

FRESNO STATE

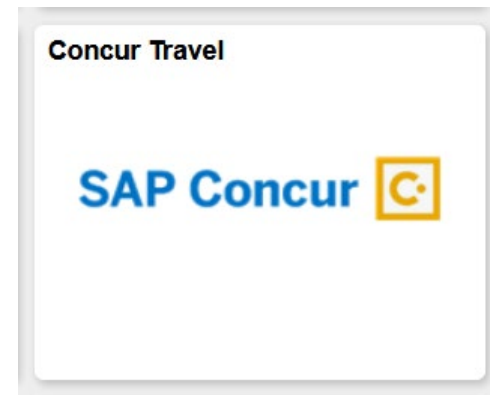
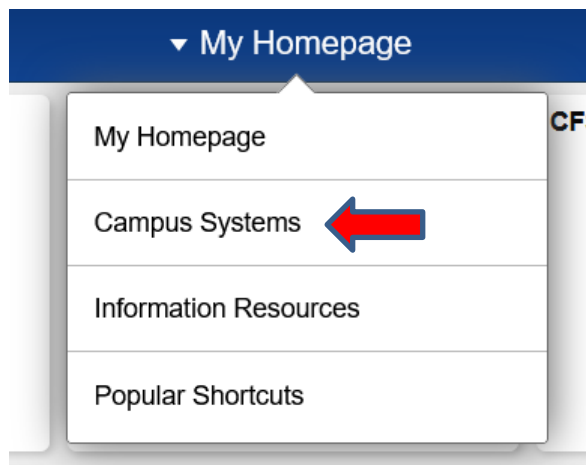
Discovery. Diversity. Distinction.



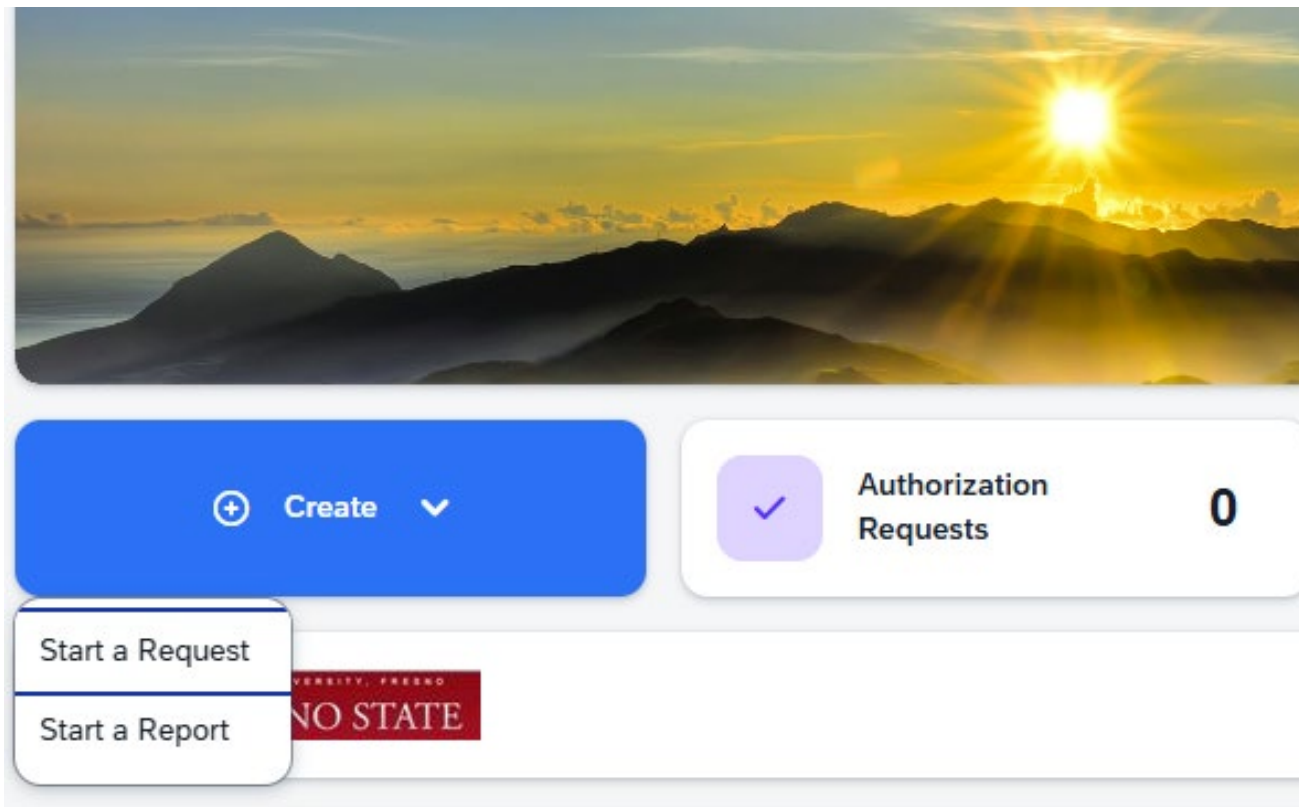
Completing a Concur Request

- * Travel Requests are for *preapproval purposes* only and cannot be submitted for reimbursement.

From “My Homepage,” go to “Campus Systems” and select the SAP Concur tile.



From the blue “Create” box, select Start a Request.



Complete the Request Header

Create New Request

Type of Travel *
International

Insurance Form Completed? ?
Yes

Destination *
Heathrow (Airport - LHR), London, UNITED KINGD...

State

Purpose of Trip *
Presenting at conference

Start Date *
05/11/2026

End Date *
05/15/2026

Are any destinations on the Travel Warning list? *
No

Travel Days
0

Are any destinations on the High Hazard list? *
No

Class
(00000) Default Sub-Class

Project

Program

Fund * 1
(90000) TF-CSU Operating Fund

Department * 2
(41406) Accounting Services

Comment
0/500

Cancel Create Request

Type of Travel: Choose In-State Travel, Out-of-State Travel, or International Travel

Ins Form: Answer 'yes' or 'no' if International Insurance form for international travel was completed and submitted to Risk Management.

Destination: Enter City or Country where business will be conducted. If more than one place, enter additional destinations in the comment box.

State: If domestic travel, enter the State where business will be conducted.

Purpose of Trip: Enter the reason for the trip.

Start/End Date: Enter the departure and return dates of the trip.

High Hazard/Travel Warning fields: Links for these fields are located in the Concur main dashboard under "Company Notes."

Chartfields: Enter the chartfield of the source of funding for this trip. Allocations are not necessary if a single funding source is added to this page.






When all required fields are completed, click the “Create Request” button.


The image shows a web form with several input fields. At the top, there is a label 'Program' above a text input field. To the left of this field is another input field with a small grey circle containing the number '2' next to it. Below these, there is a larger text area. At the bottom of the form, there are two buttons: 'Cancel' and 'Create Request'. A large red arrow points to the 'Create Request' button. A vertical scrollbar is visible on the right side of the form.

Click the “Add” button to add all expected expenses which will be paid by State funding.

Request Details ▾ Print/Share ▾ Attachments ▾ Manage Travel Allowance ▾

EXPECTED EXPENSES

  Add  Edit  Delete  Allocate



No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

Select an Expense Type and enter the estimated sum total for each expense. Add as much detail as possible. You are only required to enter the *estimated* State funds used for your trip. Actual expenses will be entered when the Expense Report is created upon your return.

Add expected expenses and/or travel plans

| Search for an expense type

▼ **01. Travel Expenses**

Hotel Reservation

Hotel-Int'l Per Diem

▼ **02. Transportation**

Air Ticket

Car Rental

Ground Transportation

Private Car Mileage

Railway Ticket

Taxi

▼ **03. Meals**

Meals-Domestic

Meals-Int'l Per Diem

▼ **08. Other**

Conference/Convention Fees

You must use the per diem amounts for meals & incidentals for domestic & international travel, and the lodging per diem for international travel.

Hotel-Int'l Per Diem \$696.00

Check-In

Date * 05/11/2026 At hh:mm A City * Birmingham-Bourville, UNITED KINGDOM

Description

Check-Out

Date * 05/15/2026 At hh:mm A

Comment 0/2000

Estimated Total *

696.00

Currency *

US, Dollar

Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: UNITED KINGDOM
Publication Date: 09/01/2025

Previous Rates: 09/01/2025 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	Belfast	01/01	12/31	208	110	318	N/A	07/01/2025
UNITED KINGDOM	Birmingham	01/01	12/31	174	77	251	N/A	07/01/2025
UNITED KINGDOM	Bristol	01/01	12/31	207	98	305	N/A	07/01/2025
UNITED KINGDOM	Cambridge	01/01	12/31	276	143	419	View	07/01/2025

Lodging per diem for Birmingham x 4 nights = \$696.00. Meals & Incidentals x 5 travel days = \$385.00

To add the meals & incidentals per diem, click the down arrow to “Add Travel Allowance.”

Presenting at conference \$2,196.00

Not Submitted | Request ID: 4DX3

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

Add Travel Allowance

EXPECTED EXPENSES

<input type="checkbox"/> Expense type↓↑	Details↓↑
<input type="checkbox"/> Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM
<input type="checkbox"/> Air Ticket	Fresno (FAT) - London (LHR) : Round Trip

You must add your itinerary for the Travel Allowance (per diem) in order for the Concur system to calculate the per diem for you. When all required fields are completed, click the “Next” button to make adjustments.

Travel Allowance

Itinerary

Select an Existing Itinerary

Itinerary Name *

Presenting at conference

☐ Detailed Itinerary ?

☐ Without overnight ?

* Required

Start Location *



Fresno, California

Start Date *

05/11/2026



Start Time *

11:23 AM



+ Add Destination

Arrival Location *



London, UNITED KINGDOM

+ Add Destination

End Location *



Fresno, California

End Date *

05/15/2026



End Time *

7:15 PM









Next: Adjust your travel allowance

Next

Cancel

If the conference, meeting, or event provided meals to you at no cost, you must check the meal(s) they provided to adjust the per diem.

View: [Adjustments](#)  [Show Filters](#)



Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Reimbursement Amount 
All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 05/11/2026 London, UNITED KINGDOM 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$130.50
Tue, 05/12/2026 London, UNITED KINGDOM 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$148.00
Wed, 05/13/2026 London, UNITED KINGDOM 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$148.00
Thu, 05/14/2026 London, UNITED KINGDOM 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$104.00
Fri, 05/15/2026 London, UNITED KINGDOM 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$130.50
					Total: \$661.00

[Back](#)

[Finish](#)

[Cancel](#)

If you are using more than one funding source (chartfield), select which expense will be using a different chartfield or select all. Click the “Allocate” button.



SELECTED EXPENSES						Add	Edit	Delete	Allocate
<input checked="" type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑				
<input checked="" type="checkbox"/>	Railway Ticket	London, UNITED KINGDOM - Birmingham-Bournville, UNITED KINGDOM : Round Trip	05/11/2026	\$75.00	\$75.00				
<input checked="" type="checkbox"/>	Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM	05/11/2026	\$696.00	\$696.00				
<input checked="" type="checkbox"/>	Air Ticket	Fresno (FAT) - London (LHR) : Round Trip	05/11/2026	\$1,500.00	\$1,500.00				
<input checked="" type="checkbox"/>	Travel Allowances	London, UNITED KINGDOM	05/11/2026 - 05/15/2026	\$661.00	\$661.00				▼
					\$2,932.00				

You can allocate by percent or amount and assign a dollar amount to additional chartfield(s).

Allocate

Expenses: 5 | \$2,932.00

Percent **Amount** ←

Amount
\$2,932.00

Allocated \$2,932.00
100%

Remaining \$0.00
0%

Default Allocation

Code
Default

Percent %
100

Allocations (0)

+ Add Edit Remove Save as Favorite

Allocate

Expenses: 5 | \$2,932.00

Percent **Amount** ↑

Amount
\$2,932.00

Allocated 100%
\$2,932.00

Remaining 0%
\$0.00

Default Allocation

Code
Default

Amount USD
\$1,932.00

Allocations (1)

+ Add Edit Remove Save as Favorite

<input checked="" type="checkbox"/>	Fund↑	Department↑	Class↑	Project↑	Program↑	Has IRA Funds↑	Code↑	Amount USD
<input checked="" type="checkbox"/>	Service Charge Trust-543	Accounting Services					54323-41406	1,000.00

↓

1. Currently the total report amount is assigned to the chartfield entered in the report header.
2. Set the allocation by Percent or Amount.
3. Add the additional chartfield you want to use in addition to the chartfield in the report header.

4. Select the chartfield you want to add.
5. Enter the amount to assign to the additional chartfield.
6. Click the Save button.

“Request Details” Explained

The screenshot shows the SAP Concur 'Requests' page. At the top, there's a header with the SAP Concur logo and a 'Requests' dropdown menu. Below this is a 'Manage Requests' section. The main content area displays a request titled 'Presenting at confer' with the status 'Not Submitted' and 'Request ID: 4DX3'. A dropdown menu is open under 'Request Details', showing options: 'Edit Request Header', 'Request Timeline', 'Audit Trail', and 'Allocation Summary'. The 'Edit Request Header' option is highlighted with a blue border. Below the dropdown, there's a table with columns for 'Request type' and 'Details', showing a row for 'Ticket' with the location 'London, U'.

SAP Concur Requests ▾

Manage Requests

Home / Requests / Manage Requests / Presenting at

Presenting at confer

Not Submitted | Request ID: 4DX3

Request Details ▾ Print/Share ▾ Attach

- Request
 - Edit Request Header
 - Request Timeline
 - Audit Trail
 - Allocation Summary

Request type	Details
Ticket	London, U

Edit Request Header: To go back to the Request Header (first page)

Request Timeline: This is a snapshot of your electronic workflow.

Audit Trail: Time/Date stamps of your Request activity.

Allocation Summary: A summary of the amounts assigned to each funding source.

Print/Share, Attachments, & Travel Allowance Explained

Presenting at conference \$2,932.00

Not Submitted | Request ID: 4DX3

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

New Request Printed Report

EXPECTED EXPENSES

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

Attach Documents

EXPECTED EXPENSES

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾

Edit Travel Allowance

Edit Adjustments

EXPECTED EXPENSES

Save, email, or print a hard copy of the Request by clicking the “Print/Share” button.

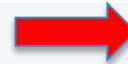
Attach informative documents, emails, approvals, etc by clicking the “Attachments” button.

Adjust the travel per diem allowances or modify the adjustments.

When all estimated expenses have been added, you are ready to Submit your Request. The International Request will be forwarded to the International Risk Manager to begin securing your insurance. A Domestic Request will be forwarded to the first authorized approver.

Presenting at conference \$2,932.00

Not Submitted | Request ID: 4DX3



Submit Request

Edit Approval Flow

Delete Request

Request Details ▾ Print/Share ▾ Attachments ▾ Manage Travel Allowance ▾

EXPECTED EXPENSES

⊕ Add Edit Delete Allocate

<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	Railway Ticket	London, UNITED KINGDOM - Birmingham-Bournville, UNITED KINGDOM : Round Trip	05/11/2026	\$75.00	\$75.00 Allocated
<input type="checkbox"/>	Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM	05/11/2026	\$696.00	\$696.00 Allocated
<input type="checkbox"/>	Air Ticket	Fresno (FAT) - London (LHR) : Round Trip	05/11/2026	\$1,500.00	\$1,500.00 Allocated
<input type="checkbox"/>	Travel Allowances	London, UNITED KINGDOM	05/11/2026 - 05/15/2026	\$661.00	\$661.00 ▾
					\$2,932.00

Travel Approval Guidelines:

International Travel:

1. Risk Manager
2. Employee's Direct Supervisor
3. Provost/V.P.
4. Cost Object Approver (budget approver)
5. Provost
6. V.P. of Administration/C.F.O.

Domestic Travel:

1. Employee's direct supervisor
2. Employee's Dean/Director
3. Over \$2500.00 – Provost/V.P.
4. Cost Object Approver (budget approver)

You can check to see where your Request report is at any given time by clicking the “Manage Requests” tab and reviewing the status information in the report folder.

Manage Requests

Requests

View: Active Requests ▾

Presenting at conference

05/11/2026 | 4DX3

\$2,932.00

Submitted

Submitted & Pending Approval



Once you “Submit” your report, no changes can be made unless you “Recall” or “Cancel” your report.

Presenting at conference \$2,932.00

Submitted & Pending Approval | Request ID: 4DX3

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾ [Manage Travel Allowance](#) ▾



Recall

Cancel Request

EXPECTED EXPENSES

Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
Railway Ticket	London, UNITED KINGDOM - Birmingham-Bournville, UNITED KINGDOM : Round Trip	05/11/2026	\$75.00	\$75.00 Allocated
Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM	05/11/2026	\$696.00	\$696.00 Allocated
Air Ticket	Fresno (FAT) - London (LHR) : Round Trip	05/11/2026	\$1,500.00	\$1,500.00 Allocated
Travel Allowances	London, UNITED KINGDOM	05/11/2026 - 05/15/2026	\$661.00	\$661.00 ▾
				\$2,932.00



Discovery. Diversity. Distinction.

Need help?

Marie Cuningham (559) 278-2911

mariec@csufresno.edu