

Process Name: Creating Travel Request – Blanket Travel





	Click Requests from the	ie black bar.			
(Click Create New Req	uest box.			
	SAP Concur 💽 Requests Tra	vel Expense App Center		Help + Profile + 📿	
	Manage Requests				
2	Manage Requests view	Active Requests 🗸			
2		NOT SUBMITTED 02/17/2022	NOT SUBMITTED 10/06/2020	NOT SUBMITTED 07/19/2019	
	+	Overnight Conference	test	OSGP - Portugal 2019 Session 3	
	Create New Request	\$1,150.00	\$1,250.00	\$4,600.00	
	Request Header				
-	- Trip Type: TCNJ Blank	et Travel Request			
-	- Trip Name: name to ic	Jentify trip			
-	- Iravel Start Date – Mi	ust enter request 2	weeks prior to the tri	ρ	
	- Travel Purpose – Chor	ose from drondown			
	- Traveler Type – Choos	se from dropdown			
-	- COA/POETAF values	·			
	Click Crasta and the	Boquest Header is a	omploto		
	Click Create once the I	Request Header is c	complete.		
3	Click Create once the I	Request Header is c	complete.		
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3	Click Create once the F	Request Header is c	omplete.		
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COA Values

Click the Filter icon to sort Alphabetically (text) or Numerically (code). Click the search field to see the dropdown list of values.

nd/Project #* 2	Fund/Project # *	2
(100000) General Fund	▼ ~ (100000) General Fund	
ext	Program (101330) ACTFL Test Center Fees	^
code ult Program	(101190) Alan Dawley Center for Socia	I Justice
ither	(101120) AP Workshop for CS Teacher	S
	(101070) Art Graphics Lab Tektronix	
	(101110) Arts Facilities Rental	
	(101530) ASCE Design Projects	
	(101500) ASME DSCD Custodial	
	(101230) Autism Summer Institute	

POETAF Values

Choose **Grant** from the Entity dropdown. Once a project is chosen, the remaining fields will only give the available options for that POETAF.

Entity *	Fund/Project #*	Organization/Task * 3
T - GRANT	▼	▼
Category/Award & Funding Source *	Program	Activity
(C10040/TCNJ_8018) C10040/New Jersey Education Association	Y · (0000) Default Program	Y (0000) Default Activity
Location *		
Y ~ (0000) Default Location		
Commonto		



Estimated Expenses
Choose the Expenses

s you expect to incur on your travel from the list of options. Click **Add** to access the list

******Use **Other Accomodations** if allocating a Hotel to multiple budgets.

	SAP Concur C	Requests	Travel Expense App	Center			Help• Profile • 💄
	Manage Requests						
	New UI - Ov Not Submitted Requ	/ernight Jest ID: 436V	(domestic) \$0.0	() 📾		Copy Request	Submit Request
L	EXPECTED EXP	ENSES					
	Add Ed						
	Expense type 1		Details ∱↓	Date \Xi	Amount †↓	Requested ↑↓	

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Search for an expense type	
 O1. Travel Expenses 	
Car Rental	
Hotel	
Rail/Train	
02. Other Travel Expenses	
03. Personal Car Mileage	
 V 04. Meals & Entertainment 	
Group Meals/Entertainment <10 Attendees	
Per Diem- Blanket Estimate	



New Expense: Air Ticket	Cancel
Round Trip One Way Multi City	
butbound	* Required field
rom *	To *
Newark Intl (Airport - EWR), Newark, New Jersey	San Francisco Intl (Airport - SFO), San Francisco, California
ate * Depart at * 03/15/2022	Comment
leturn	
ate * Depart at *	Comment
03/30/2022 🔲 Departure time 🔹 09:00 AM O	
mount* Currency*	
mount* Currency* 500.00 US, Dollar	
mount* Currency* 500.00 US, Dollar	Save Cancel



Other Travel Expenses Enter a description of expenses, ie. Tolls, Parking & Taxis Enter estimated amount

Click Save

New Expense: 02. Other Travel Expense ^{03/15/2022}	es \$2	200.00 Cancel Save
Allocate		
Transaction Date *		Description * 🕜
03/15/2022		Tolls, Parking, Taxis
Transaction Amount * Currency * 200 US, Dollar	~	
		Save Cancel

Personal Car Mileage

Enter the Roundtrip mileage

Click **Save**. Amount will populate after you hit Save.

New Expense: 03. Personal Car Mileage	\$0.	00		Cancel	Save
Allocate Date *		Distance *			
03/15/2022		100			
Mileage Rate		Amount will calculate after you hit save	Currency		
0.585			US, Dollar		
				Save	Cancel



Per Diem – Blanket Estimate Enter an estimated amount for t	the duration of the blanket request		
Click Save.			
Note: Per Diem is only available	e for days exceeding 7 hours.		
New Expense: Per Diem- Bla	nket Estimate \$100.00	Cano	iel Save
Allocate			
Transaction Date	Transaction Amount *	Currency *	
02/28/2022	100	US, Dollar	~]
Description			
			Save Cancel



Department Limit

Reduces the requested travel amount to a predetermined amount set by your department.

Enter the difference between your Estimated Expenses & your department's reimbursable amount (this value is negative) Click **Save**.





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TCNJ Travel