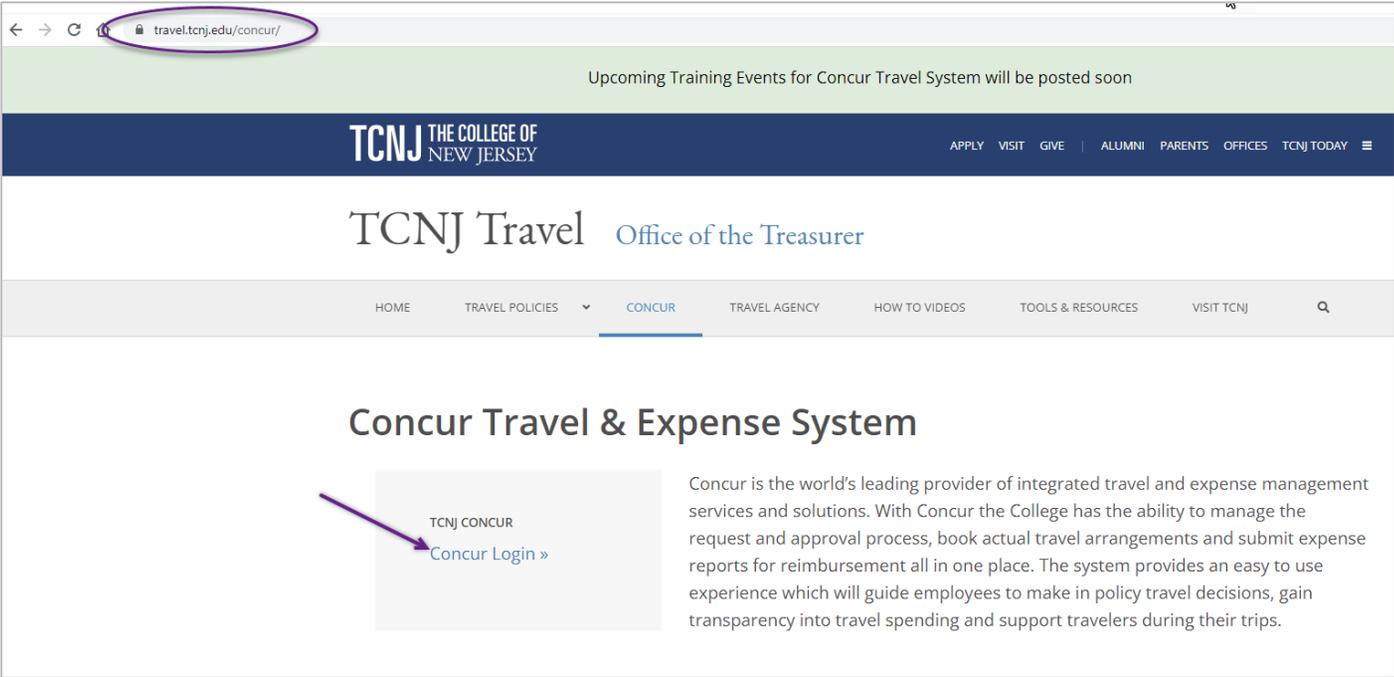
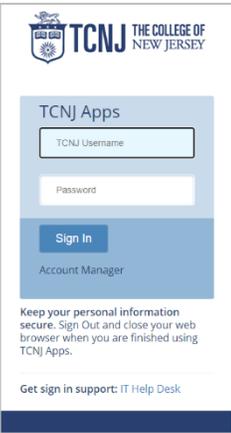
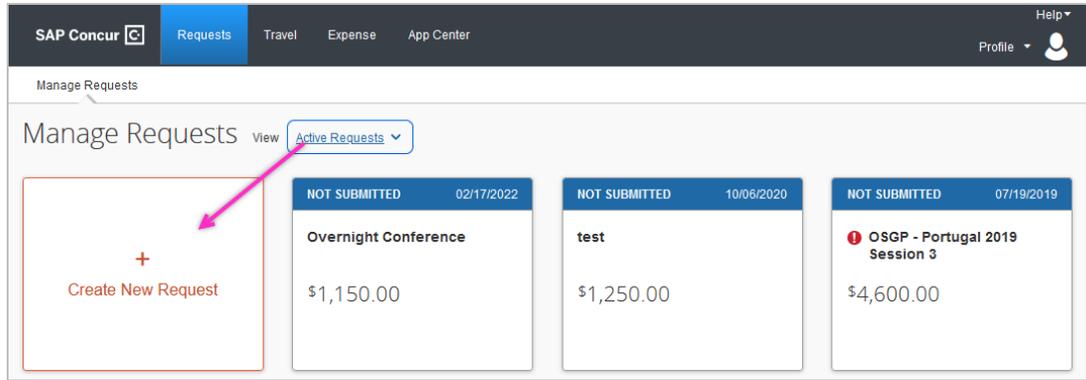


Process Name: Creating Travel Request – Blanket Travel

STEP	DETAIL
<p>1</p>	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Enter your TCNJ login information</p> 

2

Click **Requests** from the black bar.
Click **Create New Request** box.

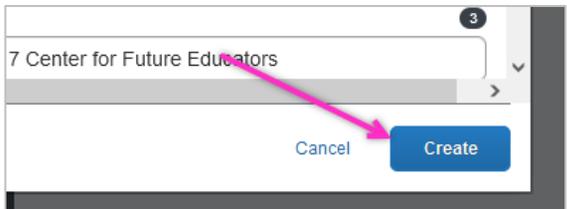


3

Request Header

- Trip Type: TCNJ Blanket Travel Request
- Trip Name: name to identify trip
- Travel Start Date – Must enter request 2 weeks prior to the trip
- Travel End Date
- Travel Purpose – Choose from dropdown
- Traveler Type – Choose from dropdown
- COA/POETAF values

Click **Create** once the Request Header is complete.



COA Values

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

Fund/Project # * 2

Text

Code

Either

Fund/Project # * 2

Program

(101330) ACTFL Test Center Fees

(101190) Alan Dawley Center for Social Justice

(101120) AP Workshop for CS Teachers

(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.

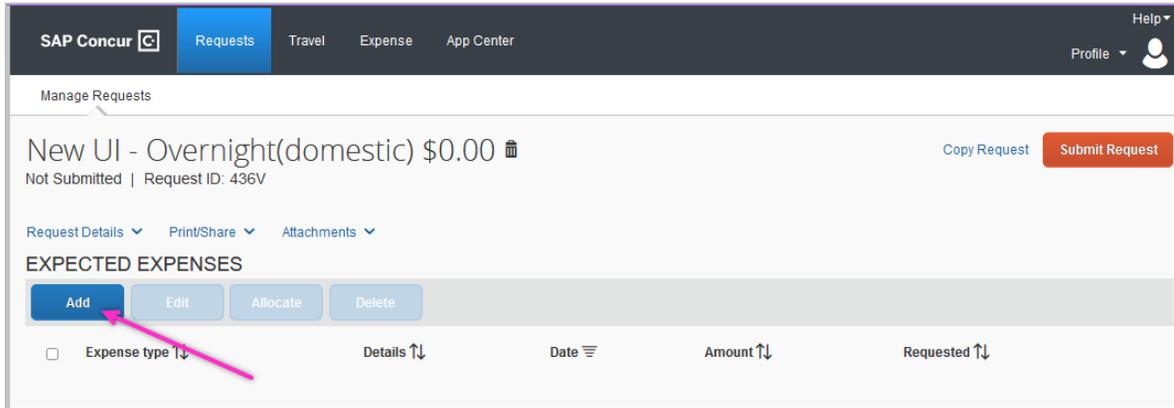
<p>Entity * 1</p> <p> <input type="text" value="GRANT"/> </p>	<p>Fund/Project # * 2</p> <p> <input type="text" value="(N1720) 2017 Center for Future Educators"/> </p>	<p>Organization/Task * 3</p> <p> <input type="text" value="(Dean of Education/1) 2017 Center for Future Educators"/> </p>
<p>Category/Award & Funding Source * 4</p> <p> <input type="text" value="(C10040/TCNJ_8018) C10040/New Jersey Education Association"/> </p>	<p>Program</p> <p> <input type="text" value="(0000) Default Program"/> </p>	<p>Activity</p> <p> <input type="text" value="(0000) Default Activity"/> </p>
<p>Location *</p> <p> <input type="text" value="(0000) Default Location"/> </p>		
<p>Comments</p>		

Estimated Expenses

Choose the Expenses you expect to incur on your travel from the list of options.

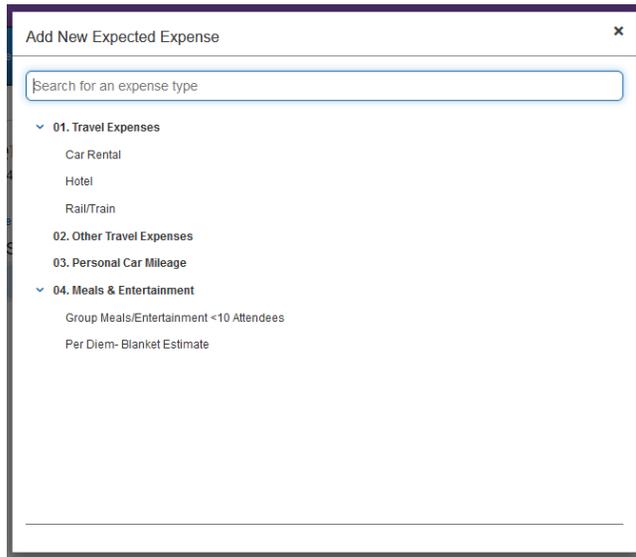
Click **Add** to access the list

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



The screenshot shows the SAP Concur interface for managing a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. The user's profile is visible in the top right. The main content area shows a request titled 'New UI - Overnight(domestic) \$0.00' with a 'Not Submitted' status and 'Request ID: 436V'. Below the request title are buttons for 'Copy Request' and 'Submit Request'. A section titled 'EXPECTED EXPENSES' contains buttons for 'Add', 'Edit', 'Allocate', and 'Delete'. A pink arrow points to the 'Add' button. Below the buttons are sorting options: 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'.

4



The screenshot shows the 'Add New Expected Expense' dialog box. It features a search bar at the top with the placeholder text 'Search for an expense type'. Below the search bar is a list of expense categories, each with a dropdown arrow:

- 01. Travel Expenses
 - Car Rental
 - Hotel
 - Rail/Train
- 02. Other Travel Expenses
- 03. Personal Car Mileage
- 04. Meals & Entertainment
 - Group Meals/Entertainment <10 Attendees
 - Per Diem- Blanket Estimate

Examples of Common Expenses

Railway Ticket

Enter "From" & "To" airports/stations, and Outbound & Return Departure Times.

The Outbound & Return dates will populate from the Request Header.

Enter estimated amount

Click **Save**.

New Expense: Air Ticket
Cancel **Save**

Round Trip One Way Multi City

Outbound * Required field

From *

🌐 Newark Intl (Airport - EWR), Newark, New Jersey

To *

🌐 San Francisco Intl (Airport - SFO), San Francisco, California

Date *

📅 03/15/2022

Depart at *

⌵ 08:00 AM

Comment

Return

Date *

📅 03/30/2022

Depart at *

⌵ 09:00 AM

Comment

Amount *

500.00

Currency *

⌵ 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 Expenses \$200.00 Cancel Save
03/15/2022

 Allocate

Transaction Date * 

Description *

Transaction Amount * Currency *

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
03/15/2022

 Allocate

Date * 

Distance * 

Mileage Rate

Amount will calculate after you hit save

Currency

Save Cancel

Per Diem – Blanket Estimate

Enter an estimated amount for the duration of the blanket request

Click **Save**.

Note: Per Diem is only available for days exceeding 7 hours.

New Expense: Per Diem- Blanket Estimate \$100.00 Cancel Save

02/28/2022

[Allocate](#)

Transaction Date: Transaction Amount*: Currency*: ▼

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**.

EXPECTED EXPENSES

<input type="checkbox"/> Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/> Air Ticket	Newark (EWR) - San Francisco (SFO) : Round Trip	03/15/2022	\$500.00	\$500.00
<input type="checkbox"/> Hotel Reservation	San Francisco, California	03/15/2022	\$650.00	\$650.00
<input type="checkbox"/> 02. Other Travel Expenses	Tolls, Parking, Taxis	03/15/2022	\$200.00	\$200.00
<input type="checkbox"/> 03. Personal Car Mileage		03/15/2022	\$58.50	\$58.50
<input type="checkbox"/> Daily Meal Per Diem	San Francisco, California	03/15/2022	\$1,264.00	\$1,264.00

Estimated Total: \$2,672.50

Original Estimated Expenses = \$2,672.50

New Expense: Department Limit \$-172.50
03/15/2022

Allocate

Transaction Date *
03/15/2022

Description

Transaction Amount *
-172.50

Currency *
US, Dollar

Department Limit = -172.50

EXPECTED EXPENSES

<input type="checkbox"/> Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/> Air Ticket	Newark (EWR) - San Francisco (SFO) : Round Trip	03/15/2022	\$500.00	\$500.00
<input type="checkbox"/> Hotel Reservation	San Francisco, California	03/15/2022	\$650.00	\$650.00
<input type="checkbox"/> 02. Other Travel Expenses	Tolls, Parking, Taxis	03/15/2022	\$200.00	\$200.00
<input type="checkbox"/> 03. Personal Car Mileage		03/15/2022	\$58.50	\$58.50
<input type="checkbox"/> Daily Meal Per Diem	San Francisco, California	03/15/2022	\$1,264.00	\$1,264.00
<input type="checkbox"/> Department Limit		03/15/2022	\$-172.50	\$-172.50

Estimated Total: \$2,500.00

New Estimated Expenses = \$2,500.00

Request Details

Edit Request Header

View Approval Workflow (Request Timeline)

The screenshot shows a dropdown menu for 'Request Details' with the following options: Request, Edit Request Header, Request Timeline, Audit Trail, Linked Add-ons, Add Cash Advance, and Travel Advisory. The 'Request' option is highlighted.

Click Submit

The screenshot shows a 'Submit Request' button highlighted with a pink arrow. The interface displays a request for 'New UI - Blanket \$375.50' with a 'Submit Request' button in the top right corner.

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> 02. Other Travel Expenses	tolls, parking	02/28/2022	\$100.00	\$100.00
<input type="checkbox"/> 03. Personal Car Mileage		02/28/2022	\$175.50	\$175.50
<input type="checkbox"/> Per Diem- Blanket Estimate		02/28/2022	\$100.00	\$100.00
Estimated Total:				\$375.50

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