SAP Concur C



Using Concur Request, you can submit an authorization request with your expected trip expenses before booking a trip in Concur Travel.

1. To submit a request, on the SAP Concur home page, place your mouse pointer over **New**, and then select **Start a Request**.



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2. On the **Create New Request** page, complete the required and optional fields as directed by your company (required fields are indicated with a red asterisk), and then click **Create**.

lequest Name *	Request Policy *
Trip to Seattle	US Travel Request Policy
itart Date *	End Date *
III 01/06/2020	01/10/2020
Purpose	Comment
Client Training	
	Click Create
	Olick Oreate

On the **Expected Expenses** page, you will enter your trip details and estimated amounts for each expense.

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3. On the **Expected Expenses** page, click **Add**.



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4. From the **Expense Type** dropdown list, search for or scroll through the list and select the appropriate expense type.

For this example, you will see how to add expected hotel expenses.

5. On the **New Expense** page, complete the required and optional fields as needed, and then click **Save**.



New Expense: Hotel \$800.00	
City*	
Description	Transaction Amount * Currency *
	800 US, Dollar ~
	LS - Custom 04 Duration
	5
Comment	

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 Click Add to continue adding your expected expenses for the request, such as individual and client meals, parking, and taxi expenses.



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Once you have completed your expected expenses, you can attach documents for the approver's review.

- Click the Attachments dropdown menu, and then select Attach Documents.
- 8. In the Document Upload and Attach window, click Upload and Attach.
- 9. Double-click the file you want to upload.

The documents are now attached to your request.





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Note that you can allocate your expected expenses to different projects or departments. For more information about allocating expenses, see the *Allocating Expenses* tip sheet.

10. Once you have completed your request details, click **Submit Request**.

The authorization request is submitted and pending approval.



SAP Concur C	Requests	Travel	Expense	Invoice	Approvals	App Center			
Manage Requests Purchase Requests -									
Manage Requests view: Active Requests -									
			SUBMITTED		12/09/2019				
€ Create New Request			Trip to Seat						
	Request		\$1,440.00						
			Submitted & Per Smith, John	nding Approva	al				