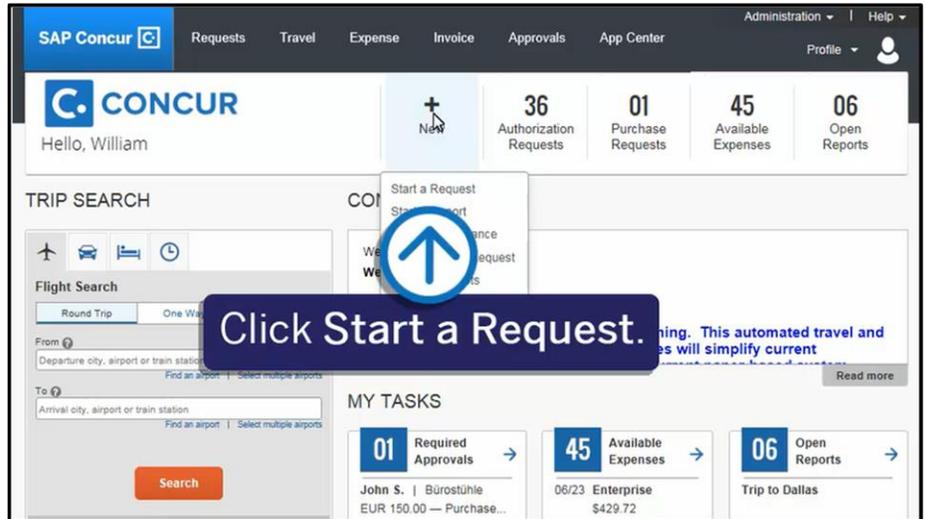# Creating and Submitting a Request

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**.
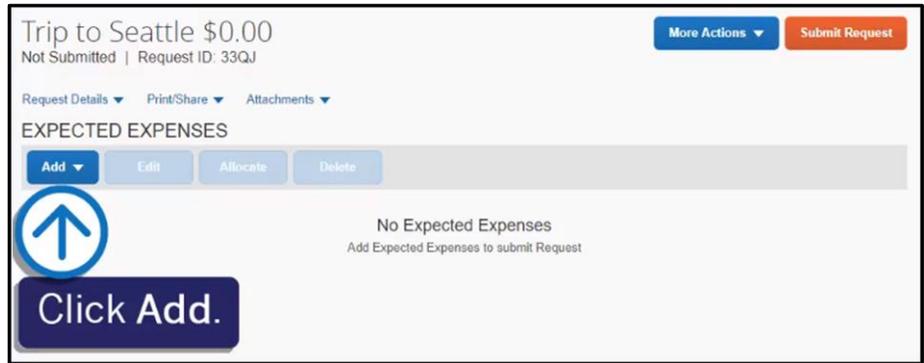

2. On the **Create New Request** page, complete the required and optional fields as directed by your company (required fields are indicated with a red asterisk), and then click **Create**.
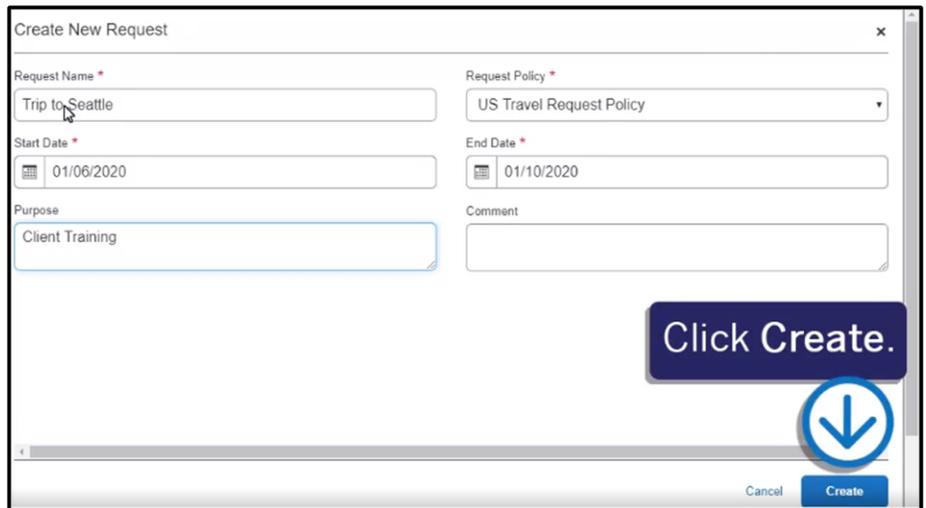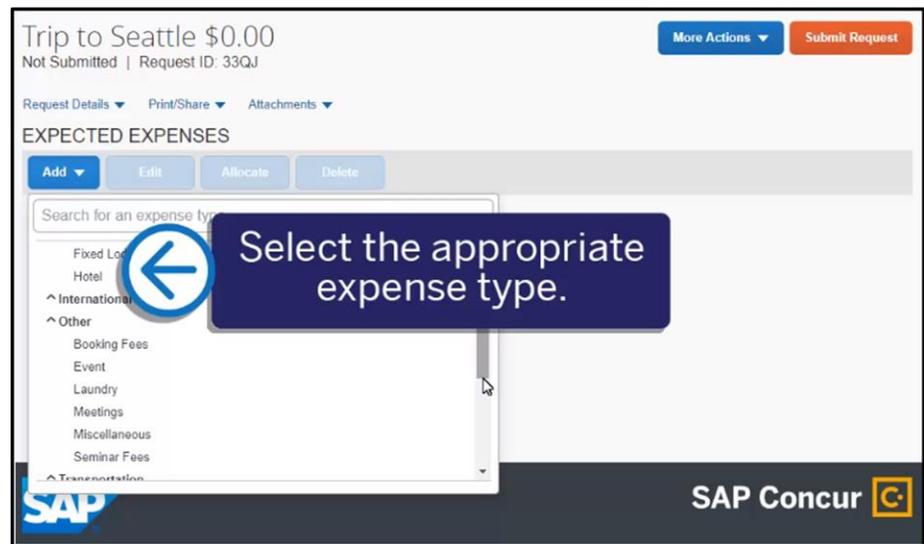

On the **Expected Expenses** page, you will enter your trip details and estimated amounts for each expense.

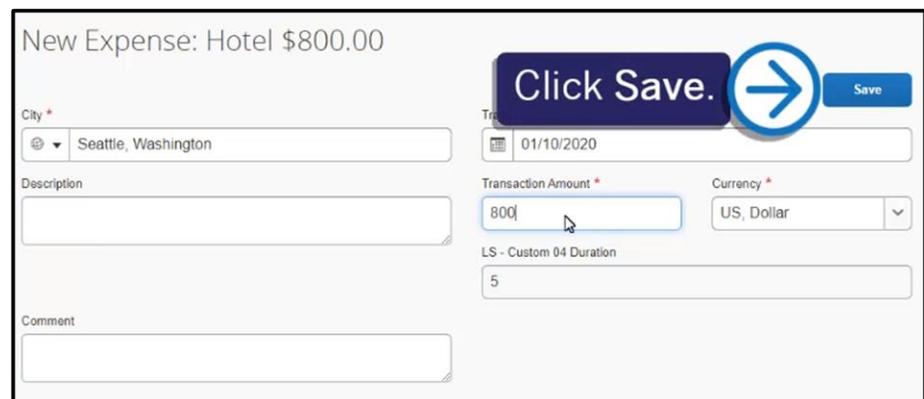3. On the **Expected Expenses** page, click **Add**.

4. From the **Expense Type** dropdown list, search for or scroll through the list and select the appropriate expense type.
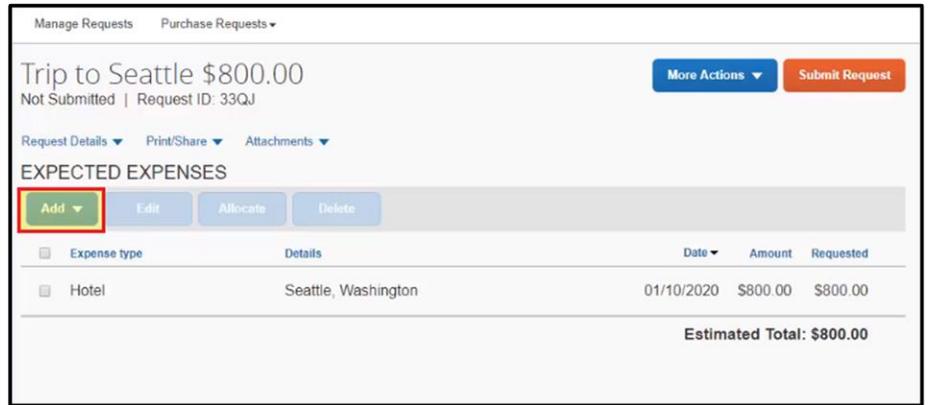
   For this example, you will see how to add expected hotel expenses.

5. On the **New Expense** page, complete the required and optional fields as needed, and then click **Save**.
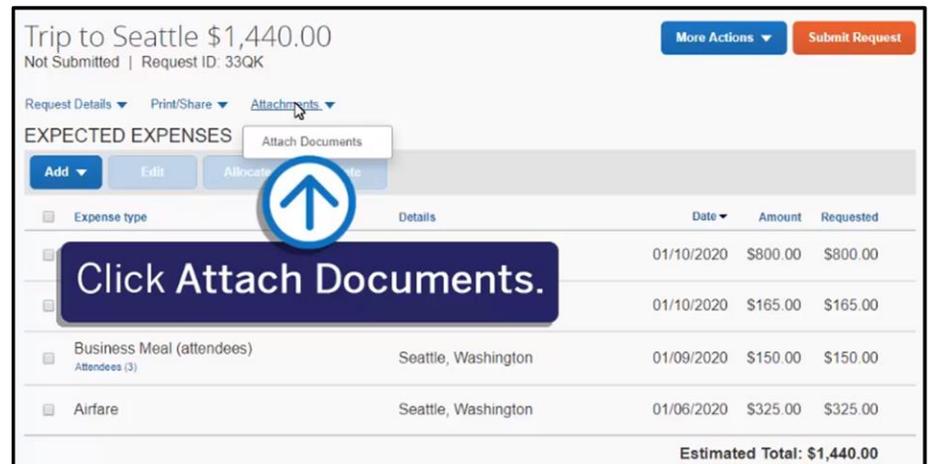
6. Click **Add** to continue adding your expected expenses for the request, such as individual and client meals, parking, and taxi expenses.
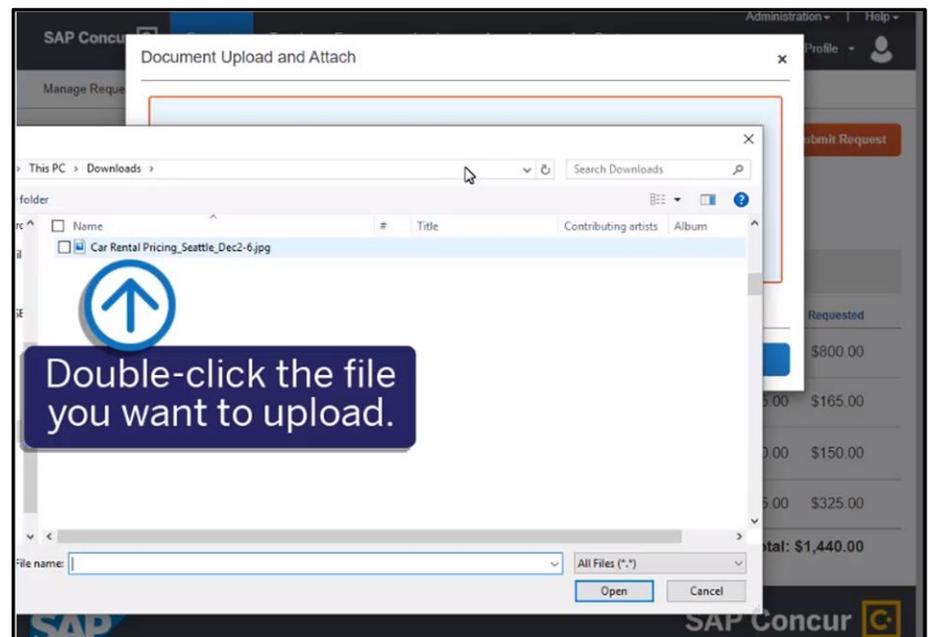

Once you have completed your expected expenses, you can attach documents for the approver's review.

7. 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.

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**.
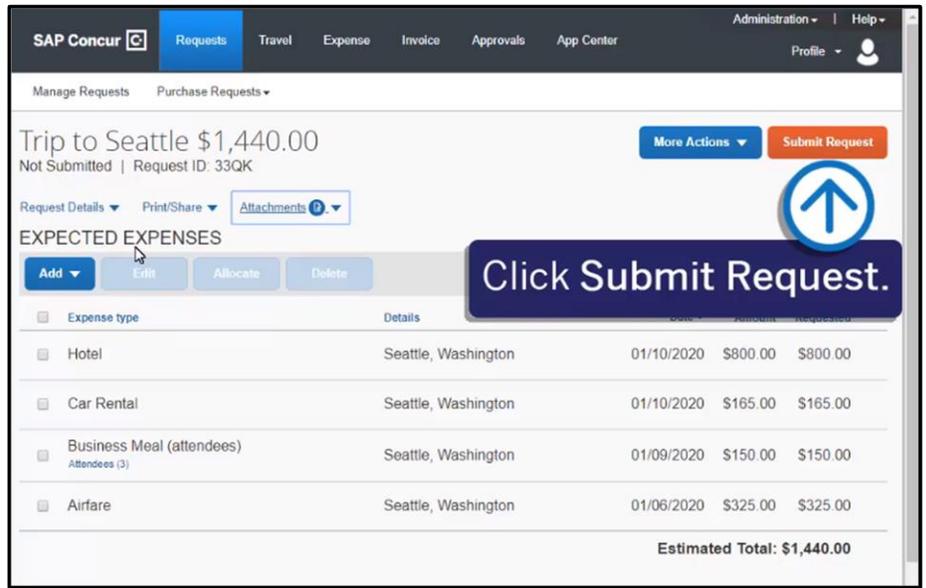
The authorization request is submitted and pending approval.