How to Create a Travel Request in Concur

To create a team travel Request in Concur, first you must log in to Concur through the Princeton Travel Management Website (travel.princeton.edu) Click on the Concur logo and log in using your Princeton University NetID and password.

Once logged into Concur, under Requests, select New Event Request

To create the new Event Request, you must give the trip a name or Project Title. When entering the Project Title, use your team name, the game or competition you are traveling to, and the semester or year the trip is taking place. For example “Water Polo CWPA Regional 2018”

Complete all required fields. For the Emergency Contact Information, you will be required to put placeholder characters into the fields. Individual students will then need to place their personal emergency contact information into the fields before submitting.

Travel Type and Program are important for the Travel Request approval process. Sport Clubs have our own Travel Type and Program.

1. Travel Type MUST be Extra Curricular (academic year).
2. The ONLY Program you will see when you select Extra Curricular (academic year) will be Club Sport

By correctly selecting the Travel Type and Program, as the trip creator you are routing the travel requests directly to the Assistant Director for Sport Clubs.
After you have completed the information in the Request Header, click on the Segments tab. You will see 6 colored bubbles with travel icons inside them. If you hover over them, you will see the titles for each of them. While Sport Club teams will not generally use certain Segments, please familiarize yourself with all of them.

While all travel itinerary information is required to be submitted through Concur, the Car Rental and Hotel Segments have specific information that must be included in order for the Event Request to be completed correctly and allow quick and efficient approval of all travel requests.

As seen below, for the Car Rental Segment, most rental vehicles will be picked up in Princeton and dropped off in Princeton. The VERY IMPORTANT information that is required for trips are:

1. Ensuring that ALL Drivers are listed in the Details or Comments section
2. Providing time/day the team is leaving campus, if it is not within 2 hours of picking up the vehicle
When completing the Lodging segment, it is important that the Address Field, highlighted below, is correctly filled out with the Street Address, Street Name, City, and State/Zip Code.

**Adding Attendees and Generating Travel Requests**

After all of the Segments are correct, each student traveling on the trip must be added as an Attendee. Using the search function, as below, you are able to search for students by NetID or name.

After all students who are traveling have been added, and we have again verified that the Segments information is correct and complete, click on the blue Generate and Notify button.

After clicking Generate and Notify, the screen will have two noticeable changes:

1. There will be a 4-Character Alpha-Numeric code next to Request in the top left corner of the screen.
2. Next to all names in the attendee list there will be a different 4-Character Alpha-Numeric code and the Request Status will change to Not Submitted.
The Generate and Notify button creates an individual Travel Request for each student in the Attendee section. Once Generate and Notify has been clicked, each student in the Attendee section will receive an email to complete his or her travel request. Additional Attendees can be added, and the Event Request creator can delete current Attendees. ONLY individual Attendees can edit the Segments and Request Header Information after the Generate and Notify button has been clicked.

Students generating the Event Request are required to ensure that all travelers have been approved, with Status set to Administrative Review Complete.