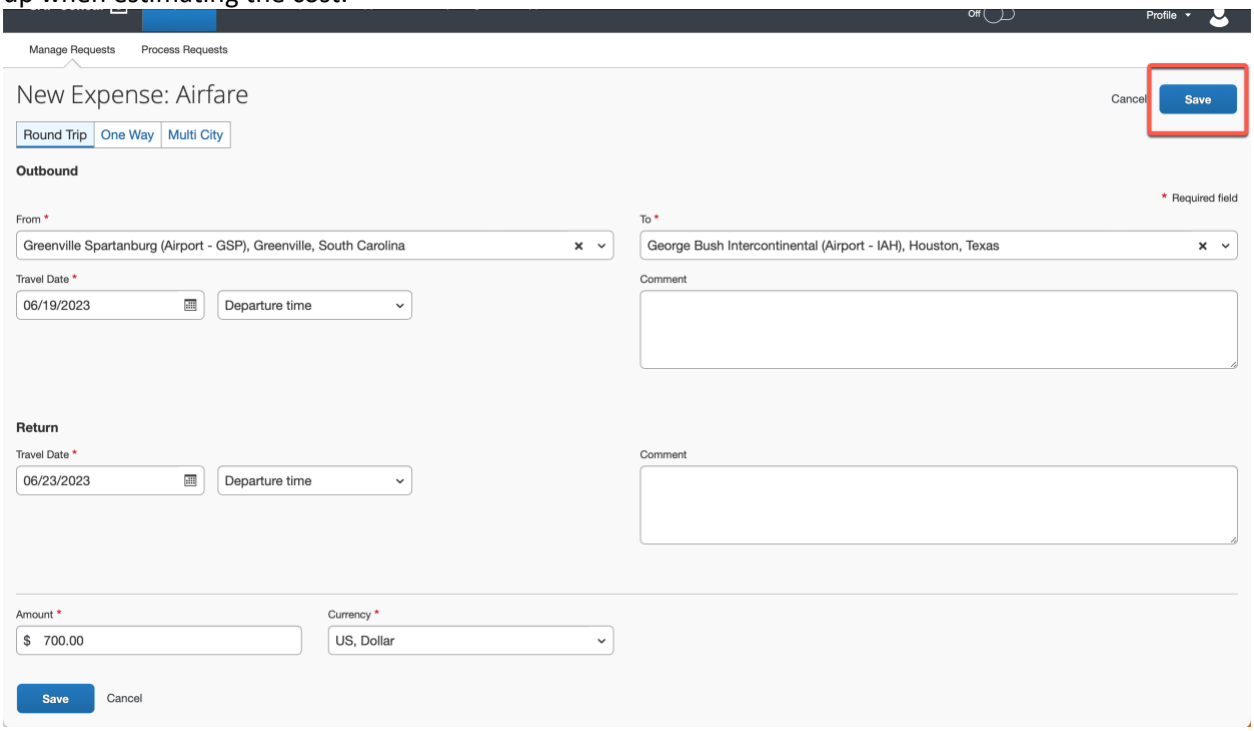



**Step Six:** Click **Add** and select your desired expense from the list.



**Step Seven:** Fill out the required fields marked with a red asterisk. Click **Save** when complete.

**Note:** These are only expected expenses or estimates. You do not need to attach quotes and can round up when estimating the cost.

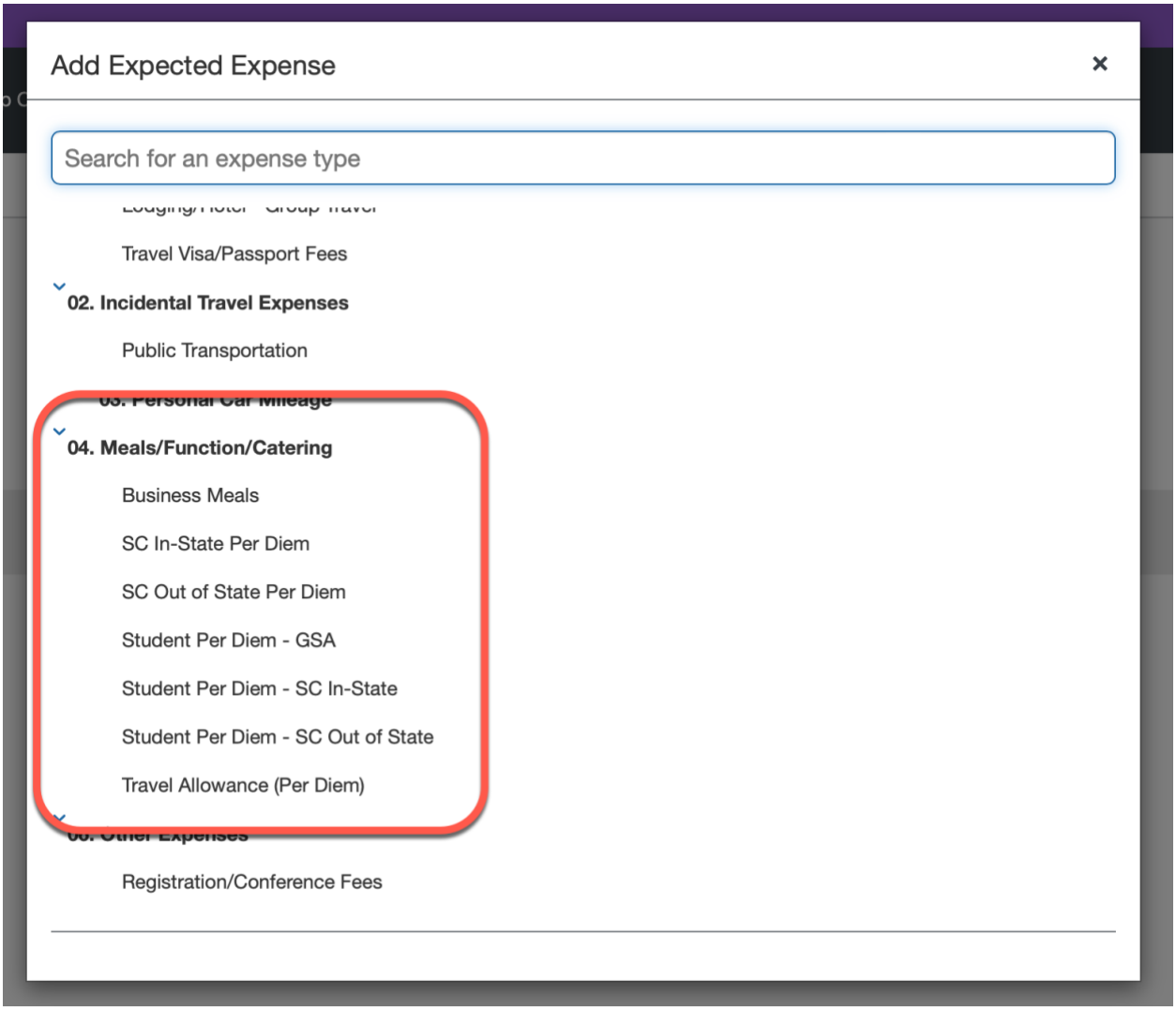



**Step Eight:** Click **Add** and continue adding expense types to the request. Smaller charges should be added in the Incidental Travel Expenses expense type.

**International Requests ONLY:** International requests require the Export Control – International Travel expense type to be added. Any questions on this form with a "yes" answer will route the travel request to the Export Control office for approval.

**Step Nine:** If you will be requesting per diem, click **Add** and find the correct per diem form for your travel request.

**Travel Allowance (Per Diem)** – this expense type should be used for all employees, utilizes the GSA rates.
**SC In-State/Out of State Per Diem** – this expense type should only be used for employees utilizing Funds 10 or 18.
**Student Per Diem (GSA)** – this expense type should be used when a faculty/staff member pays for student per diems.
**Student Per Diem (SC In-State/Out of State)** – this expense type should be used when a faculty/staff member pays for student per diems with Funds 10 or 18.




**Step Ten:** Continue adding expected expenses as needed. When all required fields are complete, click **Submit Request**.