

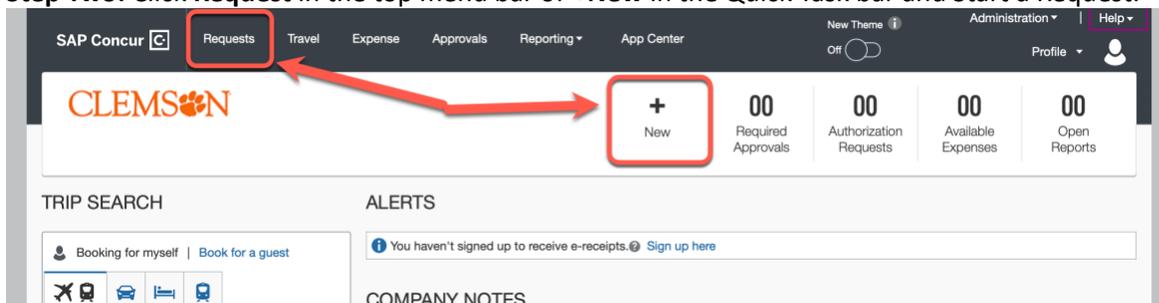
Creating a Request to Travel

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

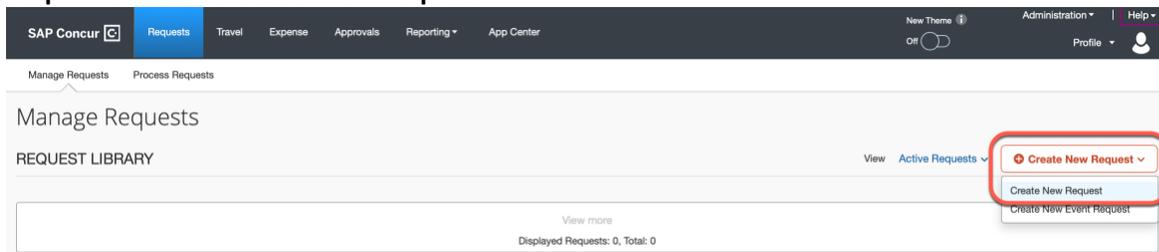
A travel request is a request submitted in Concur that gives the dates of travel, final destination, purpose of trip, and expected expenses. Travel requests are required for any overnight or international travel per the Clemson Travel Policy.

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.

Create New Request x

* Required field

Request Type *

Trip Name/Description *

Trip Purpose *

Business Travel Start Date

Business Travel End Date

Final Destination *

Trip Type *

Traveler Type *

Non-Cost Travel to University? *

Class Instruction Coverage (Required for Faculty)

Class Coverage Details ?

Will this trip include personal travel? *

Personal Travel Dates

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.

Create New Request

Trip Type * 3. Out of State

Traveler Type * Employee

Non-Cost Travel to University? * No

Class Instruction Coverage (Required for Faculty) None Selected

Class Coverage Details

Will this trip include personal travel? * No

Personal Travel Dates

Business Unit * 1 Department 2 Fund 3

Program * 4 Class * Project/Grant

Additional Information/Benefit to the University

Cancel Create Request

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

SAP Concur

Requests Travel Expenses

Manage Requests Process Requests

Concur Conference

Not Submitted | Request ID: 3MLM

Request Details Print Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Add Expected Expense

Search for an expense type

- 01. Travel & Transportation
 - Airfare
 - Car Rental
 - Export Control - International Travel
 - Lodging - Other Accommodations
 - Lodging/Hotel
 - Lodging/Hotel - Group Travel
 - Travel Visa/Passport Fees
- 02. Incidental Travel Expenses
 - Public Transportation
- 03. Personal Car Mileage
- 04. Meals/Function/Catering
 - Business Meals
 - Per Diem - CU In State Travel ONLY
 - Per Diem - CUF or International Travel (except Canada)

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.

The screenshot shows a web form titled "New Expense: Airfare". At the top right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box. The form is divided into "Outbound" and "Return" sections. The "Outbound" section has a "From" field with a red asterisk containing "Greenville Spartanburg (Airport - GSP), Greenville, South Carolina", a "To" field with a red asterisk containing "George Bush Intercontinental (Airport - IAH), Houston, Texas", a "Travel Date" field with a red asterisk containing "06/19/2023", and a "Departure time" dropdown menu. The "Return" section has a "Travel Date" field with a red asterisk containing "06/23/2023" and a "Departure time" dropdown menu. Below these sections are "Amount" and "Currency" fields. The "Amount" field contains "\$ 700.00" and the "Currency" field contains "US, Dollar". At the bottom left, there are "Save" and "Cancel" buttons.

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.

Add Expected Expense x

Search for an expense type

Logging/Hotel Group travel

Travel Visa/Passport Fees

02. Incidental Travel Expenses

Public Transportation

03. Personal Car Mileage

04. Meals/Function/Catering

- Business Meals
- SC In-State Per Diem
- SC Out of State Per Diem
- Student Per Diem - GSA
- Student Per Diem - SC In-State
- Student Per Diem - SC Out of State
- Travel Allowance (Per Diem)

05. Other Expenses

Registration/Conference Fees

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