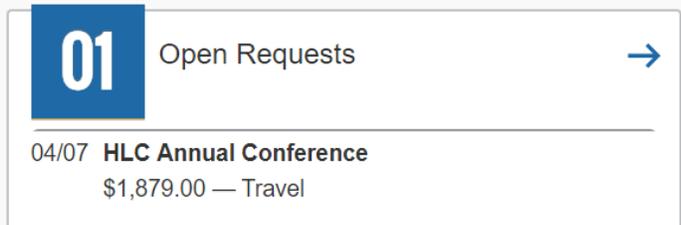


# QUICK GUIDE: SUBMITTING TRAVEL DOCUMENTS

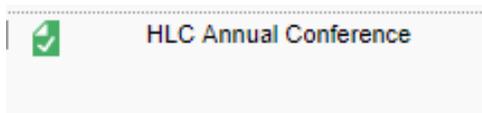
## SUBMITTING TRAVEL REQUESTS

- You will receive an e-mail when your document is ready to submit.
- On the main menu, Concur will put documents awaiting your submission in the Open Requests section:

### MY TASKS



- Find the request with the green checkbox.



- Click on the request title.
- Review the request, including the header and expenses.
- For Cash Advances the **traveler** must type “I agree” in the Cash Advance Comments field before submitting the Travel Request. The traveler is agreeing to the following responsibilities: “Upon receipt of the advance, I will ensure the funds are in a secure location at all times. I will repay any unused advance back to the University in full within 15 working days after completion of the trip.”
- If any field on the header or in the expenses are incorrect, you can change the information. If you are changing a field in a specific expense, click on the “Save” button once you are done making the change.
- You can see any comments your delegate has entered by hovering your cursor over any of the blue circle comment icons:

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

| Date                                | Expense Type | Amount                             | Requested         |
|-------------------------------------|--------------|------------------------------------|-------------------|
| <input type="checkbox"/>            | 04/07/2018   | Airfare (720400)                   | \$400.00 \$400.00 |
| <input type="checkbox"/>            | 04/07/2018   | Individual Meals - Single Locat... | \$259.00 \$259.00 |
| <input checked="" type="checkbox"/> | 04/07/2018   | Lodging (720300)                   | \$450.00 \$450.00 |

Expense Type: Lodging (720300) | Destination City: Chicago, Illinois

Arrival Date: 04/07/2018 | Departure Date: 04/10/2018

Description: | Transaction Amount: 450.00 USD

Comment History

| Creation date | Entered By    | Comment Text    |
|---------------|---------------|-----------------|
| 01/12/2018    | AS, Traveler1 | Conference Site |

- Once you have reviewed the request and agree it is correct, click the “Submit Request” button.
- You will receive the following message:

### Final Review □ ×

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**AS-User Electronic Agreement - Request**

By clicking on the 'Accept & Submit' button, I certify that:

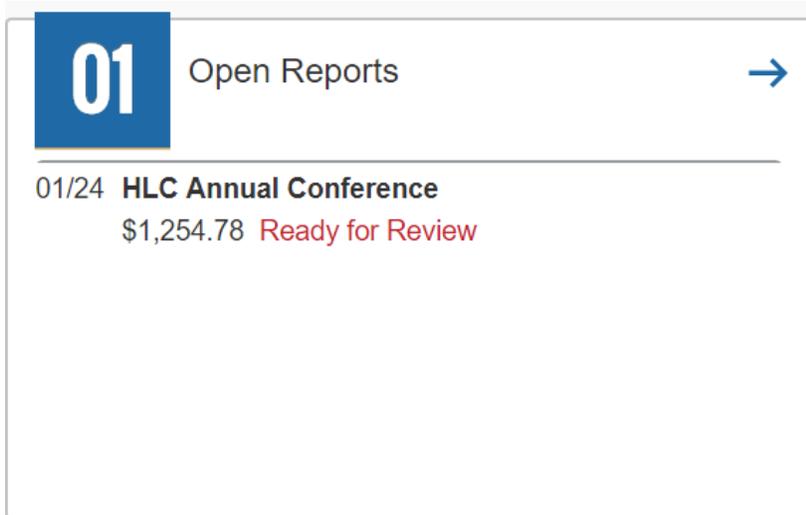
This is a true and accurate estimation of expenses that will be incurred to accomplish official business for Arkansas State University and this request is in compliance with Arkansas State University's Travel Operating Procedures.

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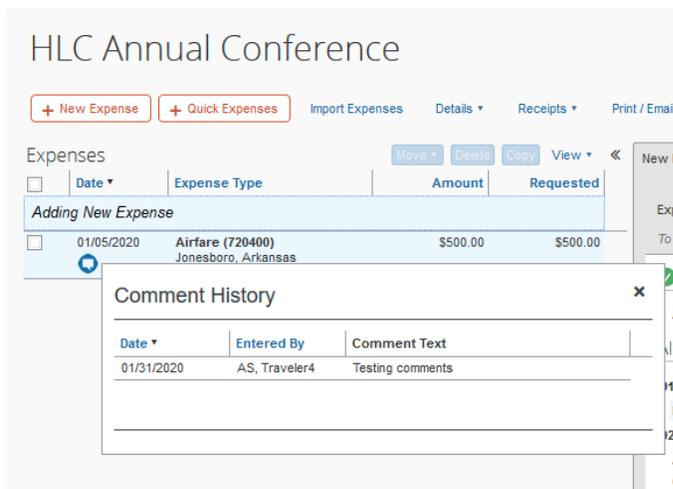
- Click the “Accept & Submit” button if you agree with the statement.
- Click “Cancel” if you do not and make appropriate changes.
- Once you submit for approval, Concur will take you to the Active Requests page, which will show you the Request Name, Request ID, Status, Request Dates, Submission Date, and the total dollar amount of the document. The Status column will show you where the document is in the approval flow.

## SUBMITTING EXPENSE REPORTS

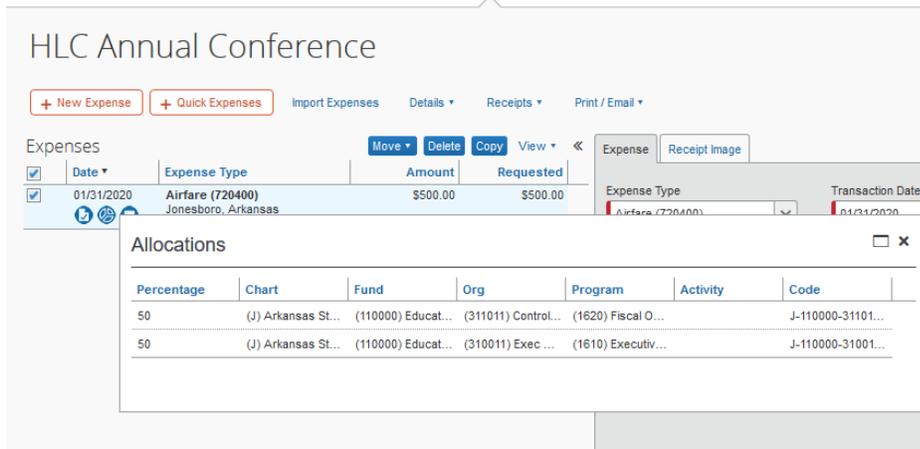
- You will receive an e-mail when your document is ready to submit.
- On the main menu, Concur will put documents awaiting your submission in the Open Reports section:



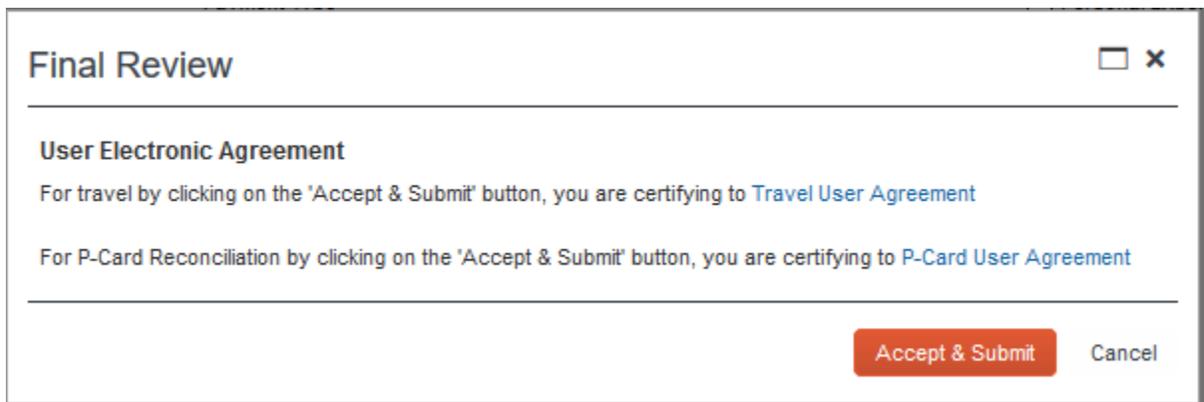
- Click on the report title.
- Review the report, including header, itinerary, and expenses.
- If any field is incorrect, you can change the information. If you are changing a field in a specific expense, click on the “Save” button once you are done making the change.
- You can see any comments your delegate entered by hovering your cursor over any of the blue circle comment icons:



- You can see the attached receipts by hovering the cursor over the blue circle checkmark icon .
- You can review any FOAP reallocations by hovering the cursor over the blue allocation icon:



- Once you have reviewed the report and agree that it is correct, click the “Submit Report” button.
- You will receive the following message:



- Click on “Travel User Agreement” to review the certification statement.
- Click the “Accept & Submit” button if you agree with the statement.
- Click “Cancel” if you do not and make appropriate changes.

- Once you submit for approval, Concur will give you a snapshot of your Expense Report that tells you how much will be paid once the report makes it through the approval queue:

Report Successfully Submitted

HLC Annual Conference  
Approver: Approver, Default

Expense Report

|                        |            |
|------------------------|------------|
| Report Total :         | \$1,254.78 |
| Less Personal Amount : | \$0.00     |
| Amount Claimed :       | \$1,254.78 |
| Amount Rejected :      | \$12.50    |

Company Disbursements

|                         |            |
|-------------------------|------------|
| Amount Due Employee :   | \$1,242.28 |
| Total Paid By Company : | \$1,242.28 |

Employee Disbursements

|                       |        |
|-----------------------|--------|
| Amount Owed Company : | \$0.00 |
|-----------------------|--------|

Tell us how we are doing (optional)

Overall satisfaction with Concur: ★★★★★

Comments and suggestions: (Max. 1000 characters)

Sign me up to participate in future research studies.

Send Feedback

Close

- Click “Close” to return to the “Manage Expenses” page.