Process Name: Creating Travel Request – Overnight Trip

STEP	DETAIL
1	Sign in to Concur - Navigate to **travel.tcnj.edu** - Click Concur from the menu - Click Concur Login Enter your TCNJ login information

| 2	Click **Requests** from the black bar. Click **Create New Request** box.
3	**Request Header** - Trip Type: TCNJ Overnight Trip - Trip Name: name to identify trip - Start & End 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? - Will the trip contain personal travel? - COA/POETAF values Click **Create** once the Request Header is complete.
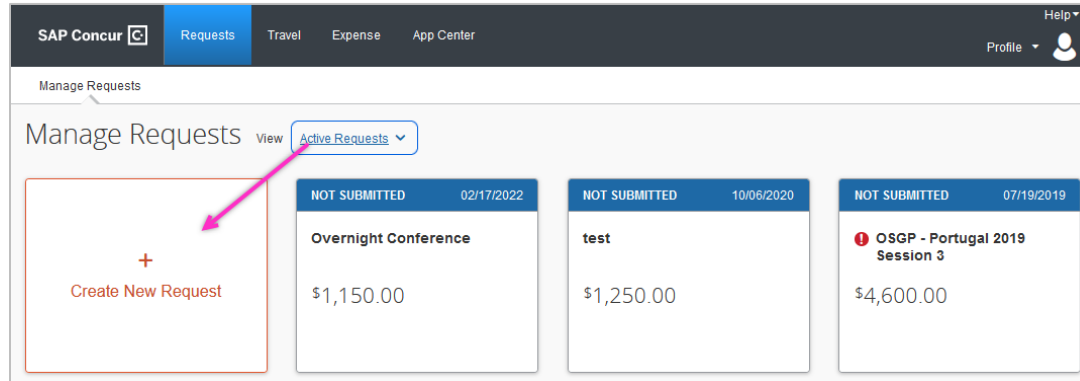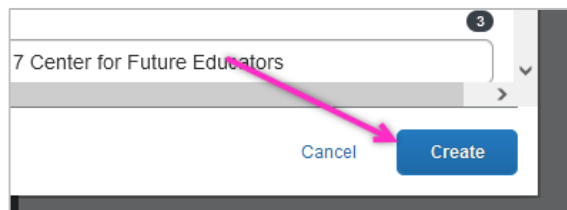
How will you book your Travel?
- Online – Use Travel Agent portal in Concur
- Offline – Call Travel Agent
- External – Booking on your own
- No Booking needed

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

How will you book your travel? *

03. External Travel Booking

None Selected

01. Online Travel Booking

02. Offline/TMC Travel booking

03. External Travel Booking

04. No Booking Needed

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 # *

(100000) General Fund

Text
Code
Either

ult Program

Fund/Project # *

(100000) General Fund

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.

Entity *   ❶
GRANT

Category/Award & Funding Source *   ❹
(C10040/TCNJ_8018) C10040/New Jersey Education Association

Location *
(0000) Default Location

Fund/Project # *   ❷
(N1720) 2017 Center for Future Educators

Program
(0000) Default Program

Organization/Task *   ❸
(Dean of Education/1) 2017 Center for Future Educators

Activity
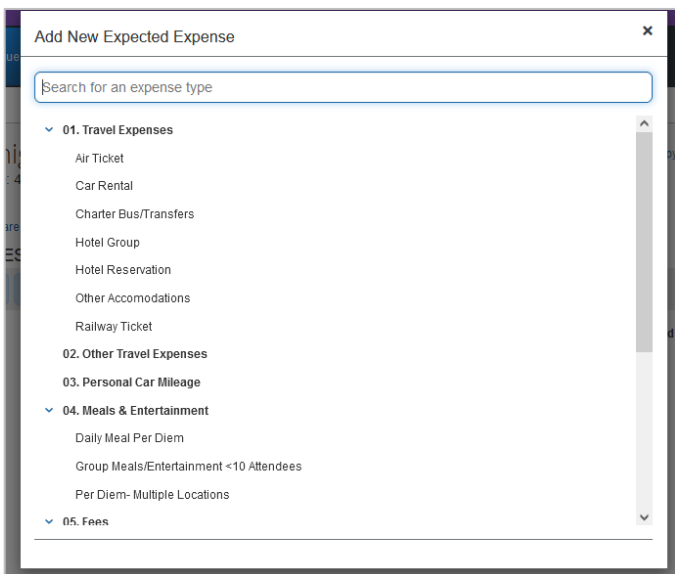(0000) Default Activity

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.
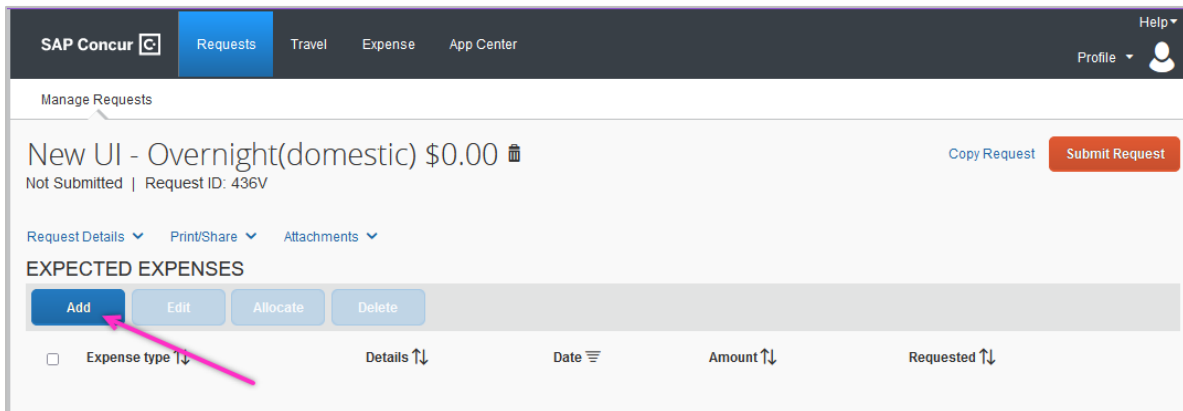
Travel Agent Note:
Air Travel – can be booked through travel agent using the Corporate Travel Card
Car Rental – can be booked through travel agent using personal credit card or TCNJ issued Travel Card
Hotel – can be booked through travel agent using personal credit card or TCNJ issued Travel Card
Train (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.**

Hotel Reservation (use Other Accomodations if allocating to multiple budgets)
Enter City
The Check-In & Check-out dates will populate from the Request Header.
Enter estimated amount

Click **Save.**

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

Click **Save**

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 *
03/15/2022   🗓   100   ⊟

Mileage Rate   Amount will calculate after you hit save   Currency
0.585   US, Dollar

                                                                        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.

New Expense: Daily Meal Per Diem $0.00   Cancel   Save
03/15/2022

⊕ Allocate

Business Travel Start Date   *Business Travel End Date
03/15/2022   03/30/2022

Destination City   GSA rate will calculate after you hit save   Currency
San Francisco, California   US, Dollar

                                                                        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**.

Original Estimated Expesnes = $2,672.50

Department Limit = -172.50

New Estimated Expesnes = $2,500.00

Request Details
Edit Request Header
View Approval Workflow (Request Timeline)

Click **Submit**

5