

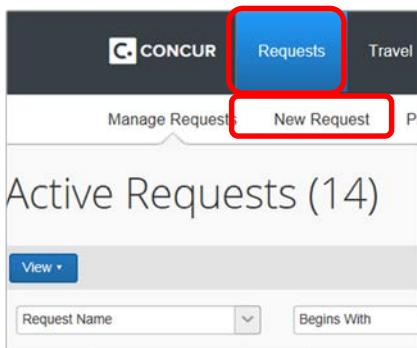
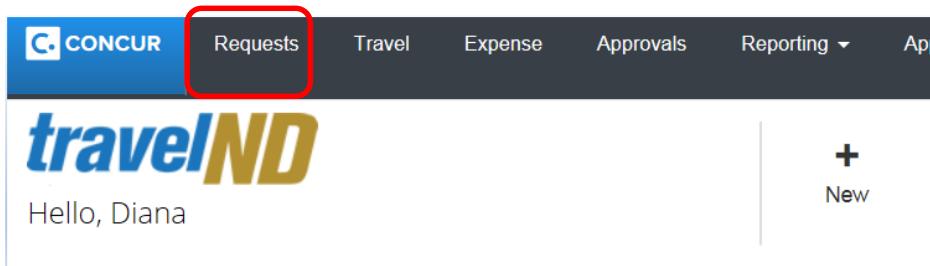
Concur Request – Guest Travel Authorization Form

Concur Request is designed to notify Anthony Travel for making air travel reservations for guests, spouse and dependents. You can fill out a request form within Concur noting the air travel details which will be sent to Anthony Travel to finish the booking process. You continue to have the option to book guest travel within Concur by selecting “Book for Guest” under the Trip Search section and enter the trip details.

Create the Request:

To create a new request:

Click **Requests** tab > **New Request** (on the sub-menu).



The request header appears:

A detailed screenshot of the 'Request Header' section of the New Request form. It includes fields for Request Name (with a dropdown for Travel Authorization and Guest Request Policy), Business Purpose, Trip Purpose, Comment, Payment Type, Fund, Organization, Program, Activity, Location, Traveler type (Guest (non-ND)), traveler's first name, middle name, and last name, Gender, traveler's date of birth, and ND Contact NetID.

Header Information:

1. Complete all required fields and any optional fields in the header with as much information about the traveler as possible. This will assist Anthony Travel in the booking process. If you would like Anthony Travel to contact the traveler, please include the contact phone number or email in the comment box.
2. Select the appropriate **payment type** from the drop down field. If any of the travel is paid by ND, please enter the correct FOPAL numbers. If any travel is paid by traveler, please instruct traveler to provide credit card information to Anthony Travel at the time of booking.
3. Select the appropriate **traveler type** from the drop down
4. Enter your netID in the **ND Contact NetID** field.
5. Click **Save**

The image shows two separate dropdown menus. The top menu, titled 'Payment Type', has three options: 'Air-Travel - Paid by ND' and 'Travel paid by traveler'. The bottom menu, titled 'Traveler type', has three options: 'Guest (non-ND)', 'Guest (non-ND)', and 'Spouse/Dependent'. The 'Guest (non-ND)' option is currently selected in both menus.

Segments:

The segments tab contains the travel-based fields for air travel.

6. Select the correct air travel ticket type, domestic or foreign, from the drop down
7. The appropriate segment fields appear. Complete the fields – including the approximate requested amount, if known, of the segments – and click **Save**. If you would like Anthony Travel to contact the traveler, please indicate the traveler's contact information in the comment field.

The image shows the 'Segments' tab of a travel request form. At the top, it displays 'Request Name: Request Demo' and 'Business Purpose: Request process demo'. Below this are tabs for 'Request Header', 'Segments' (which is active), 'Approval Flow', and 'Audit Trail'. A section titled 'Add Segment' features a purple airplane icon with the text 'CLICK ICON TO CREATE SEGMENT'. To the right, there are two buttons: 'Air Ticket' and 'Foreign Air Ticket'.

The image shows the 'Air Ticket' segment configuration screen. At the top, it says 'Air Ticket' with trip options: 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. It also shows an 'Amount: 500.00' and 'USD' dropdown. The 'Outbound' section includes fields for 'From' (Tampa Intl (TPA), Tampa, FL, United States of America) and 'To' (South Bend Airport (SBN), South Bend, IN, United States of America). It also includes a date/time selector ('Date: 07/01/2015', 'Depart at: 09:00 am') and a comment field ('Comment: Amount of ticket not to exceed \$500.00'). The 'Return' section includes a date/time selector ('Date: 07/03/2015', 'Depart at: 02:00 pm') and a comment field ('Comment: ').

8. You can also attach supporting documents to the request before submitting. Click **Attachments** in the upper right corner of the Request form. Example – if you have several guests who are traveling for the same business purpose.

The screenshot shows the Concur Request form for Request ID 3349. At the top right, there is a red box highlighting the 'Attachments' button, 'Print / Email', 'Delete Request', and 'Submit Request' buttons. Below these are two buttons: 'Check Documents' and 'Attach Documents'. To the right of the 'Check Documents' button is the text 'Status: Not Submitted'.

Submit the Request:

9. After all the fields are complete and appropriate documents are attached, you can click **Submit Request**.
10. The form will go directly to Anthony Travel for processing. No additional approvals are needed.
11. You can now view the status of the request in your **Active Requests** list.

The screenshot shows the Concur Active Requests list. At the top, there is a red box around the 'Manage Requests' and 'New Request' buttons. Below this is a search bar with dropdowns for 'Request Name' and 'Begins With', and a 'Go' button. The main table has columns for 'Request Name', 'Request ID', 'Status', 'Request Dates', 'Date Submitted', and 'Total'. A row for 'Request Demo' (Request ID 3349) is highlighted with a red box. The status is 'Approved', the date submitted is '06/04/2015', and the total is '\$500.00'. A comment in the row states: 'Comment: ATI, please contact traveler by phone for travel itinerary details. 574.552.5555.'

	Request Name	Begins With		Go	Request Dates	Date Submitted	Total	A
<input type="checkbox"/>	Request Demo	3349	Approved		06/04/2015	\$500.00		
	Request process demo							
			Comment: ATI, please contact traveler by phone for travel itinerary details. 574.552.5555.					

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