Step 1. Login

Visit concur.uoregon.edu, enter Duck ID username and password.

Step 2. Flight/Train/Hotel (Non-Conference)/Rental Car Search

If you do not know the cost of air, hotel, etc. and need to do a search, you can use the Booking Tool to **LOOK but do not book**. Take a screen shot/snip of this to use in your request.

*If personal time is included in travel, you'll need to do a comparison. As long as the airfare including personal time is less than just the business time, you can book through Concur. If you're going to have to pay the difference, you'll need to book through the TMC. Ask if you need help.

Step 3. Request

Click Request (black bar), then click New Request (white bar)

IRed bars indicate required fields

Header tab:

· Select appropriate policy from the drop down menu.
· Request Name; enter the trip location and date. Ex. Madison, WI – 7/8-11/18
· Enter the trip start and end dates. If the traveler will be taking personal time, the trip dates should include the personal time.
· Request/Trip Purpose, select from the drop down menu
· Destination City, enter name of the city that the traveler is doing business. This is what determines GSA per diem allowances for meals and lodging. Destination country will autofill.
· Traveler Type, select from the drop down menu.
· Trip Type, select from the drop down menu. Generally, the travel will trip type will be domestic or international.
· How will you book your travel? Select "Online Concur Booking Tool" to book online.   All other options will not allow you to launch the booking tool and will show a Request status of "Expense" instead of "Book" once the request is approved.
· Personal time, if yes, enter the dates of personal travel in the following field.
· Absent any term? If Yes, add information in the business purpose to explain.
· Business Purpose, enter up to 500 characters describing benefit to the university. If more space is needed, attach PDF using the attachment button in the upper right corner of the screen.
· Index Activity and Location Codes, there will be an opportunity to change or allocate to multiple indexes in the Expense Report.

Segment tabs:

· Airfare or Railroad - If you are including personal time, you will complete the travel information and price but should contact the TMC for the comparison quote for the business only itinerary. You will need to provide the Request approval ID to the travel agent to complete the ticket purchase. Enter air or rail details and save.

· Rental Car - Enter rental details and approximate amount. Save.
· Hotel - Enter approximate lodging total, dates and location. **NEW:** The default credit card held by the TMCs can be used to guarantee the hotel. Payment must be arranged on the traveler's One Card or personal card upon check-in.

Expenses tab:

· Enter any other material trip expenses (remember this is only an estimate). Save

Submission and Approval:
· Travelers will click Submit.

- The Request will be forwarded to the traveler's default approver. Once approved, the status will change from "Submitted and Pending Approval" to "Approved". If the approver has questions or asks for edits to the request, they will Send the Request back to you with comment. The comment will appear in your Active Request list and you can view the comment in the Audit Trail. Make necessary corrections and answer questions, then submit the request again. Make sure to add comment for the approver in the Request Header.

Step 4. Book:

Once the Request is approved, go to the Concur home screen and click Request to see a list of Active Requests. Find the approved request and click the Book link in the right status column. This will launch the booking tool with pre-populated Request information. Make sure you go all the way through all the pages. When it asks for payment, you will select the Lodge Card.

 Warning: The Request approval email contains a link to the Concur Travel page. If you attempt to book using the Travel tab in Concur your booking will not be associated with the approved request and will prompt you to create a new request.