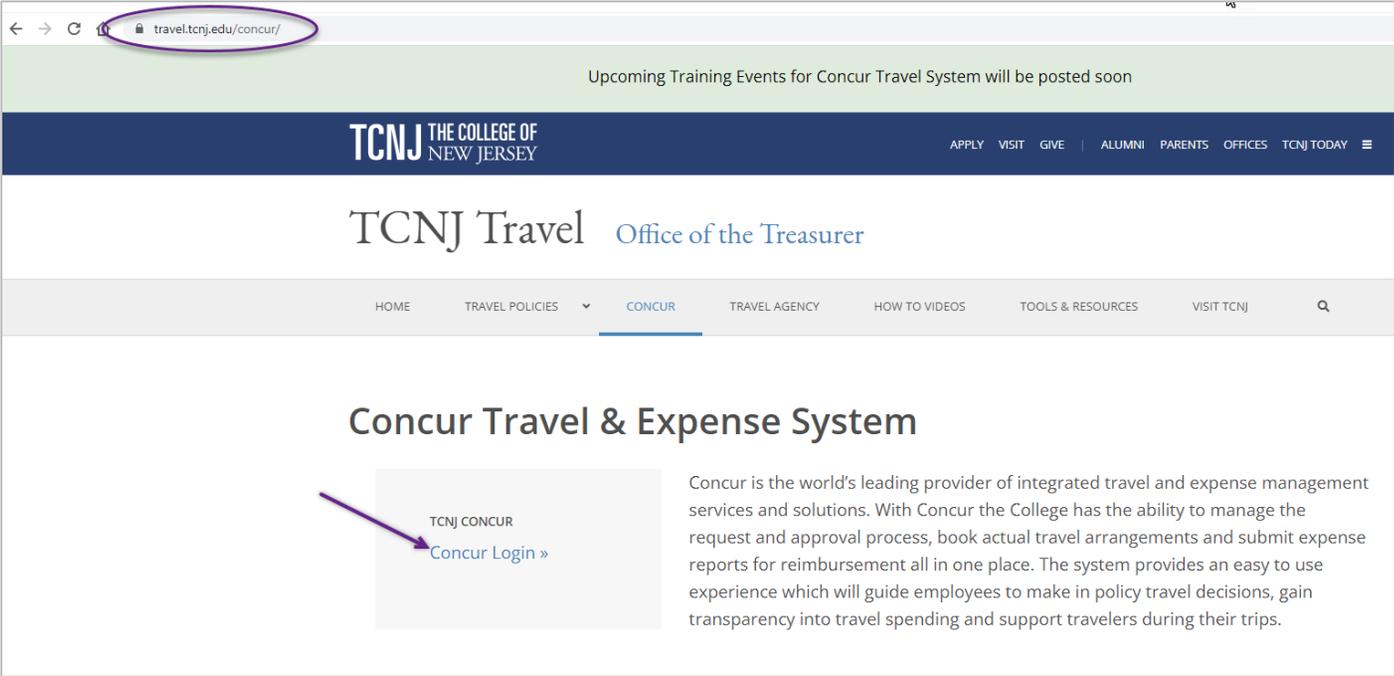
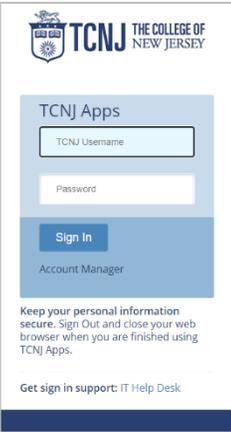
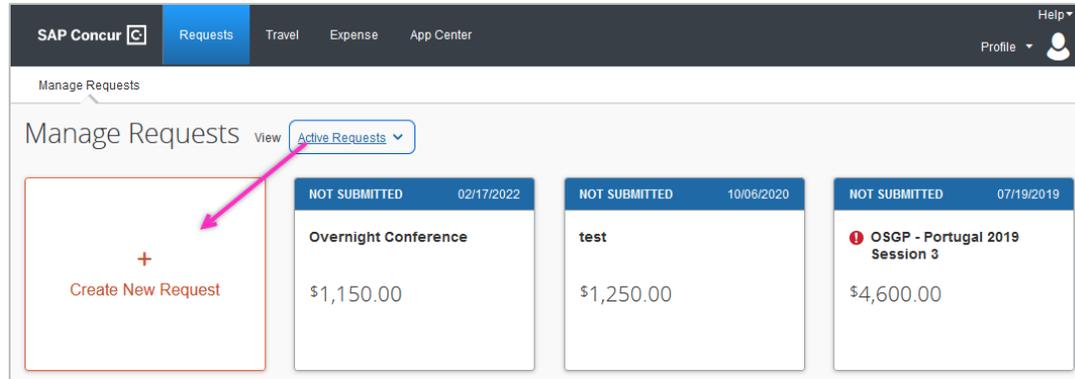


Process Name: Creating Travel Request – Day Trip

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.

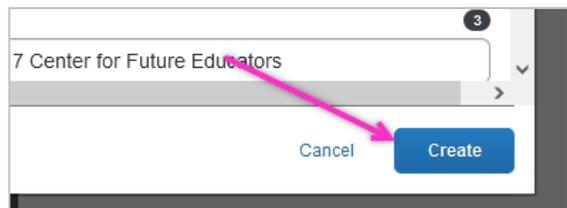


3

Request Header

- Trip Type: TCNJ Day Trip
- Trip Name: name to identify trip
- Travel Date – Must enter request 2 weeks prior to the trip
- Travel Purpose – Choose from dropdown
- Domestic or International – Choose from dropdown
- Final Destination: Where event is held. System will auto-predict as you type
- How Will You Book Your Travel? – Choose from dropdown
- Traveler Type – Choose from dropdown
- Will you receive honorarium? – Are you being compensated by the event?
- Are you receiving external funding? – Is the event paying your travel expenses?
- COA/POETAF values

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



How will you book your Travel?

- Online – Use Travel Agent portal in Concur
- Offline – Call Travel Agent
- External – Booking on your own
- No Booking needed

Note: Travel agent can not book hotels or rental cars on the Corporate Travel card.

COA Values

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

POETAF Values

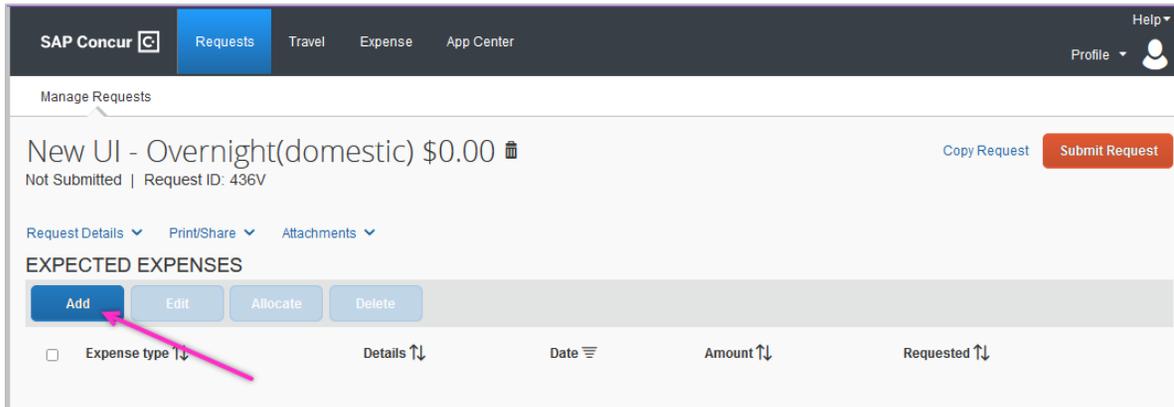
Choose **Grant** from the Entity dropdown. Once a project is chosen, the remaining fields will only give the available options for that POETAF.

Estimated Expenses

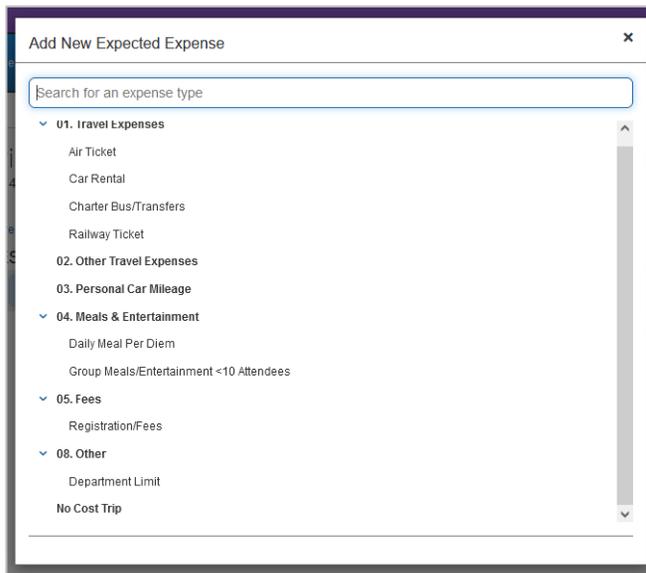
Choose the Expenses you expect to incur on your travel from the list of options.

Click **Add** to access the list

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



4



Travel Agent Note:

Air Travel – can be booked through travel agent using the Corporate Travel Card

Car Rental – can be booked through travel agent using personal credit card or TCNJ issued Travel Card

Hotel – can be booked through travel agent using personal credit card or TCNJ issued Travel Card

Train (not Regional Rail) – can be booked through travel agent using the Corporate Travel Card

Examples of Common Expenses

Air Ticket & 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

Daily Meal Per Diem

The daily per diem rate is based on the GSA rate for the city you will be visiting.

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

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

New Expense: Daily Meal Per Diem \$0.00 Cancel Save

03/15/2022

 [Allocate](#)

Business Travel Start Date *Business Travel End Date

Destination City GSA rate will calculate after you hit save

Currency

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

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

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)

Click **Submit**

Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Railway Ticket	Trenton, New Jersey - Philadelphia, Pennsylvania : Round Trip	02/24/2022	\$40.00	\$40.00
<input type="checkbox"/>	Daily Meal Per Diem	Philadelphia, Pennsylvania	02/24/2022	\$79.00	\$79.00
<input type="checkbox"/>	03. Personal Car Mileage		02/24/2022	\$11.70	\$11.70
<input type="checkbox"/>	02. Other Travel Expenses	Tolls, Parking Taxes	02/24/2022	\$50.00	\$50.00
				Estimated Total: \$180.70	

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