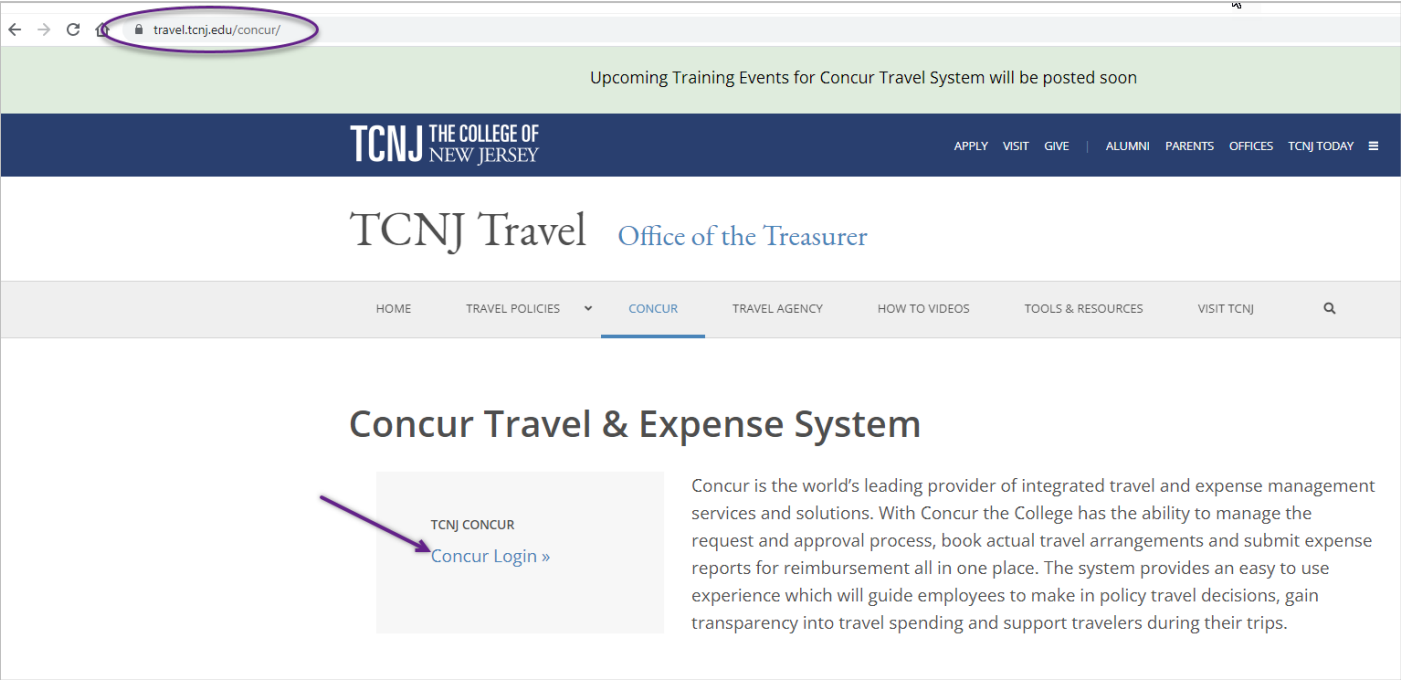
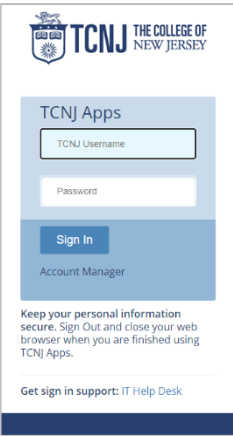
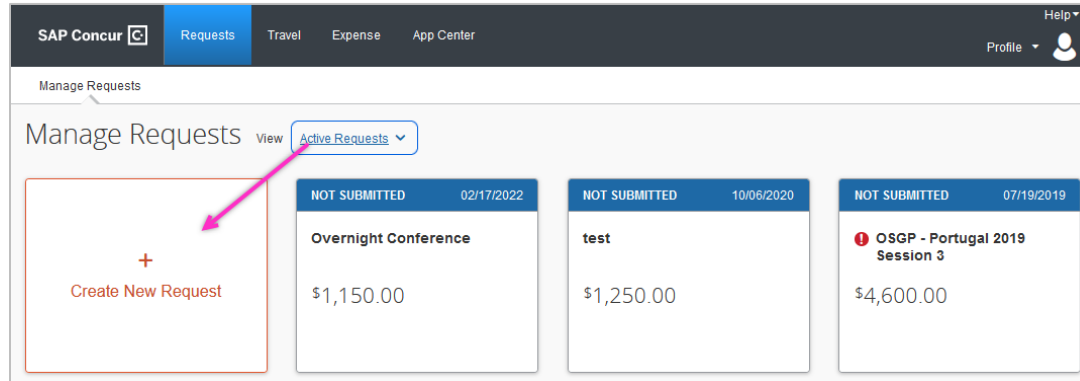


Process Name: Creating Travel Request – Overnight Trip

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.

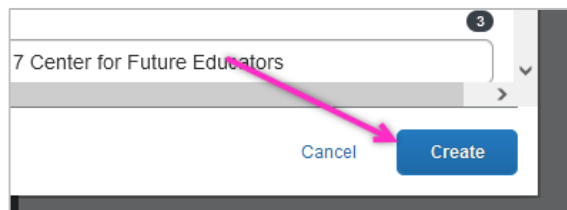


3

Request Header

- Trip Type: TCNJ 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

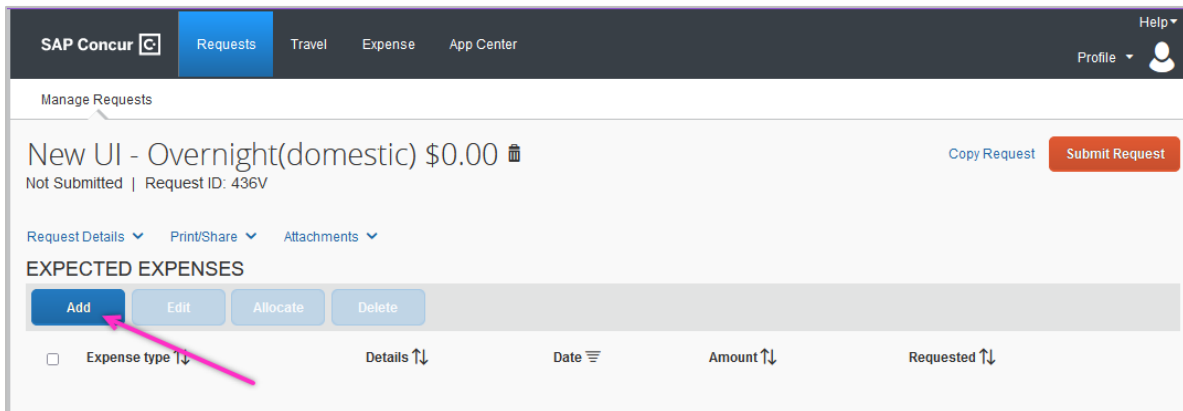
Choose **Grant** from the Entity dropdown. Once a project is chosen, the remaining fields will only give the available options for that POETAF.

Estimated Expenses

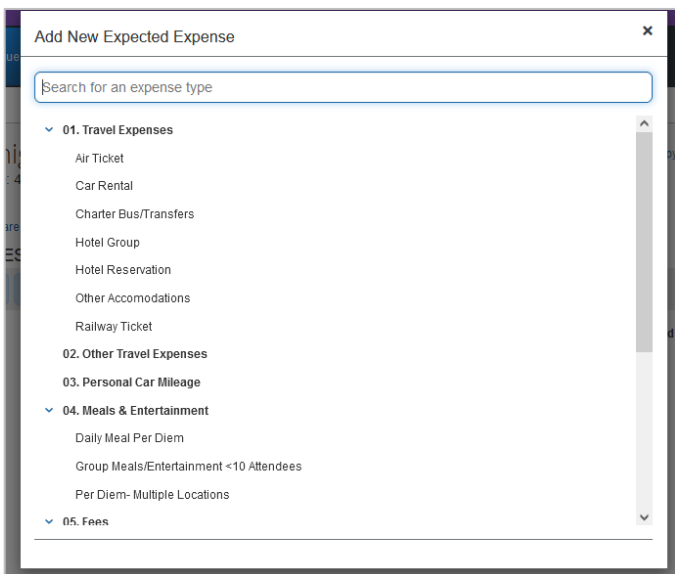
Choose the Expenses you expect to incur on your travel from the list of options.

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

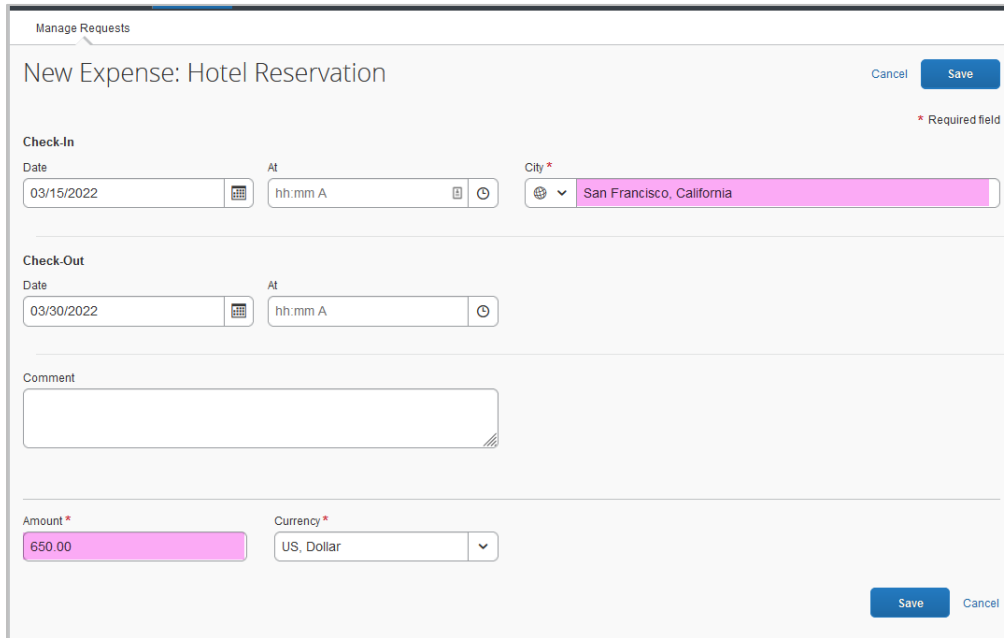
Hotel Reservation (use Other Accomodations if allocating to multiple budgets)

Enter City

The Check-In & Check-out dates will populate from the Request Header.

Enter estimated amount

Click **Save**.



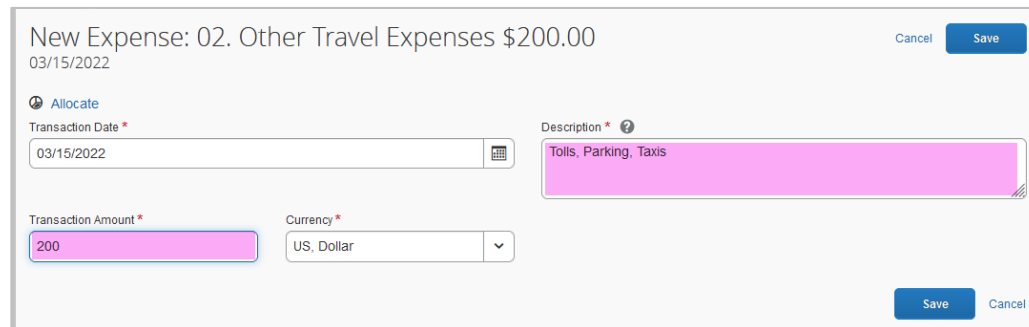
The screenshot shows a web form titled "New Expense: Hotel Reservation". It includes fields for "Check-In" (Date: 03/15/2022, At: hh:mm A, City: San Francisco, California) and "Check-Out" (Date: 03/30/2022, At: hh:mm A). There is a "Comment" text area and an "Amount" field set to 650.00 with a "Currency" dropdown set to "US, Dollar". Buttons for "Save" and "Cancel" are present at the top right and bottom right.

Other Travel Expenses

Enter a description of expenses, ie. Tolls, Parking & Taxis

Enter estimated amount

Click **Save**



The screenshot shows a web form titled "New Expense: 02. Other Travel Expenses \$200.00". It includes a "Transaction Date" field set to 03/15/2022 and a "Description" text area containing "Tolls, Parking, Taxis". There is also a "Transaction Amount" field set to 200 and a "Currency" dropdown set to "US, Dollar". Buttons for "Save" and "Cancel" are present at the top right and bottom right.


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.

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

Save Cancel

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)

The screenshot shows the 'Manage Requests' interface for a request titled 'New UI - Overnight(domestic) \$2,500.00'. A dropdown menu is open for 'Request Details', listing options: 'Request', 'Edit Request Header', 'Request Timeline', 'Audit Trail', 'Linked Add-ons', 'Add Cash Advance', and 'Travel Advisory'. Other visible options in the menu are 'Print/Share' and 'Attachments'. Below the menu, there are buttons for 'Edit', 'Allocate', and 'Delete', and a table header for 'EXPENSES'.

Click Submit

The screenshot shows the 'Manage Requests' page with the 'Submit Request' button highlighted by a pink arrow. The page displays the request details and a table of '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

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