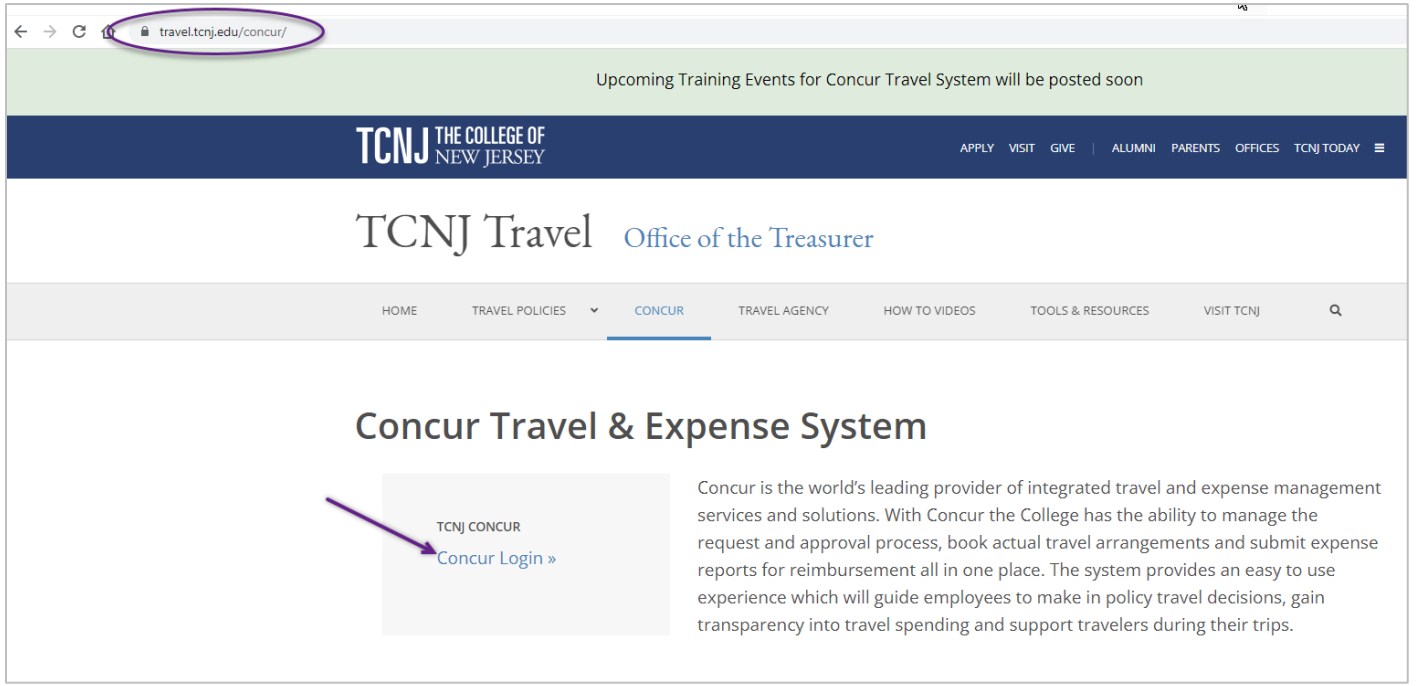
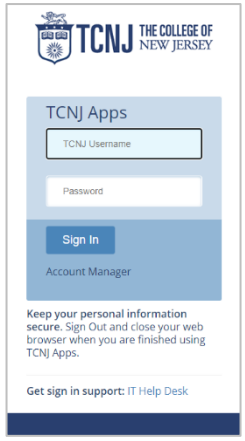
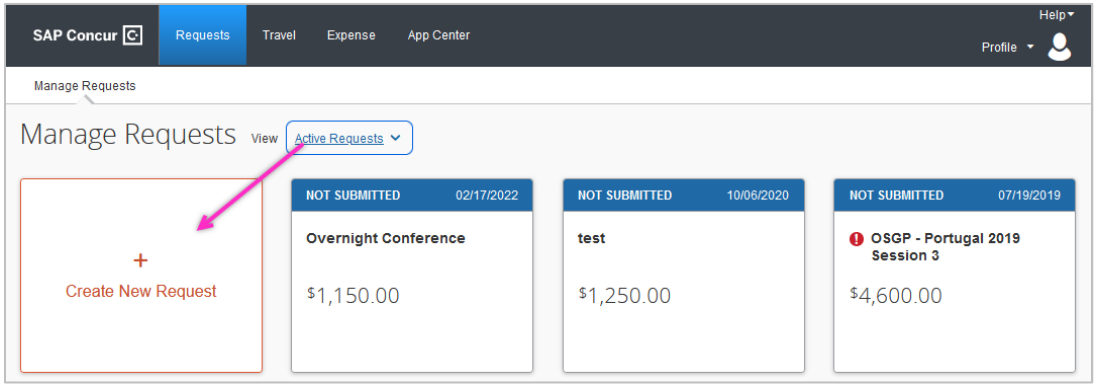
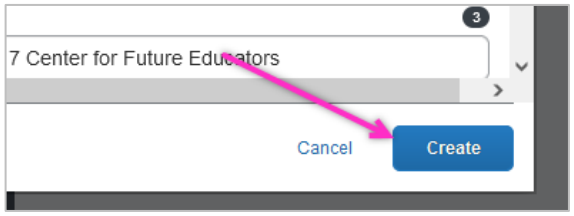
Process Name: Creating Travel Request – Overnight Trip

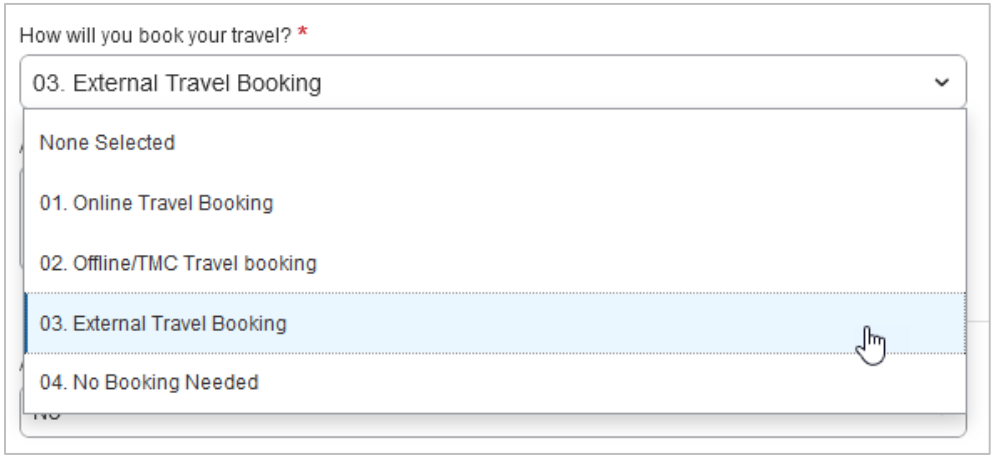
STEP	DETAIL
1	Sign in to Concur - Navigate to **travel.tcnj.edu** - Click Concur from the menu - Click Concur Login  Enter your TCNJ login information 

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?

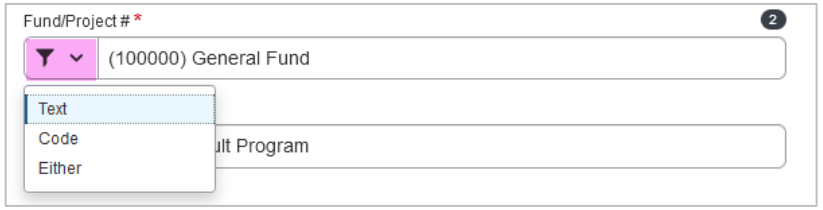
- Online – Use Travel Agent portal in Concur
- Offline – Call Travel Agent
- External – Booking on your own
- No Booking needed

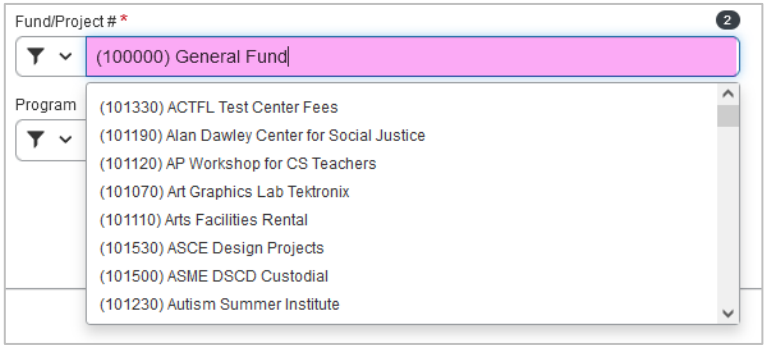
Note: Travel agent can not book hotels or rental cars on the Corporate Travel card.



COA Values

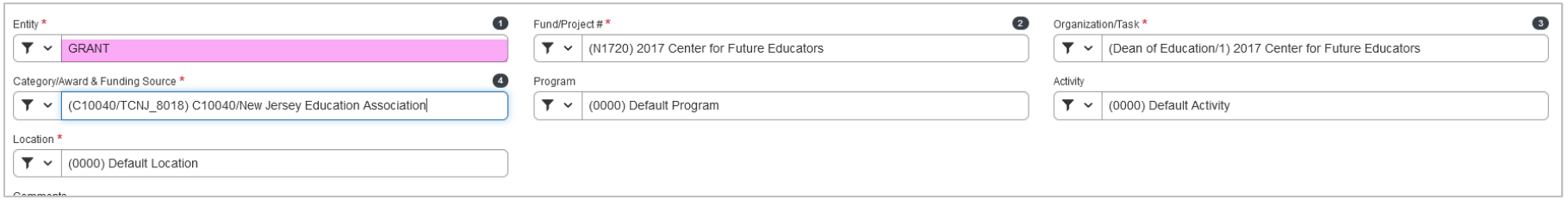
Click the Filter icon to sort Alphabetically (text) or Numerically (code).
Click the search field to see the dropdown list of values.





POETAF Values

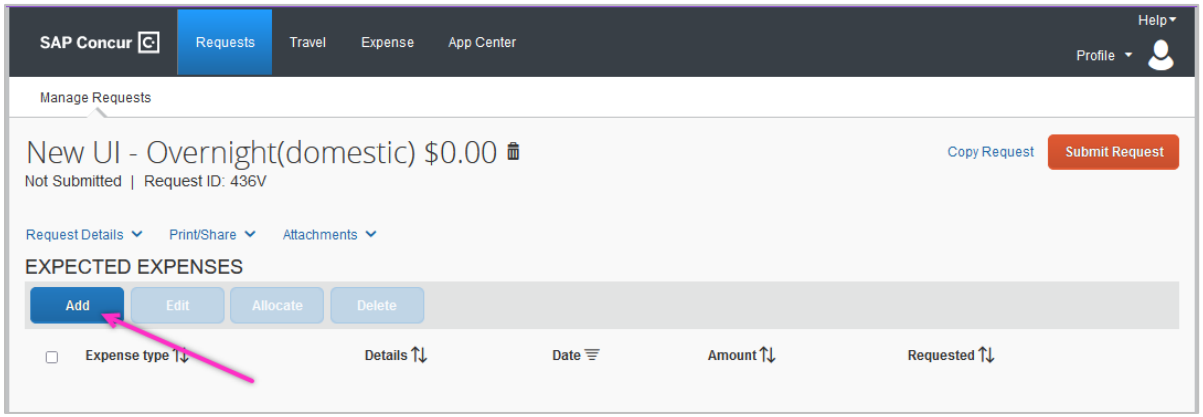
Choose **Grant** from the Entity dropdown. Once a project is chosen, the remaining fields will only give the available options for that POETAF.

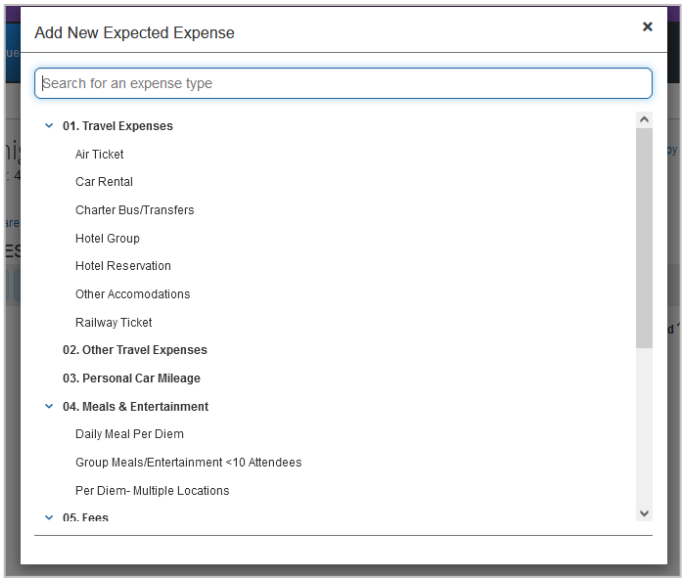


4

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:

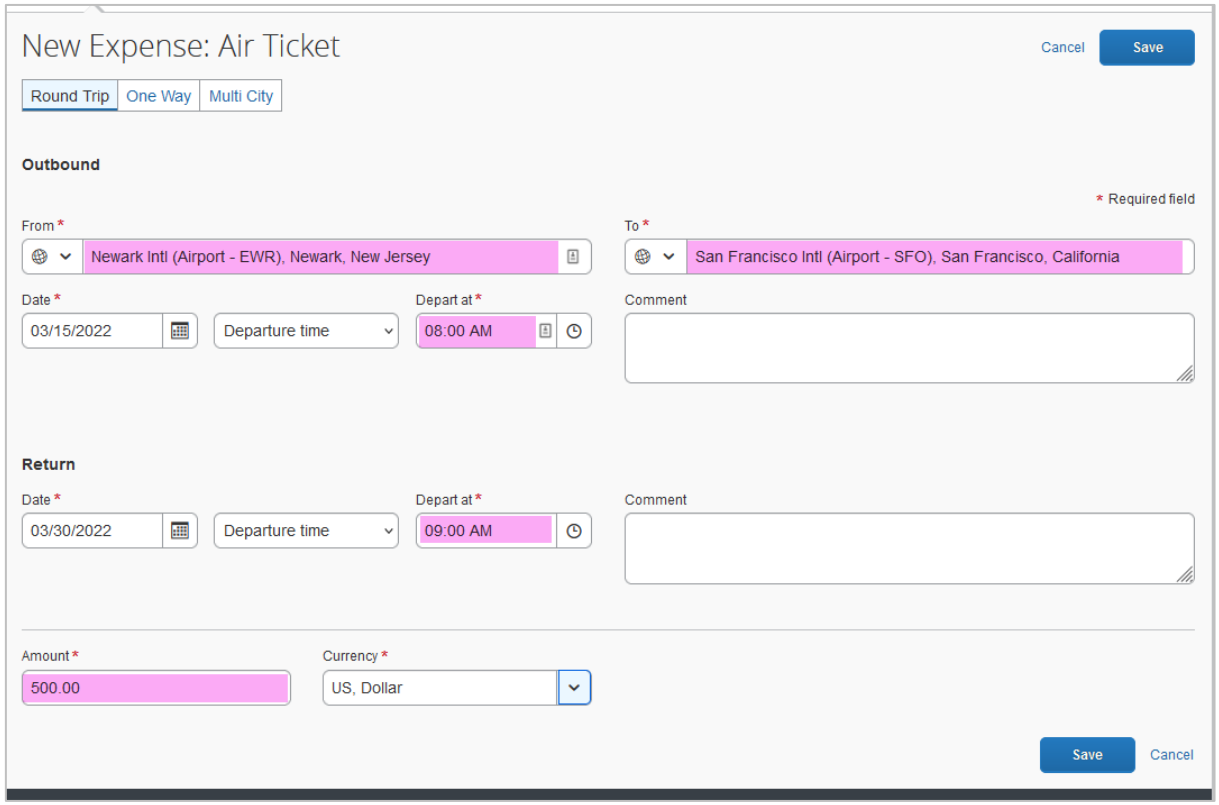
Air Travel – can be booked through travel agent using the Corporate Travel Card
Car Rental – can be booked through travel agent using personal credit card or TCNJ issued Travel Card
Hotel – can be booked through travel agent using personal credit card or TCNJ issued Travel Card
Train (not Regional Rail) – can be booked through travel agent using the Corporate Travel Card

Examples of Common Expenses

Air Ticket & Railway Ticket

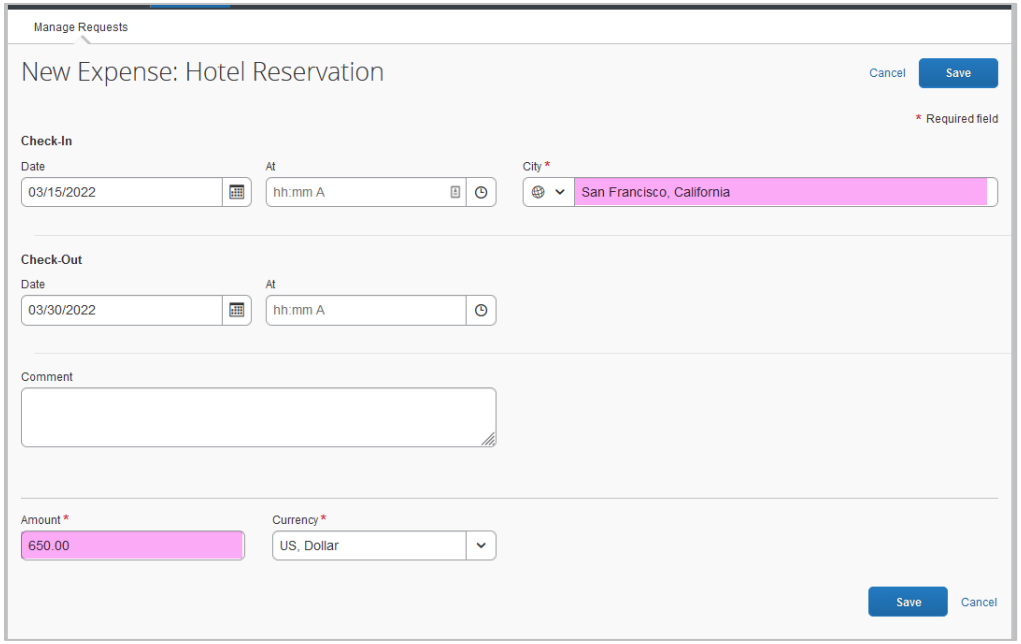
Enter "From" & "To" airports/stations, and Outbound & Return Departure Times.
The Outbound & Return dates will populate from the Request Header.
Enter estimated amount

Click **Save.**



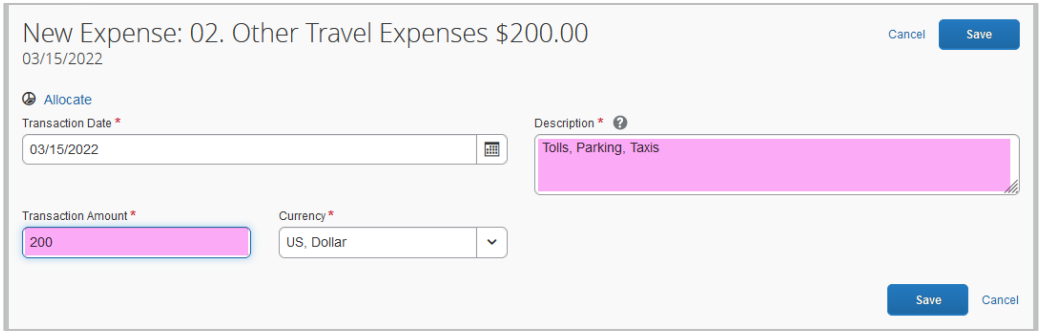
Hotel Reservation (use Other Accomodations if allocating to multiple budgets)
Enter City
The Check-In & Check-out dates will populate from the Request Header.
Enter estimated amount

Click **Save.**



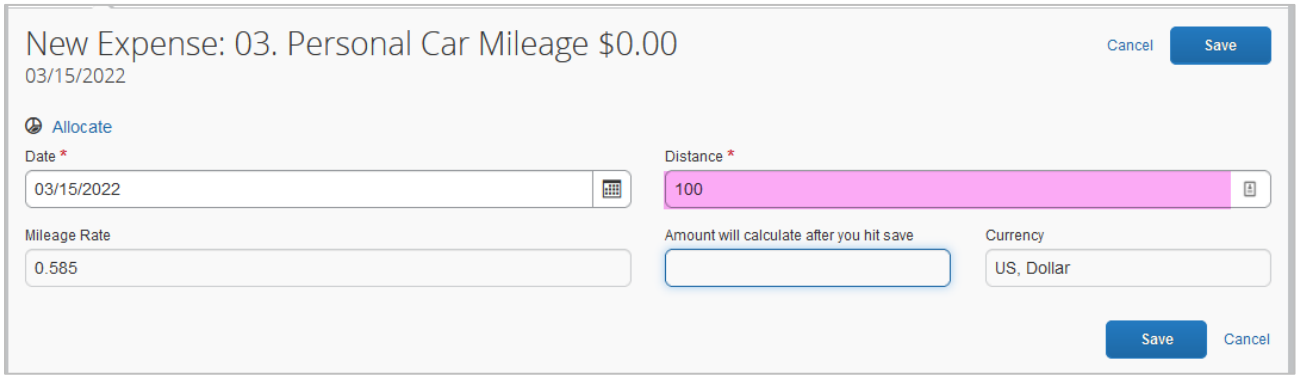
Other Travel Expenses
Enter a description of expenses, ie. Tolls, Parking & Taxis
Enter estimated amount

Click **Save**



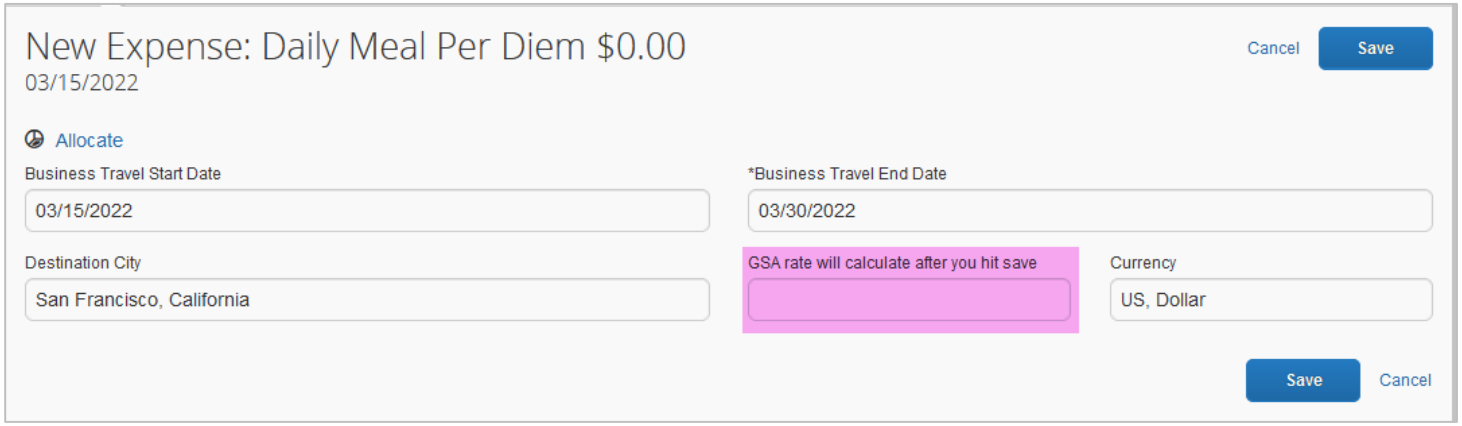
Personal Car Mileage
Enter the Roundtrip mileage

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



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

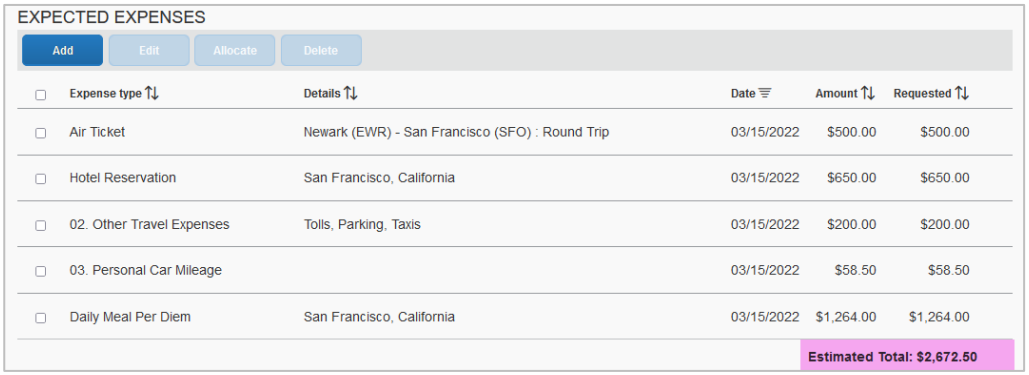
Click **Save**. Amount will populate after you hit Save.



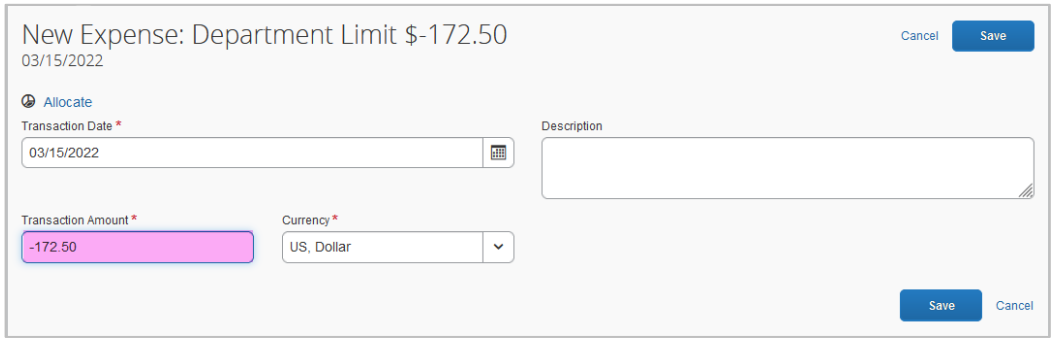
Department Limit

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

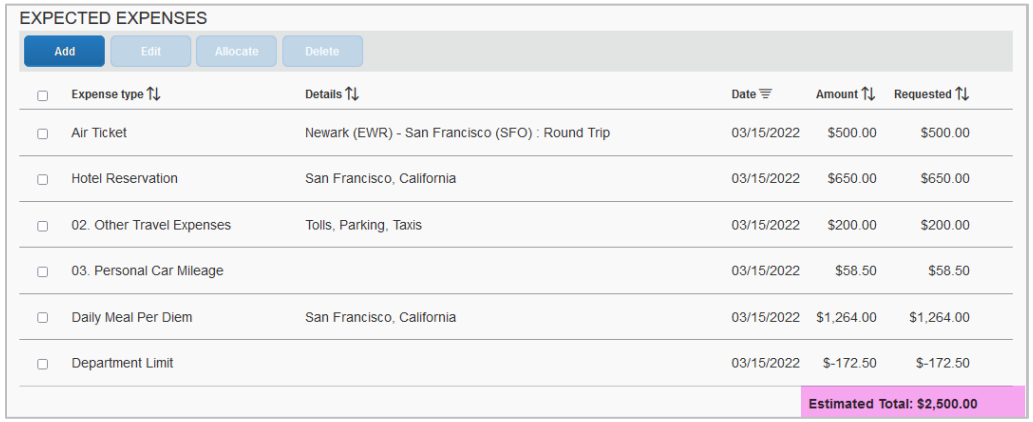
Enter the difference between your Estimated Expenses & your department's reimbursable amount (this value is negative)
Click **Save**.



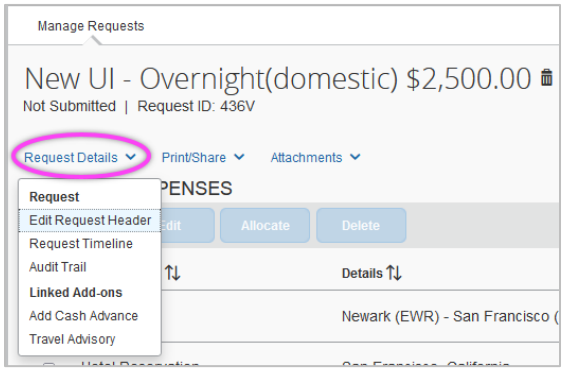
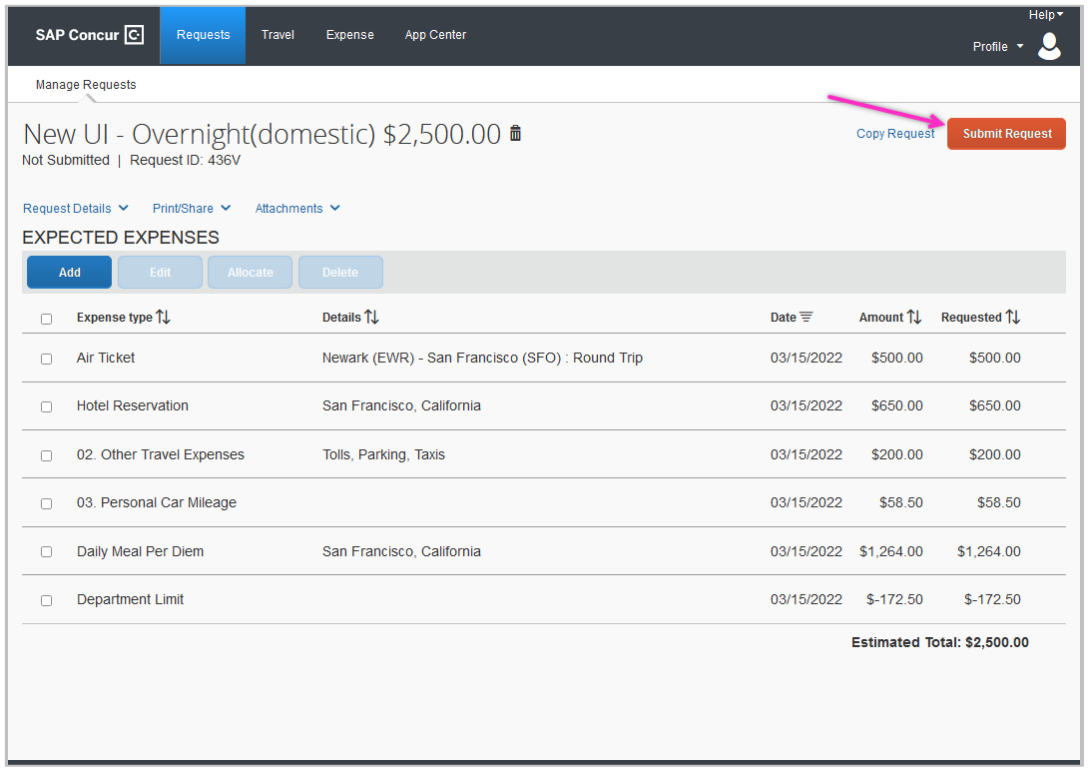
Original Estimated Expesnes = $2,672.50



Department Limit = -172.50



New Estimated Expesnes = $2,500.00

	Request Details Edit Request Header View Approval Workflow (Request Timeline) 
5	Click **Submit**