

Creating Requests

Creating Day-Trip Request

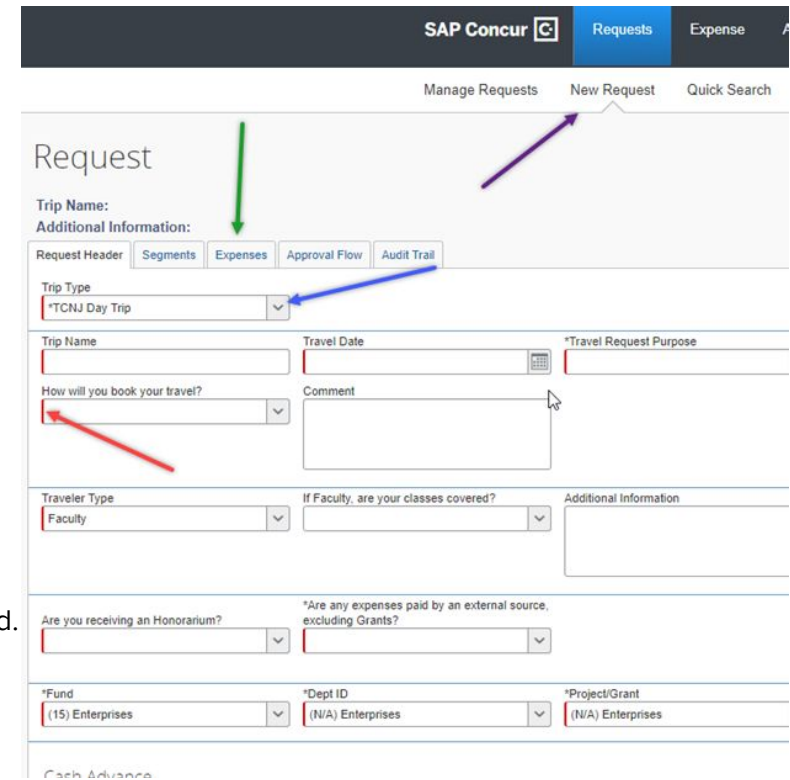
1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Day Trip** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.

How will you book your travel?:

01. Online Travel Booking - Book travel through Concur with Anthony Travel.
02. Offline/TMC Travel Booking - Booking with Anthony Travel Agent, but not through Concur.
03. External Travel Booking - Bookings made outside of Concur & Anthony (ex. directly with airline or expedia).
04. No Booking Needed - No travel arrangements (flight, car rental, train ticket, hotel) needed.

Note: If your Day Trip requires booking travel arrangements Click the **Segments** tab & refer to [Creating Travel](#) before continuing to step 6.

6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.



SAP Concur **Requests** Expense

Manage Requests **New Request** Quick Search

Request

Trip Name:
Additional Information:

Request Header Segments **Expenses** Approval Flow Audit Trail

Trip Type
*TCNJ Day Trip

Trip Name Travel Date *Travel Request Purpose

How will you book your travel? Comment

Traveler Type If Faculty, are your classes covered? Additional Information

Faculty

Are you receiving an Honorarium? *Are any expenses paid by an external source, excluding Grants?

*Fund (15) Enterprises *Dept ID (N/A) Enterprises *Project/Grant (N/A) Enterprises

Cash Advance

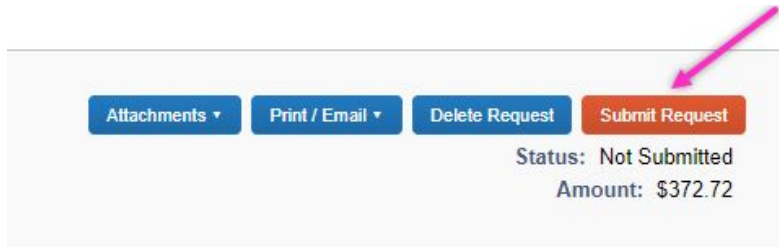
Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit

01. Travel Expenses	03. Personal Car Mileage	05. Fees
Charter Bus/Transfers	04. Meals & Entertainment	Registration/Fees
02. Other Travel Expenses	Daily Meal Per Diem	
	Group Meals/Entertainment <10 Attendees	

Expense Type	Transaction Date	Description?	Transaction Amount
02. Other Travel Expenses	09/21/2018	taxi	30.00 USD

8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.



Trip Name: Test1
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/21/2018	Rail/Train	\$66.00	\$66.00
<input type="checkbox"/>	09/21/2018	02. Other Travel Expenses	\$30.00	\$30.00
<input type="checkbox"/>	09/21/2018	03. Personal Car Mileage	\$2.72	\$2.72
<input type="checkbox"/>	09/21/2018	Daily Meal Per Diem	\$74.00	\$74.00
<input type="checkbox"/>	09/21/2018	Registration/Fees	\$200.00	\$200.00

Segment expenses will transfer over to Expense tab

Creating Overnight request

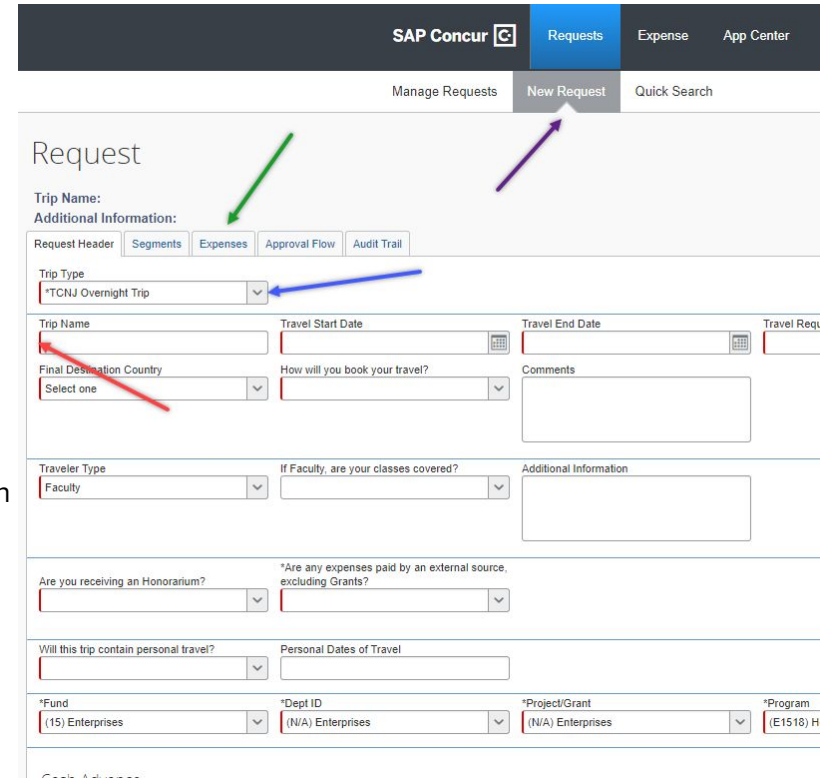
1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Overnight Trip** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.

How will you book your travel?:

01. Online Travel Booking - Book travel through Concur with Anthony Travel.
02. Offline/TMC Travel Booking - Booking with Anthony Travel Agent, but not through Concur.
03. External Travel Booking - Bookings made outside of Concur & Anthony (ex. directly with airline or expedia).
04. No Booking Needed - No travel arrangements (flight, car rental, train ticket) needed.

Note: If your Overnight Trip requires booking travel arrangements Click the **Segments** tab & refer to [Creating Travel](#) before continuing to step 6.

6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.



SAP Concur **Requests** Expense App Center

Manage Requests **New Request** Quick Search

Request

Trip Name:
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

Trip Type
*TCNJ Overnight Trip

Trip Name Travel Start Date Travel End Date Travel Req

Final Destination Country How will you book your travel? Comments

Traveler Type If Faculty, are your classes covered? Additional Information

Are you receiving an Honorarium? *Are any expenses paid by an external source, excluding Grants?

Will this trip contain personal travel? Personal Dates of Travel

*Fund (15) Enterprises *Dept ID (N/A) Enterprises *Project/Grant (N/A) Enterprises *Program (E1518) H

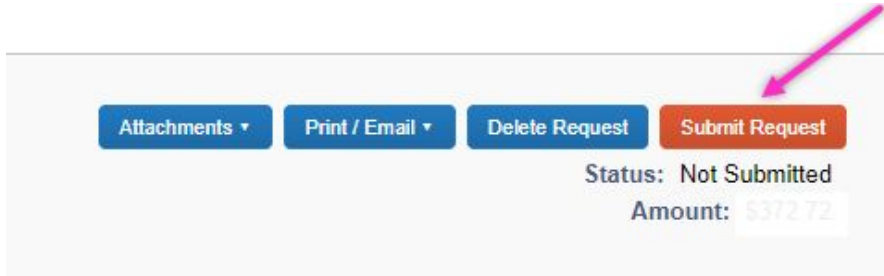
Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses	02. Other Travel Expenses	04. Meals & Entertainment	05. Fees	06. Communications
Charter Bus/Transfers	03. Personal Car Mileage	Daily Meal Per Diem	Passports/Visa Fees	Mobile/Cellular Phone
Hotel Group		Group Meals/Entertainme Attendees		
Other Accomodations		Per Diem- Multiple Locati		

Expense Type	Transaction Date	Description?	Transaction Amount
02. Other Travel Expenses	09/21/2018	taxi	30.00 USD

8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.



[Attachments](#) | [Print / Email](#) | [Delete Request](#) | [Submit Request](#)

Status: Not Submitted
Amount: \$372.72

Trip Name: Test1
Additional Information:

Request Header | **Segments** | Expenses | Approval Flow | Audit Trail

[+ New Expense](#) | [Delete](#)

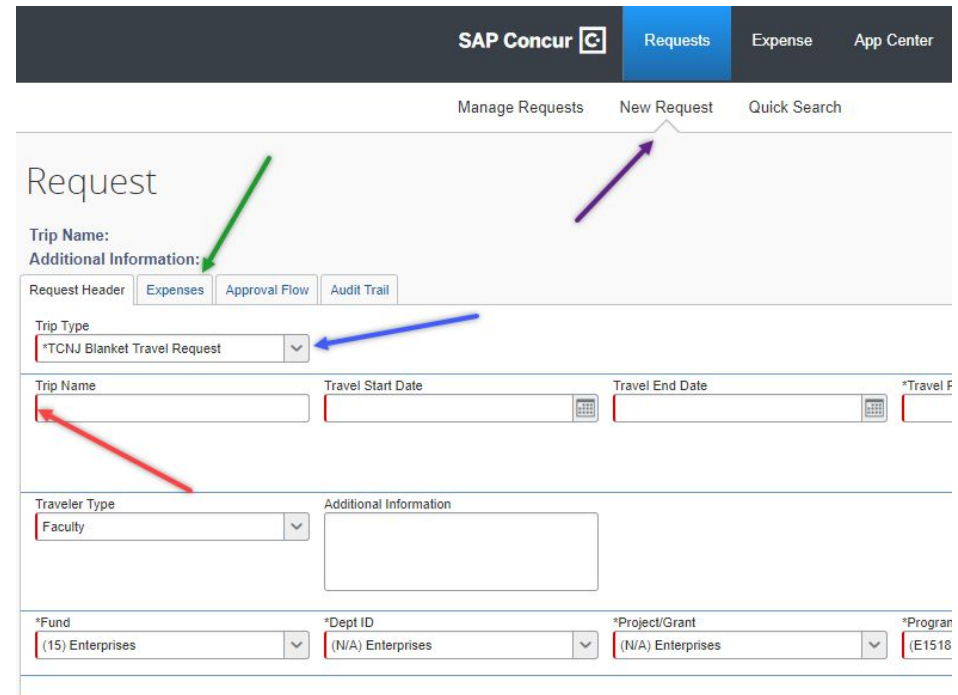
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/21/2018	Rail/Train	\$66.00	\$66.00
<input type="checkbox"/>	09/21/2018	Hotel	\$500.00	\$500.00
<input type="checkbox"/>	09/21/2018	02. Other Travel Expenses	\$30.00	\$30.00
<input type="checkbox"/>	09/21/2018	03. Personal Car Mileage	\$2.72	\$2.72
<input type="checkbox"/>	09/21/2018	Daily Meal Per Diem	\$296.00	\$296.00
<input type="checkbox"/>	09/21/2018	Registration/Fees	\$200.00	\$200.00

Segment expenses will transfer over to Expense tab

Creating Blanket Travel

- Employees, who by the nature of their job responsibilities are required to incur repetitive daily travel, should submit a Blanket Travel Request Form to cover the term of the required travel.
- Multiple expense reports can be submitted under one blanket travel request.

1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Blanket Travel Request** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.
6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.



SAP Concur **Requests** Expense App Center

Manage Requests **New Request** Quick Search

Request

Trip Name:
Additional Information:

Request Header Expenses Approval Flow Audit Trail

Trip Type
*TCNJ Blanket Travel Request

Trip Name Travel Start Date Travel End Date *Travel F

Traveler Type Additional Information
Faculty

*Fund *Dept ID *Project/Grant *Program
(15) Enterprises (N/A) Enterprises (N/A) Enterprises (E1518)

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit


01. Travel Expenses	03. Personal Car Mileage	05. Fees
Charter Bus/Transfers	04. Meals & Entertainment	Registration/Fees
02. Other Travel Expenses	Daily Meal Per Diem	
	Group Meals/Entertainment <10 Attendees	

Expense Type 02. Other Travel Expenses	Transaction Date 09/21/2018	Description taxi	Transaction Amount 30.00 USD
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8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.

Trip Name: test - blanket

Additional Information:

Request Header  Expenses Approval Flow Audit Trail

[+ New Expense](#) [Delete](#) <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/25/2018	03. Personal Car Mileage	\$272.50	\$272.50

[Attachments](#) [Print / Email](#) [Delete Request](#) [Submit Request](#)

Status: Not Submitted
Amount: \$372.72

Creating Travel

When requesting a TCNJ Day Trip or TCNJ Overnight Trip, the traveler may need to book/create Travel. This means that the trip may require transportation by train or plane or a hotel stay. If Travel is needed, click on the **Segments** tab after completing the Request Header (step 5 in [Creating Requests](#)).

1. Click the **Segments** tab.
2. Click on the **Icon** pertaining to the travel expense you will need.
3. Enter the expense details & estimated amount in the fields provided.
4. Click **Save** for each segment.

Once all estimated Travel expenses have been entered, Click the **Expenses** tab & continue to step 6 in [Creating Requests](#).

Note: Use **Trip Search** from your Dashboard to search for a Live trip segment for a more accurate estimated expense. **Do not** book Travel through Trip Search as you will not have an approved Request at this stage.

TRIP SEARCH

Mixed Flight/Train Search

Round Trip
One Way
Multi City

From ?

Find an airport | Select multiple airports

To ?

Find an airport | Select multiple airports

Search

[Show More](#)

Request 3337

Trip Name: Test1
Additional Information:

Request Header
Segments
Expenses
Approval Flow
Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT

Railway Ticket Amount: 66.00 USD

Round Trip One Way Multi-Segment

Outbound

From:

To:

Date:

Comment:

Return

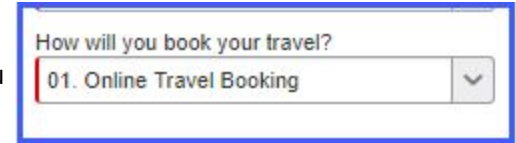
Date:

Comment:

Booking with Anthony Travel

Once you have a fully approved **Request** in Concur, you can book Travel segments (flight & train only) through our Travel Management Company (TMC), Anthony Travel, directly in Concur.

If you are booking Travel through Anthony using Concur, you should have chosen **How will you book your Travel? = Online Booking** in the Request Header. If you are experiencing difficulties with Online Booking, you may call Anthony Travel directly.



1. Log in to Concur.
2. Click **Travel** from the menu bar.
3. Click the segment of Travel you would like to book.
4. Enter travel criteria & click **Search**.

Once you click Search, up to the minute results, of airfare or train fare, will populate. Choose the flight or train that works best with your travel criteria.

Trip Summary
 Round Trip
 EWR - SFO
 Depart: Wed, 10/24/2018
 Return: Wed, 10/31/2018

NEWARK, NJ TO SAN FRANCISCO, CA
 WED, OCT 24 - WED, OCT 31

	Delta	United	American Airlines	Alaska Airlines	jetBlue	Southwest	Multiple
All	320 results	320 results	320 results	320 results	320 results	320 results	320 results
Nonstop	362.40 9 results	362.40 30 results	589.40 2 results	357.40 2 results	357.40 4 results	—	422.40 10 results
1 stop	374.60 91 results	370.60 70 results	356.60 41 results	405.00 36 results	384.60 10 results	368.60 9 results	—
2 stops	—	—	—	—	—	453.70 6 results	—

Shop by Fares | Shop by Schedule

Flight Number Search | Sorted By: Price - Low to High | Displaying 143 out of 320 results

Airline	Flight	Class	Price
United	06:00a EWR → 09:05a SFO Nonstop	Economy class	\$362.40
United	10:00a SFO → 06:23p EWR Nonstop	Economy class	\$362.40
United	06:00a EWR → 09:05a SFO Nonstop	Economy class	\$362.40
United	01:00p SFO → 09:23p EWR Nonstop	Economy class	\$362.40
United	06:00a EWR → 09:05a SFO Nonstop	Economy class	\$362.40
United	02:00p SFO → 10:25p EWR Nonstop	Economy class	\$362.40

SAP Concur | Requests | **Travel** | Expense | App Center

Travel | Trip Library | Templates | Tools

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: EWR - Newark Liberty Intl Airport - Newark, NJ

To: SFO - San Francisco Airport - San Francisco, CA

Depart: 10/24/2018 | depart | 08:00 am | ± 3

Return: 10/31/2018 | depart | 11:00 am | ± 3

Class: Economy class

Search

Travel Alerts
 As a The College of New Jersey employee, you haven't signed up to receive alerts. Click here to: [PRINT MY INVOICE](#)

Welcome to Concur Travel

First Name
 Last Name
 Invoice #, Record Locator, Ticket #

For Agent Assisted Reservations
 To contact an Anthony Travel expert call 1-800-451-4511 or email FLY@AnthonyTravel.com.
 Office hours for full-service assistance: Monday - Friday, 9:00am - 5:00pm EST

5. Click on the fare you would like to choose.
6. Review the flight or rail results for accuracy.
7. Click **Reserve “Flight” and Continue.**

SAP Concur | Requests | **Travel** | Expense | Approvals | App Center | Help

Travel | Trip Library | Templates | Tools

Trip Summary

Flights Selected

Round Trip
 EWR - SFO
 Depart: Wed, 10/24/2018
 Return: Wed, 10/31/2018

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Wed, Oct 24 – Newark, NJ to San Francisco, CA [Hide details](#)

Wed, Oct 24	06:00a EWR → 09:05a SFO	6h 05m	United 1483 Boeing 757-200
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RETURN ✕ Wed, Oct 31 – San Francisco, CA to Newark, NJ [Hide details](#)

Wed, Oct 31	10:00a SFO → 06:23p EWR	5h 23m	United 1493 Boeing 757-200
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ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. @

Primary Traveler [Edit](#) | [Review all](#)

Name: Phone:

Frequent Flyer Programs [Add a Program](#)

For United

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
UA 1483 Basic Economy (N)	Select a seat
UA 1493 Basic Economy (N)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$310.70	\$51.70	\$362.40
Total Estimated Cost: \$362.40			
Total Due Now: \$362.40			

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card. [Add credit card](#)

* Indicates credit card is a company card

⚠ This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)