



How to create and submit a travel request in Concur

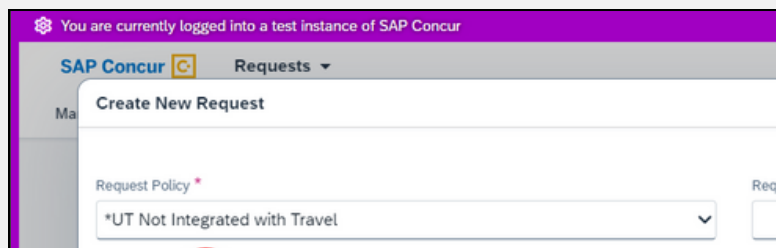
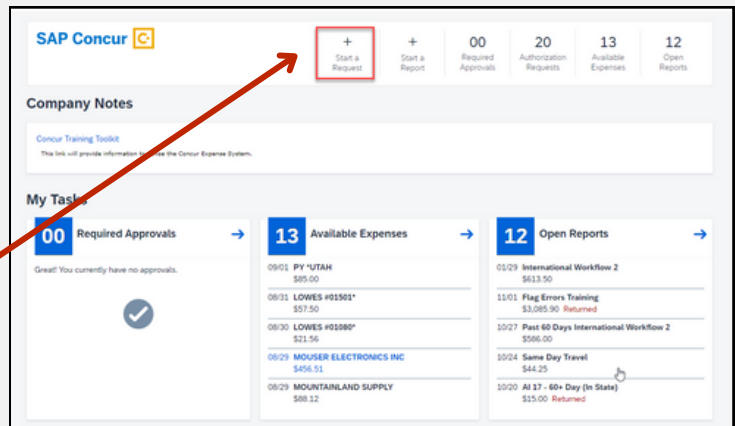
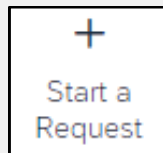
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Create a travel request

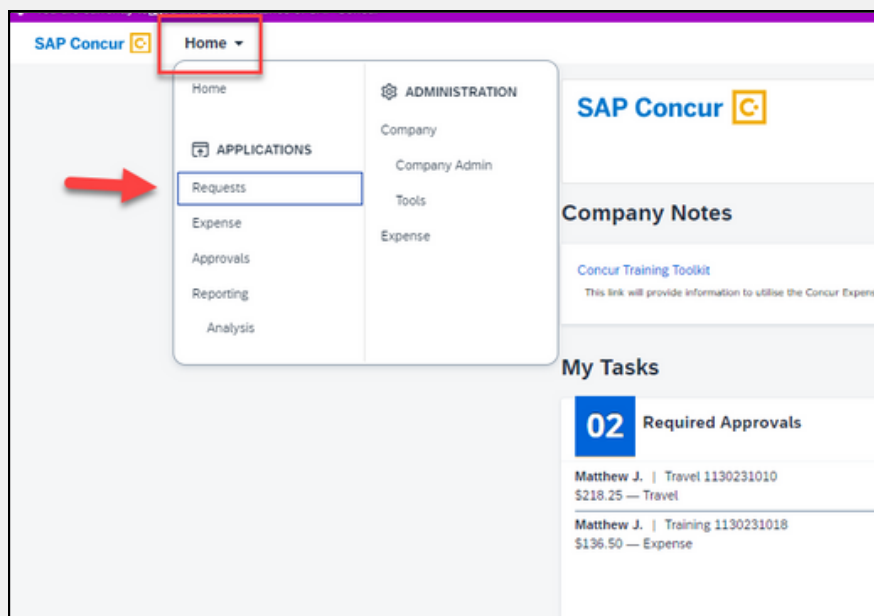
Option 1: Start your request from the Concur home page

From the home page, click **Start a Request** at the top of the page.



You'll see a window labeled Create New Request.

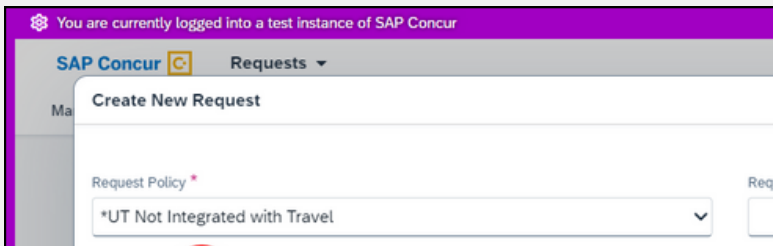
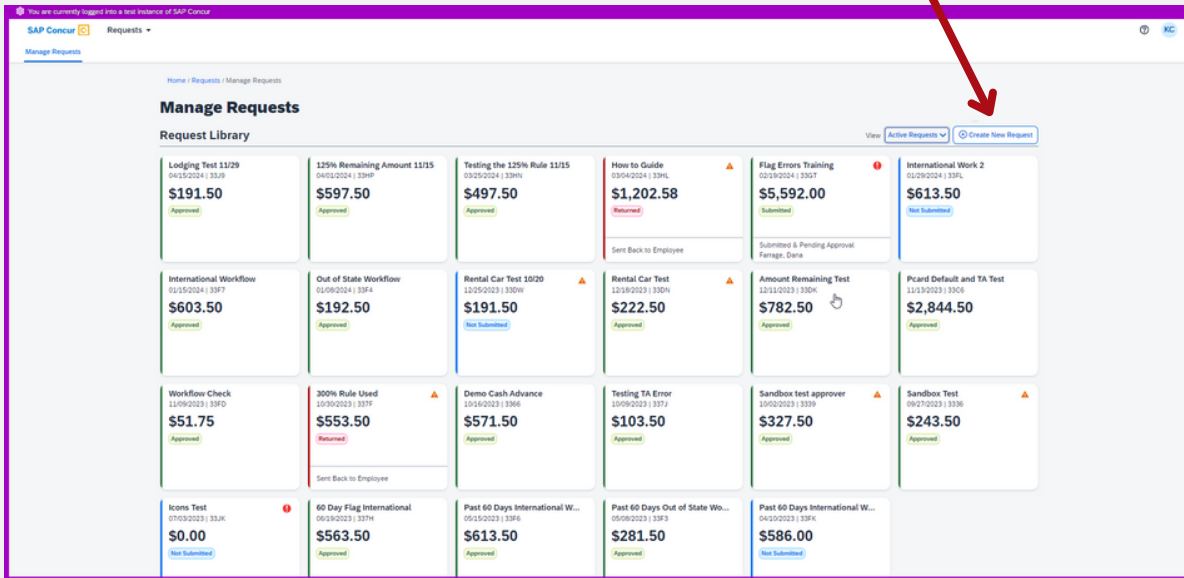
Option 2: Start your request from the Manage Requests screen



In the upper left, click **Home**.

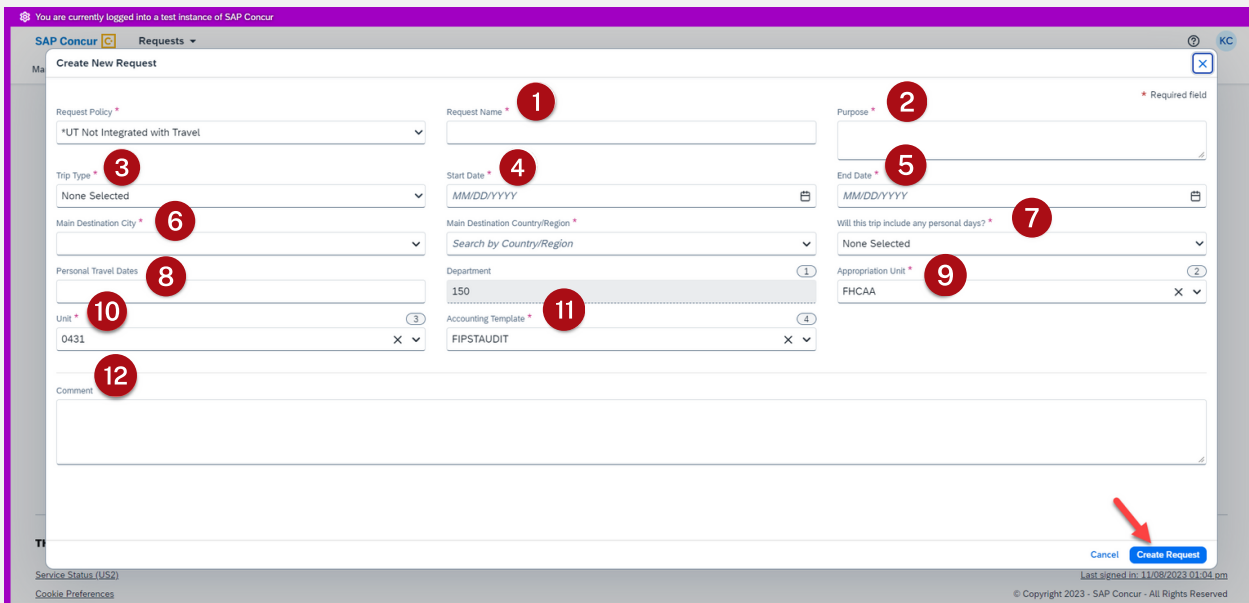
Click **Requests**.

Click **Create New Requests** in the upper right.

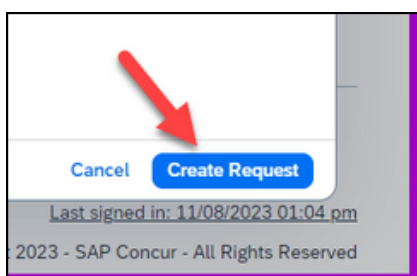


You'll see a window labeled Create New Request.

You'll see a window labeled Create New Request. This is the request header. Fill in the fields. Check out the next page if you're not sure how to fill in everything correctly.



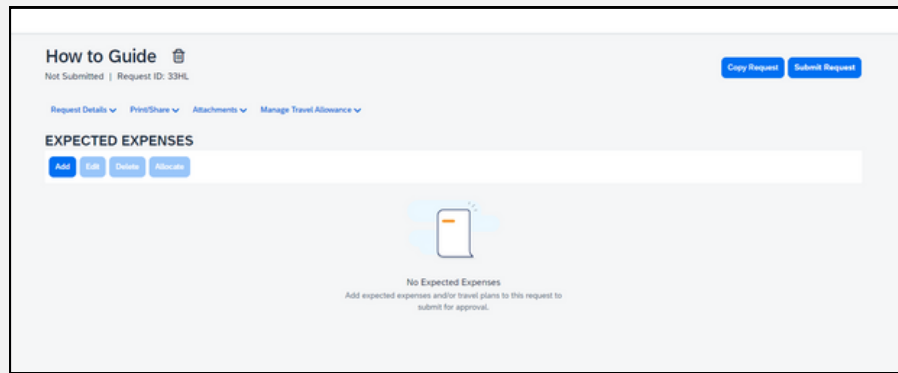
1. In the **Request Name** field, name the request. Follow your agency's guidance on how to name requests. We recommend including the traveler's name, destination, and date. For example: Jane Doe - Denver - 11/08/2023.
2. In the **Purpose** field, write your business purpose. For example, "I'm attending PCI compliance training to better understand my job." Follow your agency's guidance for entering the business purpose.
3. From the **Trip type** drop-down menu, select your type of travel; choose In State, International includes Alaska, Hawaii, and US Territories, or Out of State.
4. In the **Start Date** field, enter the first day of the trip, including personal days if applicable.
5. In the **End Date** field, enter the last day of the trip, including personal days if applicable.
6. From the **Main Destination City** drop-down menu, select the final destination of your trip.
7. From the drop-down menu **Will this trip include personal days?** select **Yes** or **No**.
8. In the **Personal Travel Dates** field, enter the dates of your personal travel days if your trip includes personal travel days. Leave this box blank if you won't have personal travel days.
9. From the **Appropriation Unit** drop-down menu, select the correct coding. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
10. From the **Unit** drop-down menu, select the correct code. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
11. From the **Accounting Template** drop-down menu, select the correct template. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
12. In the **Comment** field, write any comments you'd like your approver to see. This is field is optional. For example, "I'm requesting a rental car because the conference has an offsite activity that I need to attend." Follow your agency's guidance for how to fill in the Comment field.




When you've filled in all the fields, click the blue button **Create Request** in the bottom-right corner.


You've arrived at the Expected Expenses screen!

Now it's time to add your expected expenses.

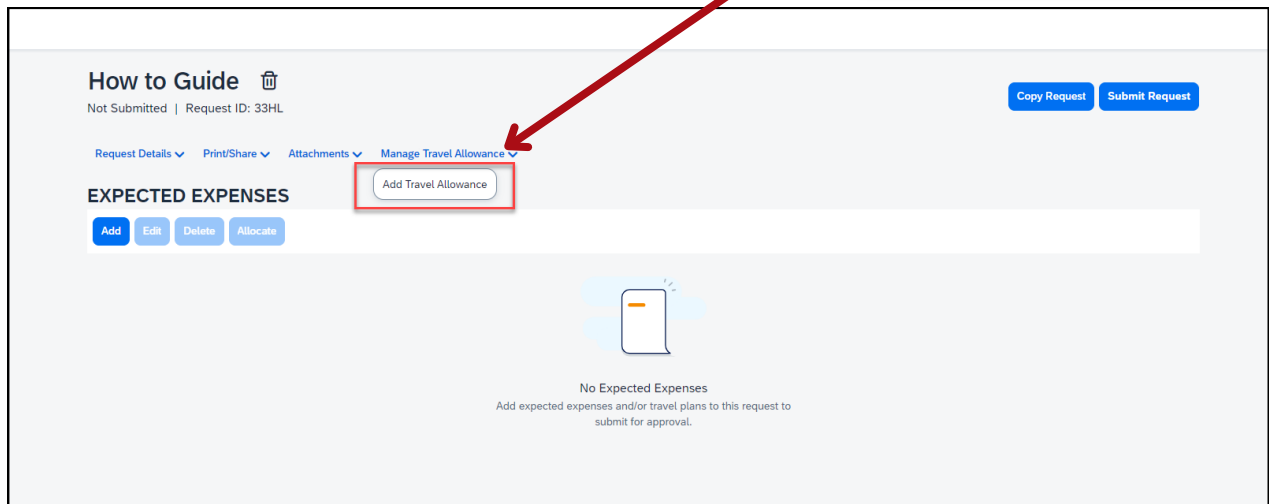
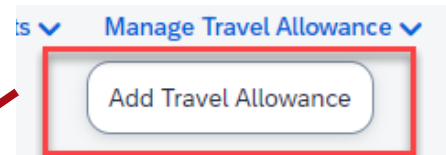


Add the travel allowance

 When you add the travel allowance, you'll provide your start location, destination, travel dates and times. Concur uses this information to determine GSA rates. GSA rates are reimbursement rates set by the General Services Administration that determine how much you should be reimbursed each day for lodging and also for meals and incidental expenses.

If the city you're traveling to doesn't come up automatically, try adding other nearby cities. When other cities do come up, choose the one that is closest to your destination to make sure the correct GSA rate is loaded. 

From the Expected Expenses screen, click the blue text **Manage Travel Allowance** and then click the button **Add Travel Allowance**.



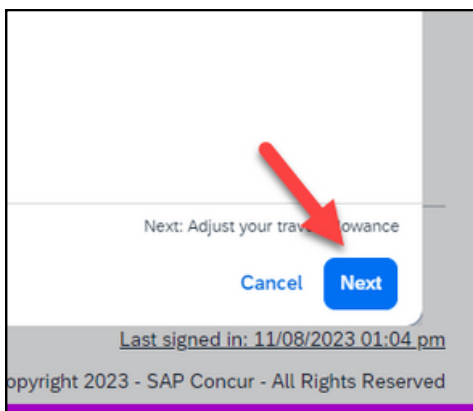
You'll see a window labeled Travel Allowance. Fill in the fields.

The screenshot shows the SAP Concur 'Travel Allowance' form. It includes the following fields and options:

- 1**: Detailed Itinerary
- 2**: Without overnight
- 3**: Itinerary Name (text field, value: How to Guide)
- 4**: Start Time (time field, value: 12:00 AM)
- 5**: Arrival Location (dropdown menu, value: Enter City)
- 6**: End Time (time field, value: 12:00 AM)
- Start Location (dropdown menu, value: Enter City)
- Start Date (date field, value: 03/04/2024)
- End Location (dropdown menu, value: Enter City)
- End Date (date field, value: 03/06/2024)

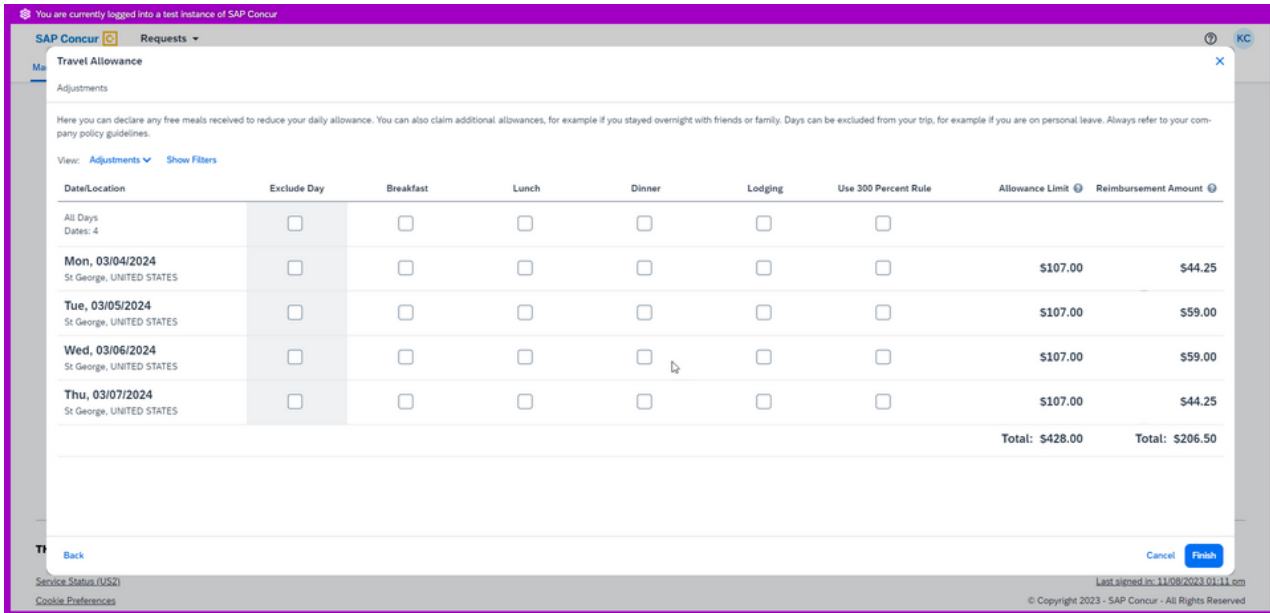
At the bottom right, there is a 'Next' button highlighted with a red arrow, and a 'Cancel' button. A message above the buttons says 'Next: Adjust your travel allowance'. The footer contains 'Last signed in: 11/08/2023 01:04 pm' and '© Copyright 2023 - SAP Concur - All Rights Reserved'.

1. If you have multiple overnight stays at different locations, check the box **Detailed Itinerary**.
2. If you're not staying overnight at your destination, check the box **Without overnight**.
3. In the **Start Location** field, enter the city you're leaving from.
4. In the **Start Time** field, enter the time you'll leave to begin your trip.
5. In the **Arrival Location** field, enter the city you're traveling to.
6. In the **End Time** field, enter the time your trip ends.



When you've filled in all the fields, click the blue button **Next** in the bottom-right corner.

Now you'll see the adjustments screen.

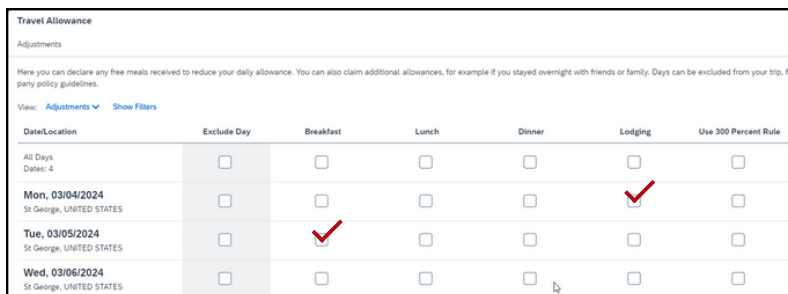
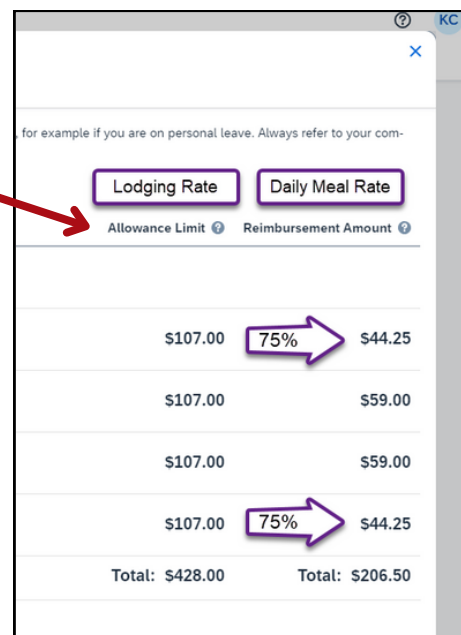


On the right side you'll see 2 columns: Allowance Limit and Reimbursement Amount.



Allowance Limit shows the GSA rates, or per diem, for lodging. GSA rates are based off of the destination city.

Reimbursement Amount shows the GSA rates for meals and incidental expenses. For meals and incidental expenses, you'll get reimbursed 75% of GSA rates on the first and last day of your trip.



Checking the boxes allows you to exclude meals or lodging from your travel request.



Exclude any days or meals from your request by checking the boxes.

The screenshot shows the SAP Concur Requests - Travel Allowance Adjustments page. The page title is "Travel Allowance" and the sub-section is "Adjustments". Below the title, there is a paragraph explaining that users can declare free meals to reduce their daily allowance or claim additional allowances. The page includes a table with the following columns: "Date/Location", "Exclude Day", "Breakfast", "Lunch", "Dinner", "Lodging", and "Use 300 Percent Rule". The "Exclude Day" column is highlighted with a red circle labeled "1". The "Breakfast", "Lunch", and "Dinner" columns are grouped together with a red box and a red circle labeled "2". The "Lodging" column is highlighted with a red circle labeled "3". The "Use 300 Percent Rule" column is highlighted with a red circle labeled "4". The table rows include "All Days", "Mon, 03/04/2024", "Tue, 03/05/2024", "Wed, 03/06/2024", and "Thu, 03/07/2024", each with a location of "St George, UNITED STATES".


Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Use 300 Percent Rule
All Days Dates: 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon, 03/04/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue, 03/05/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed, 03/06/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu, 03/07/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Select boxes under **Exclude Day** if you shouldn't be reimbursed for lodging or meals for a specific day. Select the top check box to exclude all the days, or select the daily boxes to exclude specific days from the calculation of the reimbursement amount.

2. Select boxes under **Breakfast, Lunch, or Dinner** if you shouldn't be reimbursed for a given meal. Select the top box of a meal type to exclude that meal for all days or select the daily meal box to exclude by meal and day from the calculation of the reimbursement amount.

3. Select boxes under **Lodging** if you shouldn't be reimbursed for lodging on a given day. Select the top box to exclude lodging for all days, or select the daily boxes to exclude lodging for certain days from the calculation of the reimbursement amount.

4. If you plan to book a hotel that's more than GSA rates, select boxes under **Use 300 Percent Rule**. Select the top box if the hotel rates are more than GSA rates every day, or select the daily boxes if the hotel rates are more than GSA rates only on certain days during your stay.

 If you select any boxes under **Use 300 Percent Rule**, the total is automatically calculated and shows 300% of the GSA rate in the Allowance Limit column even though your hotel may not be that expensive.

When you're done excluding days, click the blue button **Finish** in the bottom-right corner.

The screenshot shows the bottom-right corner of the SAP Concur Requests - Travel Allowance Adjustments page. A red arrow points to the blue "Finish" button. The "Cancel" button is also visible. The text "Last signed in: 11/08/2023 01:11 pm" is visible at the bottom.

You're back at the Expected Expenses screen and your travel allowance has been added.

The screenshot shows the SAP Concur interface for a request titled "How to Guide \$206.50". The status is "Not Submitted" with Request ID: 33HL. Under the "EXPECTED EXPENSES" section, there is a table with the following data:

Expense type	Details	Date	Amount	Requested
Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
				\$206.50

A red arrow points to the "Add" button in the "EXPECTED EXPENSES" section.



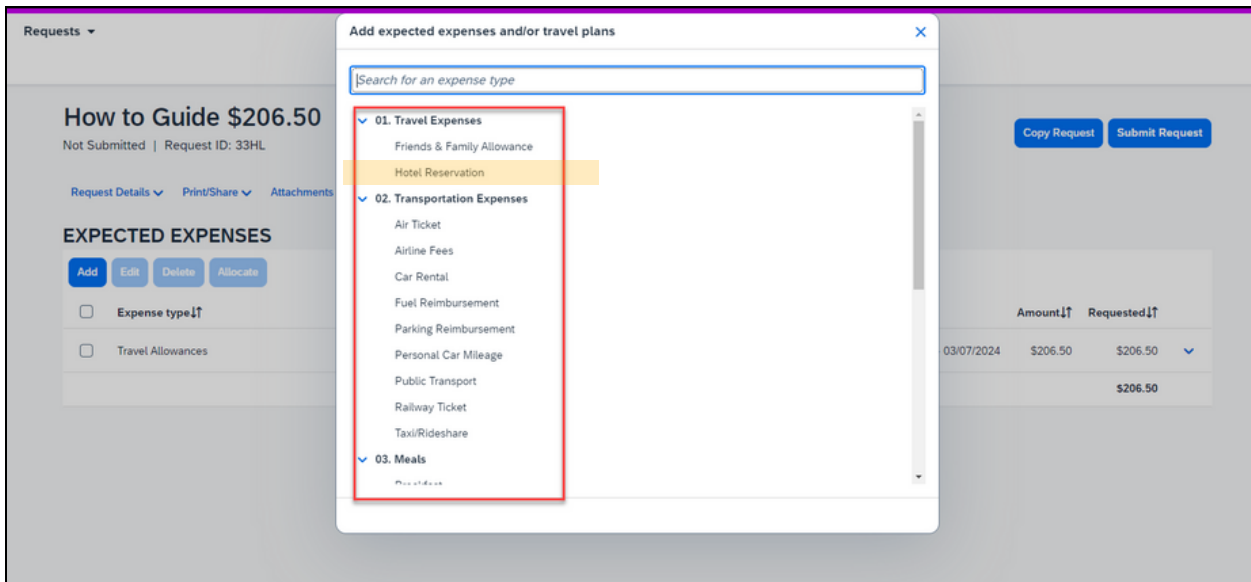
The following pages show you how to add other expected expenses. Let's start by adding a hotel reservation. If you don't need help with expenses, skip to pages 27-28 to submit your travel request.

Add a hotel reservation

From the Expected Expenses screen, click the blue button **Add**.

This is a close-up of the "EXPECTED EXPENSES" section from the previous screenshot. It shows the "Add", "Edit", "Delete", and "Allocate" buttons. A red arrow points to the "Add" button.

Select **Hotel Reservation** from the drop-down menu.



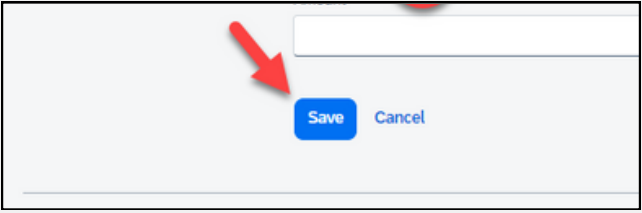
You'll see a screen that says **New Expense: Hotel Reservation**. Fill in the fields.

The screenshot shows the "New Expense: Hotel Reservation" form. It has three numbered red circles: 1 points to the "Detail" field, 2 points to the "Comment" field, and 3 points to the "Amount" field. A red arrow points to the "Save" button.

1. In the **Detail** field, write which hotel you're expecting to stay at, specify if it's a conference hotel or not.

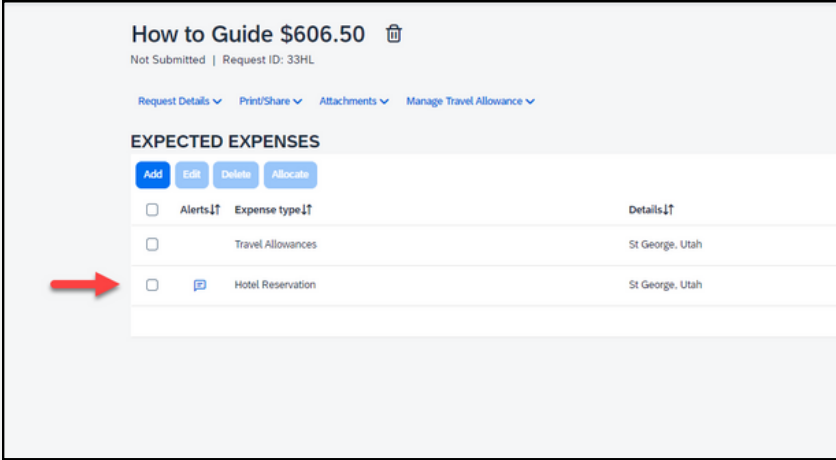
2. In the **Comment** field, write in any extra information your approver should know. For example, if you can't stay at a conference hotel, you would use the comment box to explain why. This field is optional.

3. In the **Amount** field, write an educated, estimated amount including taxes and fees for the entire hotel stay. You could use the lodging allowance total from the travel allowance section as a basis for the amount.



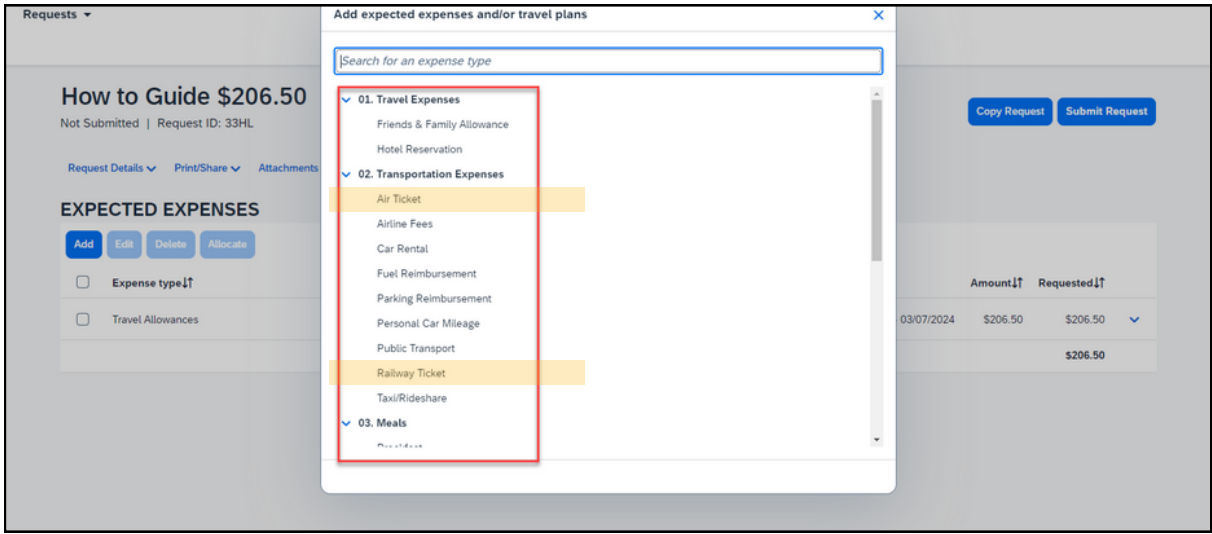
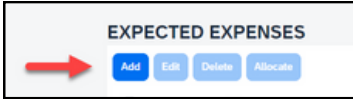
When you've filled in the fields, click the blue button **Save**.

You're back at the Expected Expenses screen and your hotel reservation has been added.



Add air or train travel

On the Expected Expenses screen, click the blue button **Add**. Then select **Air Ticket** or **Railway Ticket** from the drop-down menu.





The fields are the same for an air ticket or railway ticket. For this example, we'll use an air ticket.

You'll see a screen that says **New Expense: Air Ticket**. Fill in the fields.

1. Click **Round Trip**, **One Way**, or **Multi City** to select the type of trip.
2. In the **From** field, enter the airport you'll leave from.
3. In the **To** field, enter the airport you'll arrive in.
4. In the **Depart at** field, enter the time your flight leaves.
5. In the **Comment** field, write in any extra information your approver should know. For example, you could explain, "My flight leaves 2 days before my conference because I've added personal days to my trip." This field is optional.

When you've filled in the fields, click the blue button **Save**.

You're back at the Expected Expenses screen and your air ticket has been added.

How to Guide \$756.50

Not Submitted | Request ID: 33HL

Request Details ▾ Print/Share ▾ Attachments ▾ Manage Travel Allowance ▾

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑
<input type="checkbox"/>		Travel Allowances	St George, Utah
<input type="checkbox"/>		Hotel Reservation	St George, Utah
<input type="checkbox"/>		Air Ticket	Salt Lake City (SLC) - Denver (DEN) : Round Trip

Add a rental car

On the Expected Expenses screen, click the blue button **Add**. Then select **Car Rental** from the drop-down menu.

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

How to Guide \$206.50

Not Submitted | Request ID: 33HL

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

Expense type↓↑

Travel Allowances

Search for an expense type

- 01. Travel Expenses
 - Friends & Family Allowance
 - Hotel Reservation
- 02. Transportation Expenses
 - Air Ticket
 - Airline Fees
 - Car Rental**
 - Fuel Reimbursement
 - Parking Reimbursement
 - Personal Car Mileage
 - Public Transport
 - Railway Ticket
 - Taxi/Rideshare
- 03. Meats

Copy Request **Submit**

	Amount↓↑	Requested↓
03/07/2024	\$206.50	\$206.50
		\$206.50

You'll see a screen that says New Expense: Car Rental. Fill in the fields.

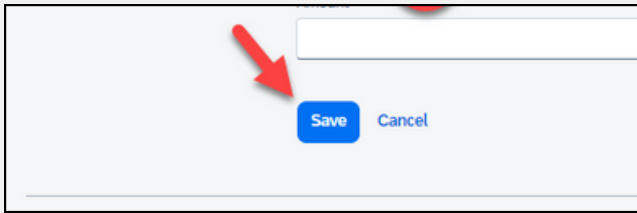
The screenshot shows the SAP Concur 'New Expense: Car Rental' form. The form is titled 'New Expense: Car Rental' and has a 'Cancel' and 'Save' button in the top right. It contains several fields: 'Pick-up' with 'City' (1) and 'Date' (03/04/2024); 'Detail' (2); 'Drop-off' with 'City' (3) and 'Date' (03/06/2024); 'Detail' (4); 'Comment' (5) with a character limit of 9999; 'Car Rental Class' (6) with a dropdown menu showing 'None Selected'; 'Amount' (7) and 'Currency' (US Dollar). A 'Save' and 'Cancel' button is at the bottom left. A red asterisk indicates required fields.

Under the heading Pick-up:

1. In the **City** field, enter where you'll pick up the car.
2. In the **Detail** field, explain why you need a rental car. For example, "I need a rental car to attend an offsite event held by the conference."

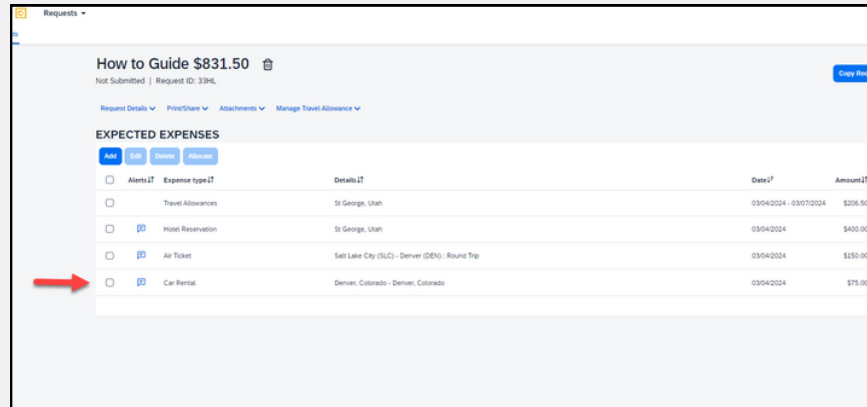
Under the heading Drop-off:

3. In the **City** field, enter where you'll return the car.
4. In the **Detail** field, enter the time your flight leaves.
5. In the **Comment** field, write in any extra information your approver should know. For example, you could explain, "I need a 12 passenger van because I'm transporting 6 people, luggage, and equipment for a presentation at a conference." This field is optional.
6. From the drop-down menu **Car Rental Class**, select the size of car you need to conduct state business.
7. In the **Amount** field, enter an educated, estimated amount including taxes and fees for the car rental.




When you've filled in the fields, click the blue button **Save**.

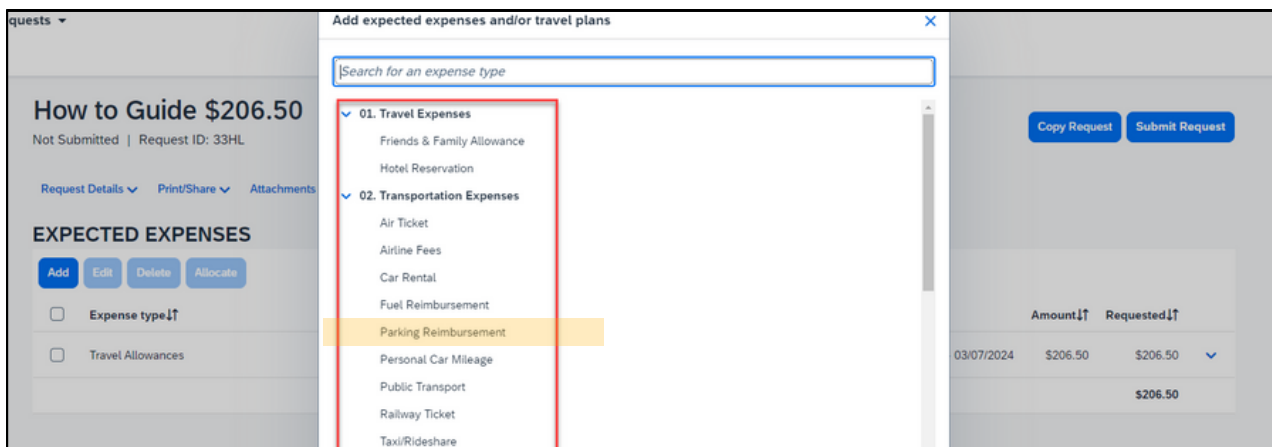
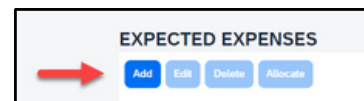
You're back at the Expected Expenses screen and your car rental has been added.



Add parking reimbursement or other expenses

 Use the same steps to add a fuel reimbursement, public transport, taxi/rideshare, airline fees, and friends & family allowance. For this example, we'll add a parking reimbursement.

On the Expected Expenses screen, click the blue button **Add**. Then select **Parking Reimbursement** from the drop-down menu.



You'll see a screen that says **New Expense: Parking Reimbursement**. Fill in the fields.

Manage Requests

New Expense: Parking Reimbursement

03/04/2024

Transaction Date *
03/04/2024

Transaction Amount * 2
Currency *
US, Dollar

Description 1

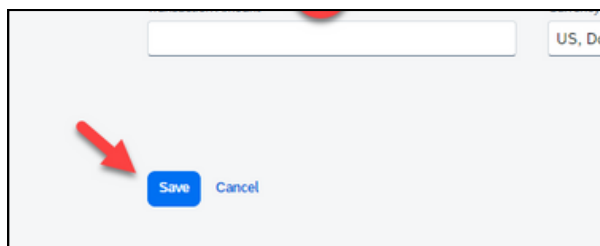
Comment 3

Save Cancel

1. In the **Description** field, enter the reason you need to pay for parking. For example, "I need reimbursement because I'm driving myself to the airport and parking my car there."

2. In the **Transaction Amount** field, enter an educated, estimated amount including taxes and fees for parking.

3. In the **Comment** field, write in any extra information your approver should know. This field is optional.



When you've filled in the fields, click the blue button **Save**.

You're back at the Expected Expenses screen and your parking reimbursement has been added.

How to Guide \$931.50

Not Submitted | Request ID: 33HL

Request Details | Ph#95ave | Attachments | Manage Travel Allowance

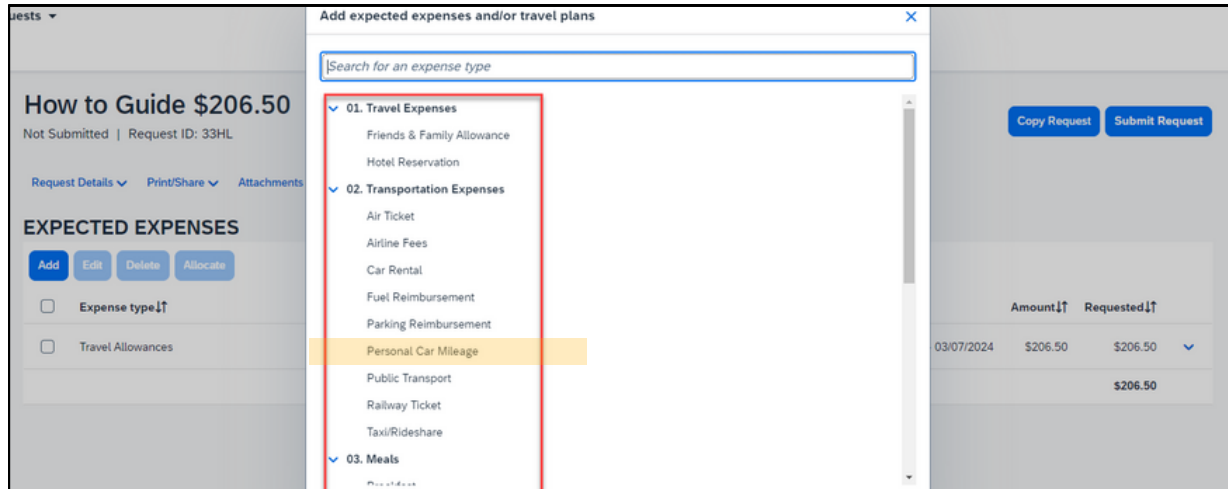
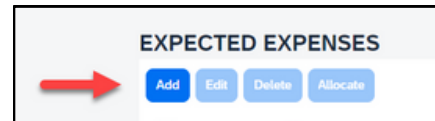
EXPECTED EXPENSES

Add | Edit | Delete | Allocate

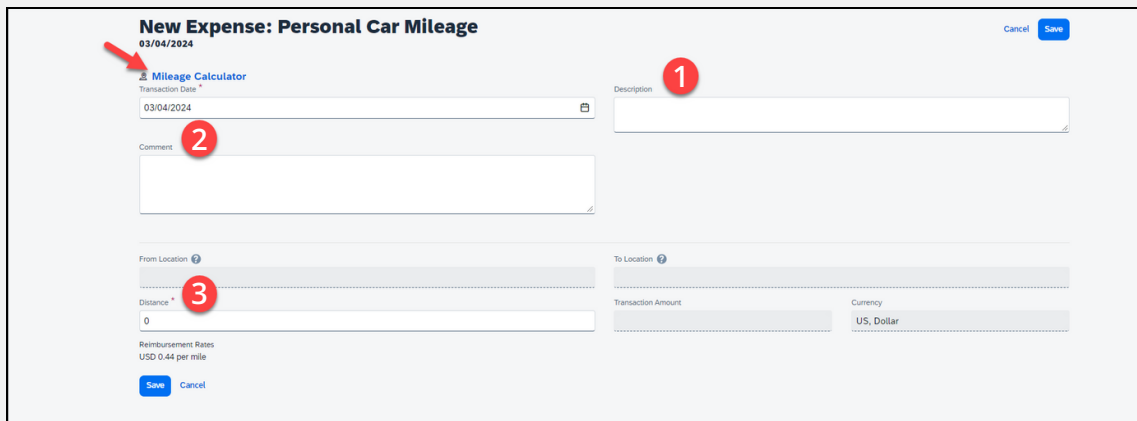
<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Request
<input type="checkbox"/>		Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$0
<input type="checkbox"/>		Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400
<input type="checkbox"/>		Air Ticket	Salt Lake City (SLC) - Denver (DEN) - Round Trip	03/04/2024	\$150.00	\$150
<input type="checkbox"/>		Car Rental	Denver, Colorado - Denver, Colorado	03/04/2024	\$75.00	\$75
<input type="checkbox"/>		Fuel Reimbursement	I need to return the rental car full	03/04/2024	\$70.00	\$70
<input type="checkbox"/>		Parking Reimbursement	I have to drive myself to the airport and pay for parking	03/04/2024	\$30.00	\$30

Add personal car mileage

On the Expected Expenses screen, click the blue button **Add**. Then select **Personal Car Mileage** from the drop-down menu.



You'll see a screen that says New Expense: Personal Car Mileage. Fill in the fields.

A screenshot of the 'New Expense: Personal Car Mileage' form. The form has a title 'New Expense: Personal Car Mileage' and a date '03/04/2024'. There are 'Cancel' and 'Save' buttons in the top right. The form contains several fields: 'Transaction Date' (03/04/2024), 'Description' (marked with a red circle 1), 'Comment' (marked with a red circle 2), 'From Location', 'To Location', and 'Distance' (marked with a red circle 3). There is also a 'Mileage Calculator' section with a 'Transaction Amount' field and a 'Currency' dropdown set to 'US, Dollar'. At the bottom, there are 'Save' and 'Cancel' buttons.

1. In the **Description** field, enter the reason you need a mileage reimbursement. For example, "I need reimbursement for mileage because I'm driving myself to the airport."

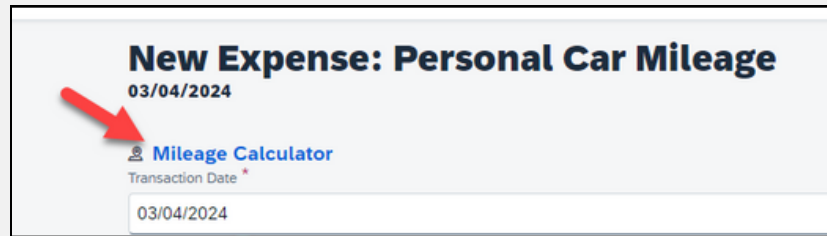
2. In the **Comment** field, write in any extra information your approver should know. This field is optional.

3. In the **Distance** field, enter an educated, estimated distance in miles. You can enter the miles manually or use the mileage calculator.

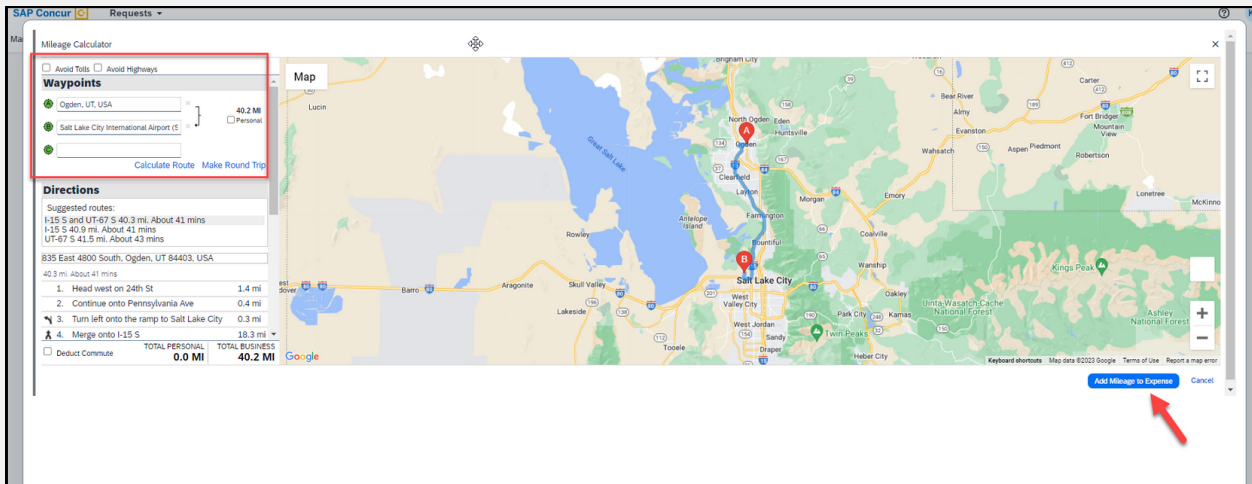
If you enter your mileage manually, you don't need to fill in the From Location field or the To Location field. The transaction amount will populate based on the miles you entered in the Distance field.

To use the mileage calculator:

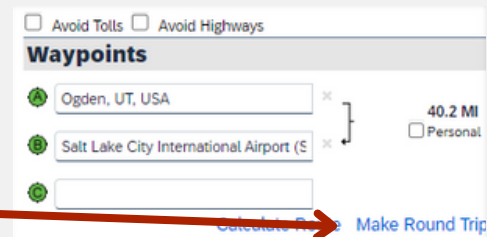
Click the blue text
Mileage Calculator



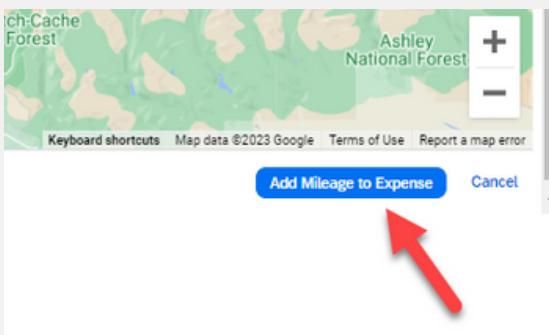
You'll see a window labeled Mileage Calculator.



Under **Waypoints**, enter the address you're leaving from in box A and enter the address you're going to in box B. If you'll also drive back to the address in box A, click the blue text **Make Round Trip**.



For example, if you're going to the airport, enter your home address in box A, then enter the Salt Lake City Airport in box B. Click the blue text **Make Round Trip** to calculate the drive home after your trip.



In the bottom right, click the blue button **Add Mileage to Expense**.

You're back on the screen New Expense: Personal Car Mileage, and you'll see that the boxes are populated with what you entered on the mileage calculator screen. Click the blue button **Save**.

New Expense: Personal Car Mileage \$36.08
03/04/2024

Mileage Calculator
Transaction Date *
03/04/2024

Description

Comment

From Location *
Ogden, UT, USA

To Location *
Salt Lake City International Airport (SLC), W Terminal Dr, Salt Lake City, UT 84122, USA

Distance *
82

Transaction Amount
36.08

Currency
US, Dollar

Reimbursement Rates
USD 0.44 per mile

Save Cancel

You're back at the Expected Expenses screen and your personal car mileage has been added.

How to Guide \$1,167.58

Not Submitted | Request ID: 33HL

Copy Request **Submit Request**

Request Details Print/Share Attachments Manage Travel Allowance

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

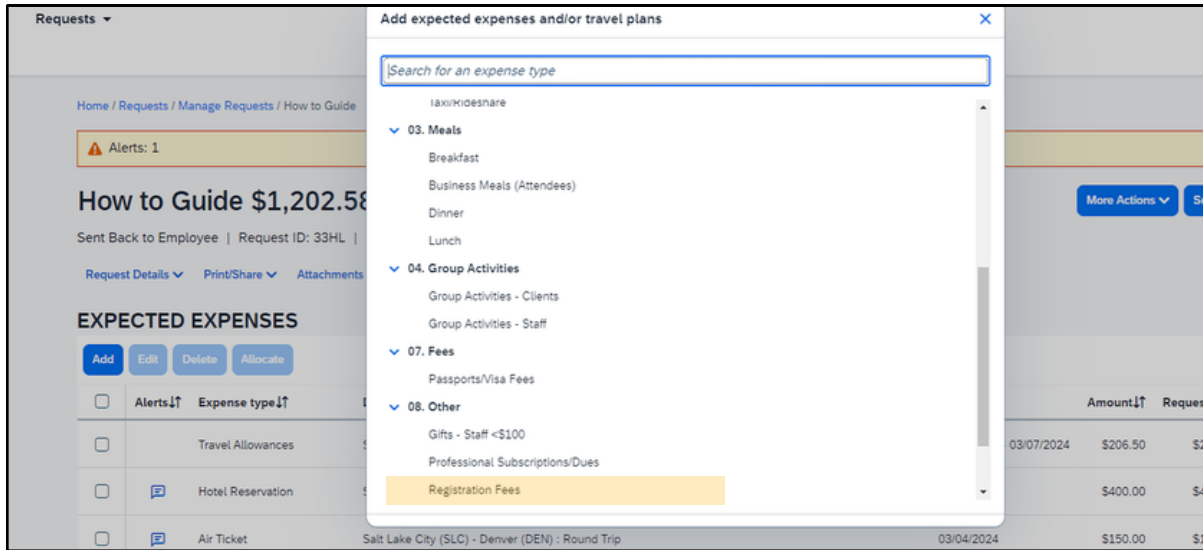
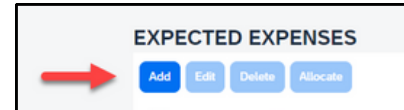
<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
<input type="checkbox"/>		Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400.00
<input type="checkbox"/>		Air Ticket	Salt Lake City (SLC) - Denver (DEN) : Round Trip	03/04/2024	\$150.00	\$150.00
<input type="checkbox"/>		Car Rental	Denver, Colorado - Denver, Colorado	03/04/2024	\$75.00	\$75.00
<input type="checkbox"/>		Fuel Reimbursement	I need to return the rental car full	03/04/2024	\$70.00	\$70.00
<input type="checkbox"/>		Parking Reimbursement	I have to drive myself to the airport and pay for parking	03/04/2024	\$30.00	\$30.00
<input type="checkbox"/>		Registration Fees Attendees (1)	I need to attend this conference to better understand my job.	03/04/2024	\$200.00	\$200.00
<input type="checkbox"/>		Personal Car Mileage	Ogden, UT, USA - Salt Lake City International Airport (SLC), W Terminal Dr, Salt Lake City, UT 84122, USA	03/04/2024	\$36.08	\$36.08
						\$1,167.58

Add registration fees or a business meal



The steps are the same for adding registration fees or a business meal. For this example we'll add registration fees.

On the Expected Expenses screen, click the blue button **Add**. Then from the drop-down menu select **Registration Fees**.



You'll see a screen that says New Expense: Registration Fees. Fill in the fields.

1. In the **Description** field, enter the reason you're attending a conference. For example, "I'm attending a conference on PCI compliance so I can better understand my job."

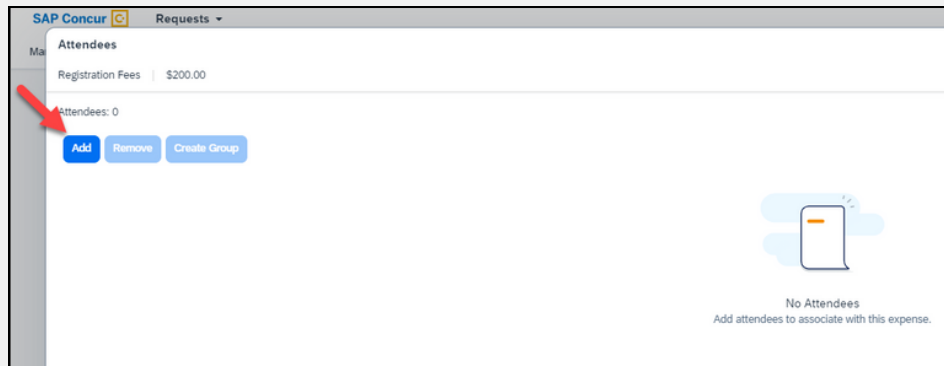
2. In the **Transaction Amount** field, enter the estimated cost of the conference fees.

3. In the **Comment** field, write in any extra information your approver should know. This field is optional.

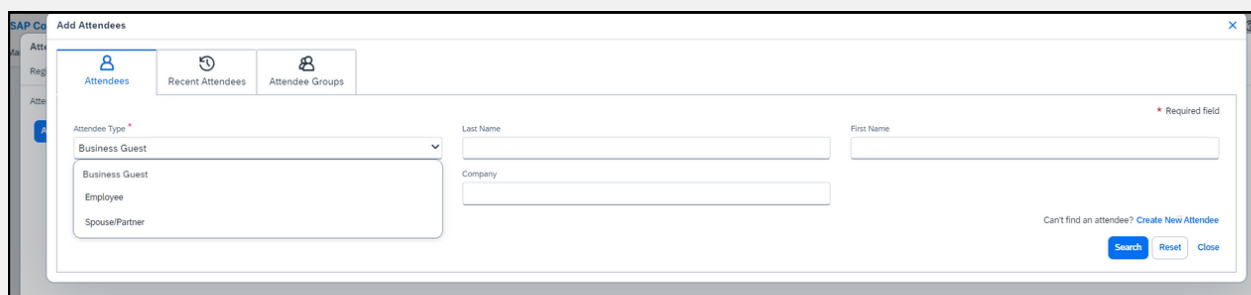
4. Click the blue text **Attendees**.


A new window labeled Attendees will appear where you'll add attendees.

Click the blue button **Add**.



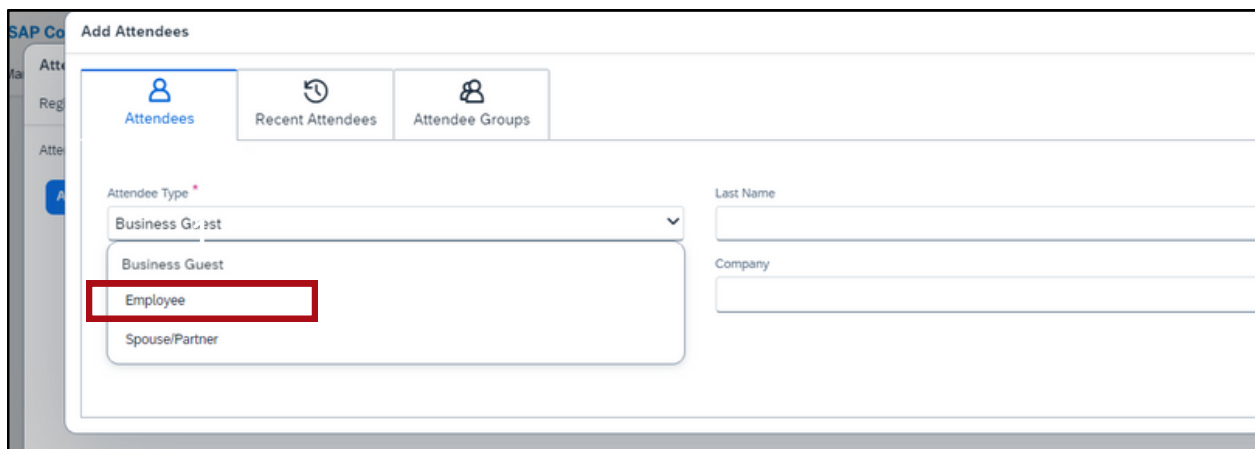
You'll see a new window labeled Add Attendees.



 From here, the steps depend on what you select from the drop-down menu labeled Attendee Type. Select **Employee** if you or another state employee are the attendee. If the attendee isn't a state employee, select **Business Guest**. First, let's go over the steps for selecting **Employee** as the attendee type.

Steps for selecting **Employee** as the Attendee Type

Select **Employee** from the **Attendee Type** drop-down menu.



1. In the **Last Name** field, enter the last name of the person attending the conference.
2. In the **First Name** field, enter the first name of the person attending the conference.
3. Click the blue button **Search**.

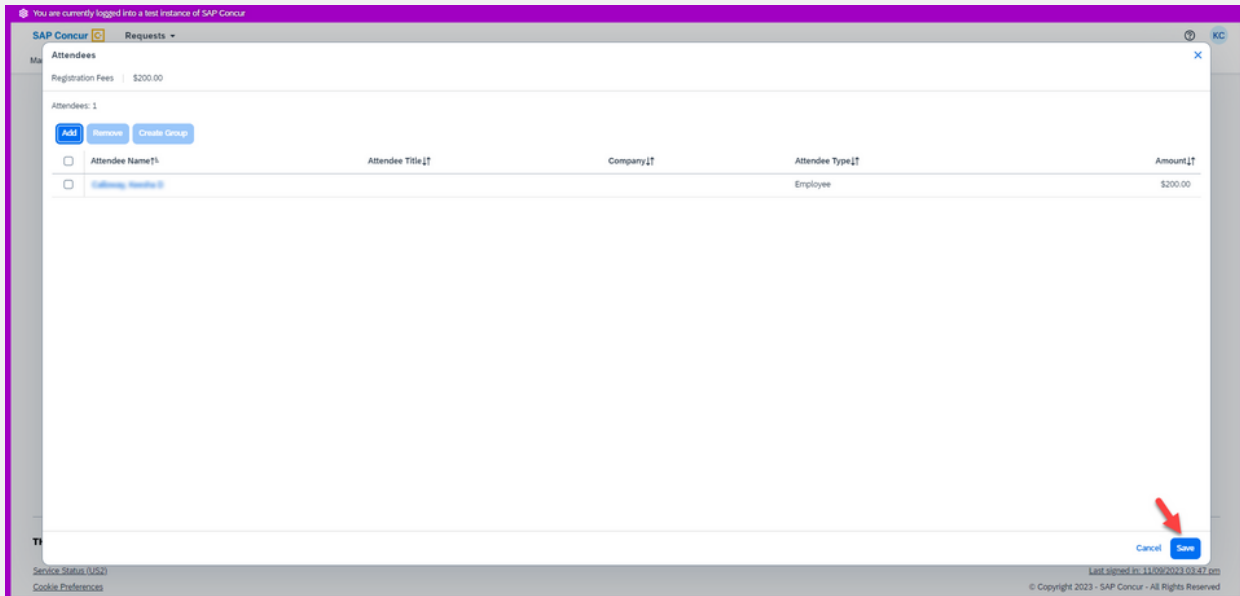
A new screen will appear with a list of people.

Attendee Name	Email Address	Country/Region	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/> Callaway, Heather D	hcallawa@usih.gov	UNITED STATES			Employee

4. Check the box next to the correct person's name.
5. Click the blue button **Add to List**.

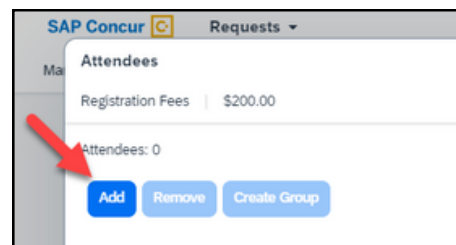
You'll see a green check mark at the top of the form that says Attendee added. In the bottom right, click the blue button **Close**.

In the Attendees window, you'll see the name of the person you added. Click **Add** if you need to add another attendee, or click the blue button **Save** in the lower right if you've added all attendees.

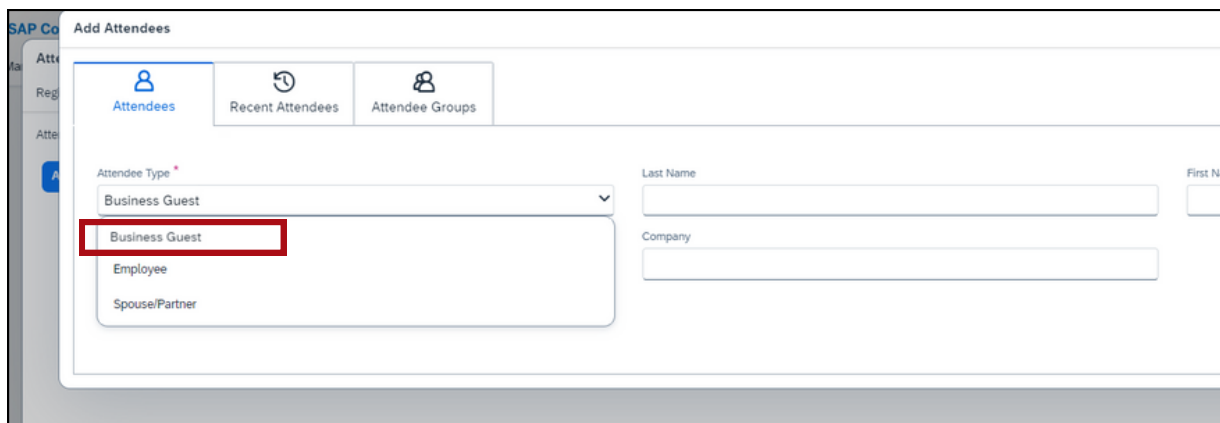


Steps for selecting **Business Guest** as the Attendee Type

If you need to add an attendee who isn't a state employee, click **Add** from the Attendees window.



Select **Business Guest** from the **Attendee Type** drop-down menu.



Click the blue text in the bottom right **Create New Attendee**. [Create New Attendee](#)

The screenshot shows a window titled "Add Attendees" with three tabs: "Attendees", "Recent Attendees", and "Attendee Groups". The "Attendees" tab is active. Below the tabs, there is a form with the following fields: "Attendee Type" (a dropdown menu with "Business Guest" selected), "Last Name" (a text input field), "First Name" (a text input field), and "Company" (a text input field). A red asterisk and the text "Required field" are positioned to the right of the "Last Name" and "First Name" labels. In the bottom right corner, there is a link that says "Can't find an attendee? [Create New Attendee](#)" and three buttons: "Search", "Reset", and "Close". A red arrow points from the top right towards the "Create New Attendee" link.

You'll see a new window labeled Create New Attendee. Fill in the fields.

The screenshot shows a window titled "Create New Attendee" with a "Go back" link in the top left and a close button in the top right. The form contains the following fields: "Attendee Type" (a dropdown menu with "Business Guest" selected), "Last Name" (a text input field with a red "1" next to it), "First Name" (a text input field with a red "2" next to it), "Attendee Title" (a text input field with a red "3" next to it), and "Company" (a text input field with a red "4" next to it). A red asterisk and the text "Required field" are positioned to the right of the "Attendee Type" label. In the bottom right corner, there are two buttons: "Cancel" and "Create Attendee". A red arrow points from the top right towards the "Create Attendee" button.

1. In the **Last Name** field, enter the last name of the person attending the conference.
2. In the **First Name** field, enter the first name of the person attending the conference.
3. In the **Attendee Title** field, enter the person's job title, for example project manager.
4. In the **Company** field, enter the company the guest works for, for example CGI.

When you've filled everything in, click the blue button **Create Attendee** in the bottom right.

This is a close-up screenshot of the bottom right corner of the "Create New Attendee" window. It shows two buttons: a "Cancel" button and a blue "Create Attendee" button.

You'll see a green check mark at the top of the form that says Attendee added. Click the blue text **Go back** to return to the Add Attendees window.

Create New Attendee

← [Go back](#)

✓ Attendee added: John Doe

* Required field

Attendee Type *
Business Guest

Last Name *
I

First Name *

Attendee Title *

Company *

Cancel [Create Attendee](#)

You're back at the Add Attendees window. When you're all done adding attendees, click the blue text **Close**.

SAP Co Add Attendees

Attendees Recent Attendees Attendee Groups

✓ Attendee added: Heinrich Callaway

* Required field

Attendee Type *
Employee

Last Name *
Callaway

First Name *
Heinrich

Attendee Title *

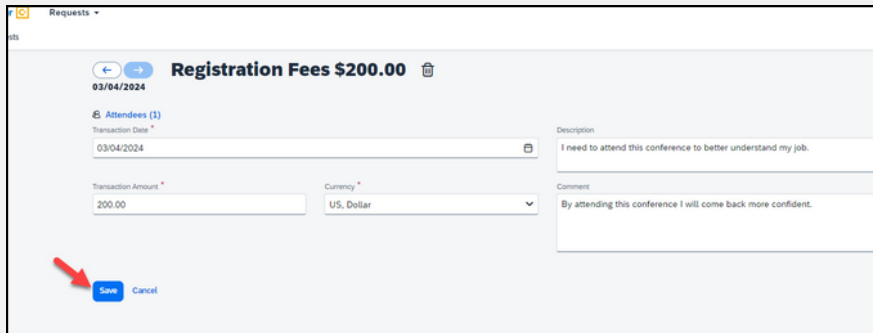
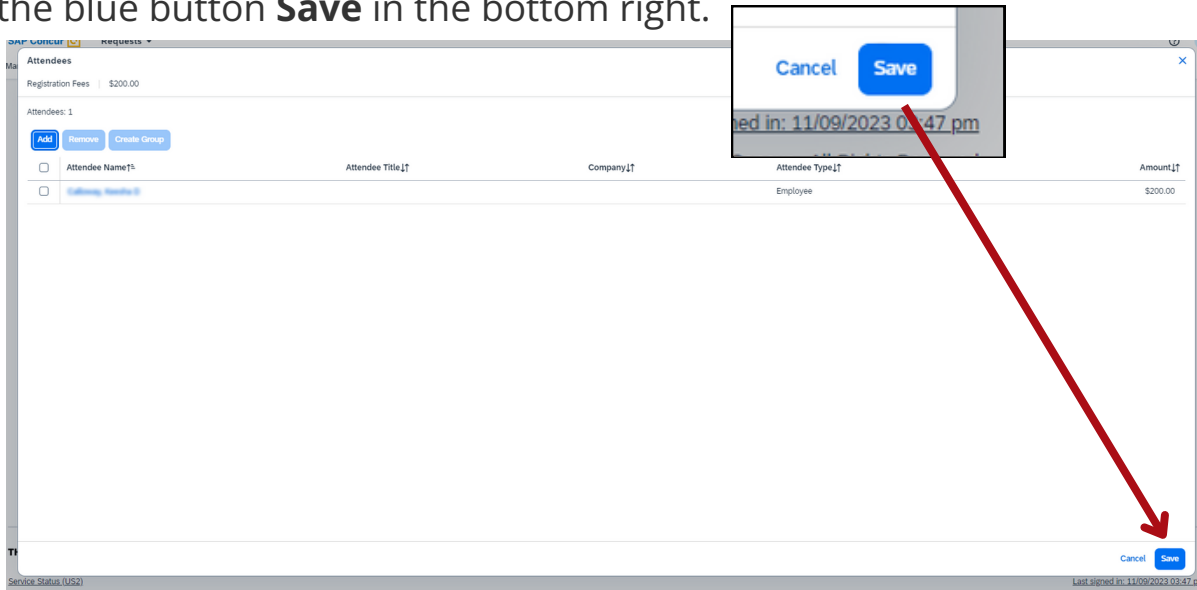
Company *

Email Address *

Country/Region *
Search by Country/Region

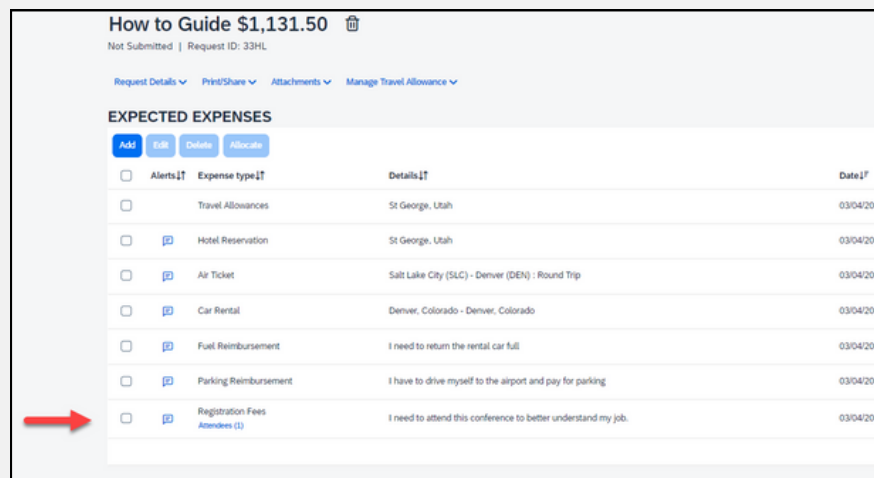
[Search](#) [Reset](#) [Close](#)

In the Attendees window, you'll see a list of the added attendees, click the blue button **Save** in the bottom right.



Now you're back at the Registration Fees screen. Click the blue button **Save**.

You're back at the Expected Expenses screen and your registration fee has been added.

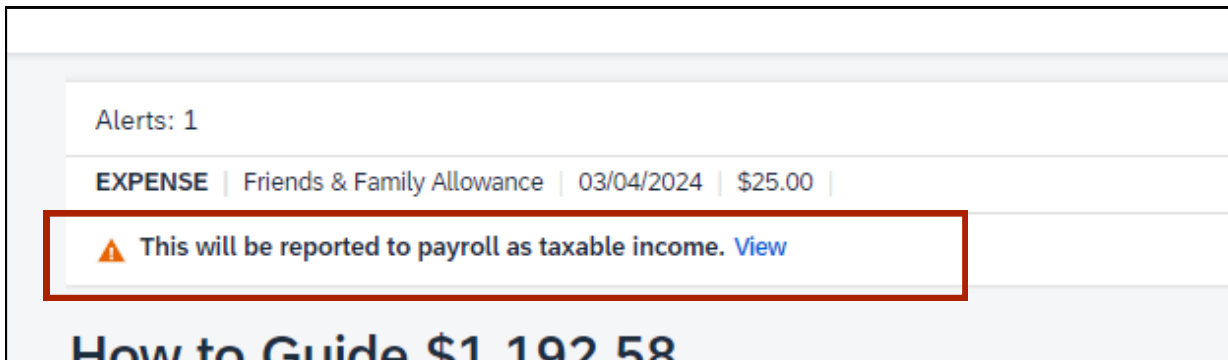


Warning and error messages

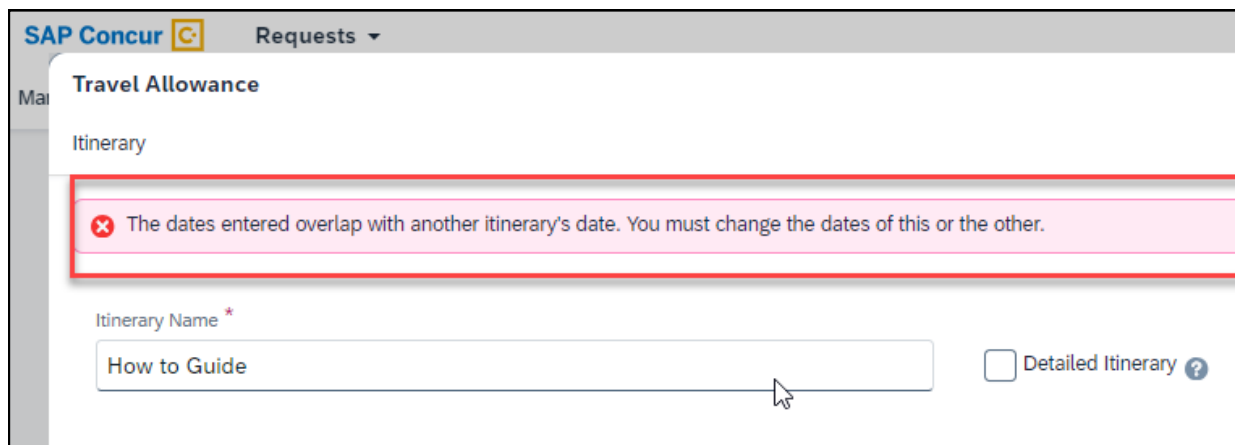


Some expenses may have audit rules tied to them, which trigger alerts to show at the top of the Expected Expenses screen. There are two types of alerts: warnings ⚠️ and errors ❗

Warning messages, with the orange triangle symbol, are informational and stay as an alert even if you followed the rule.

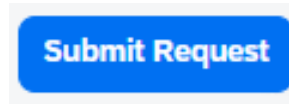



Error messages, with a red circle, mean there is an error with your request that must be fixed before you can submit it. Once you fix the problem, the error message will disappear.



Submit the travel request

From the Expected Expenses screen, click the blue button **Submit Request** in the upper right.









How to Guide \$1,131.50 

Not Submitted | Request ID: 33HL

[Request Details](#) [Print/Share](#) [Attachments](#) [Manage Travel Allowance](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↑	Expense type↑	Details↑	Date↑	Amount↑	Requested↑
<input type="checkbox"/>		Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
<input type="checkbox"/>		Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400.00
<input type="checkbox"/>		Air Ticket	Salt Lake City (SLC) - Denver (DEN) : Round Trip	03/04/2024	\$150.00	\$150.00
<input type="checkbox"/>		Car Rental	Denver, Colorado - Denver, Colorado	03/04/2024	\$75.00	\$75.00
<input type="checkbox"/>		Fuel Reimbursement	I need to return the rental car full	03/04/2024	\$70.00	\$70.00
<input type="checkbox"/>		Parking Reimbursement	I have to drive myself to the airport and pay for parking	03/04/2024	\$30.00	\$30.00
<input type="checkbox"/>		Registration Fees Attendees (1)	I need to attend this conference to better understand my job.	03/04/2024	\$200.00	\$200.00
						\$1,131.50

You're taken to the Manage Requests screen and it shows your request is submitted and pending cost object approval.

Manage Requests

Request Library

How to Guide 03/04/2024 33HL \$1,167.58 Submitted Pending Cost Object Approval	Plug Errors Training 03/04/2024 33HL \$5,592.00 Submitted Sent Back to Employee	Training Business 03/04/2024 33HL \$0.00 Not Submitted
Out of State Workforce 03/04/2024 33HL \$192.50 Submitted	Rental Car Test 2023 03/04/2024 33HL \$35.00 Not Submitted	Rental Car Test 03/04/2024 33HL \$222.50 Submitted
Workflow Check 03/04/2024 33HL	Workshop, Comments, TA Test 03/04/2024 33HL	2024 Role Used 03/04/2024 33HL