



Discovery. Diversity. Distinction.



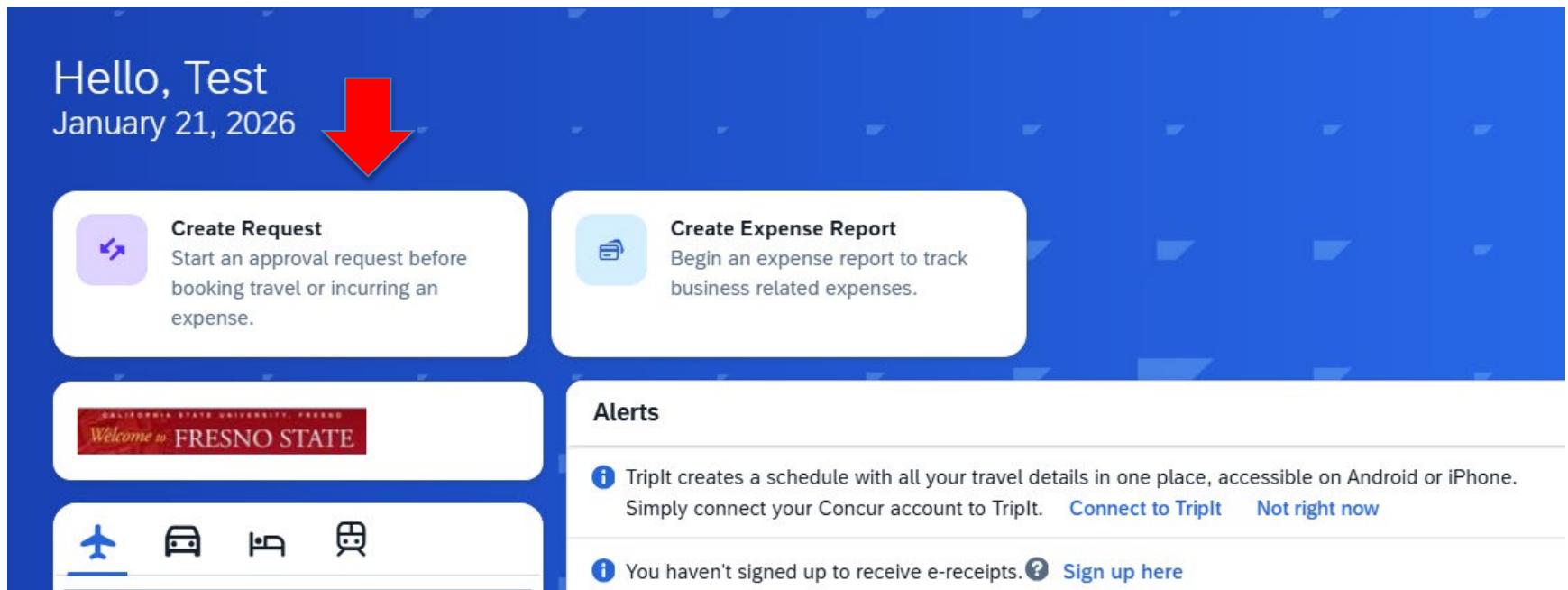
Completing a Concur Request

- * 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.



Hello, Test
January 21, 2026

Create Request
Start an approval request before booking travel or incurring an expense.

Create Expense Report
Begin an expense report to track business related expenses.

Alerts

- Tripli creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Tripli. [Connect to Tripli](#) [Not right now](#)
- You haven't signed up to receive e-receipts. [Sign up here](#)

WELCOME TO FRESNO STATE

FLY DRIV RAIL TAXI

Complete the Request Header

Create New Request

Required field X

Type of Travel *	Insurance Form Completed? ?	Destination *
International	Yes	Heathrow (Airport - LHR), London, UNITED KINGD...
State	Purpose of Trip *	Start Date *
	Presenting at conference	05/11/2026
End Date *	Travel Days	Are any destinations on the High Hazard list? *
05/15/2026	0	No
Are any destinations on the Travel Warning list? *	For International Travel, how many personal days? *	
No	0	
Class	Project	Program
(00000) Default Sub-Class		
Fund *	Department *	
(90000) TF-CSU Operating Fund	(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.

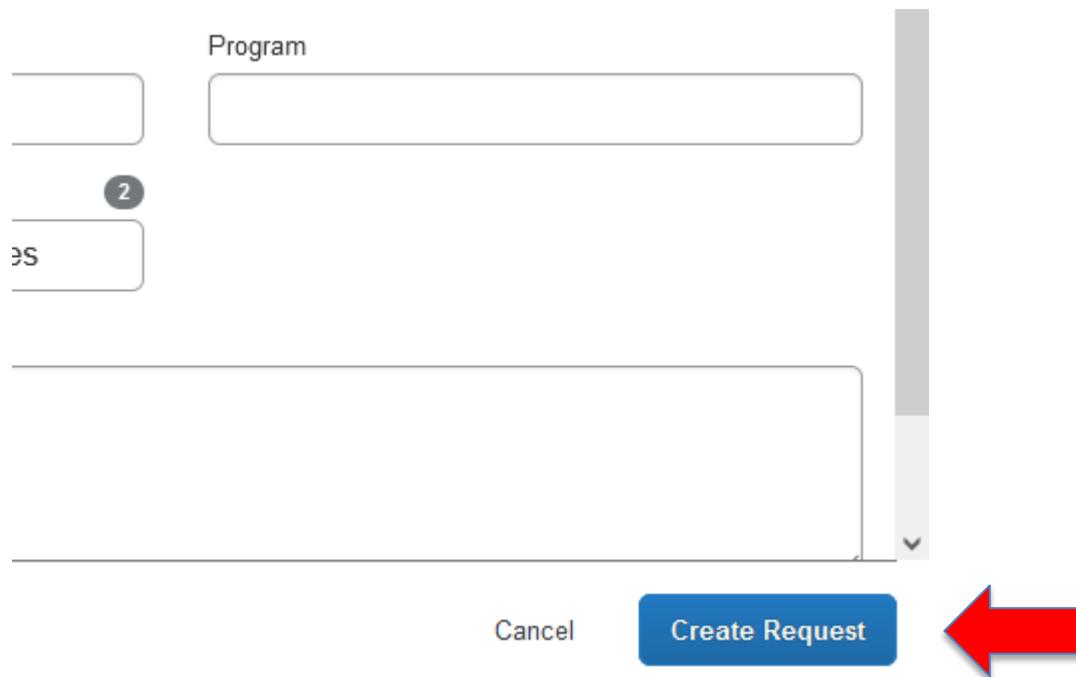
Purpose of Trip: Enter the reason for the trip.

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 screenshot shows a software interface with a form. At the top, there is a label "Program" followed by a text input field. Below this, there is another input field with a small circular badge containing the number "2" positioned above it. To the left of this field, the letters "es" are visible. The form is enclosed in a light gray border. At the bottom right, there is a blue button labeled "Create Request". A large red arrow points from the text in the top banner to this "Create Request" button.

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

Other-----

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 * At City *

05/11/2026 hh:mm A Birmingham-Bournville, UNITED KINGDOM

Description

Check-Out

Date * At

05/15/2026 hh:mm A

Comment 0/2000

Estimated Total * Currency *

696.00 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

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		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

* Required

Itinerary Name *

Presenting at conference

Detailed Itinerary 

Without overnight 

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](#)

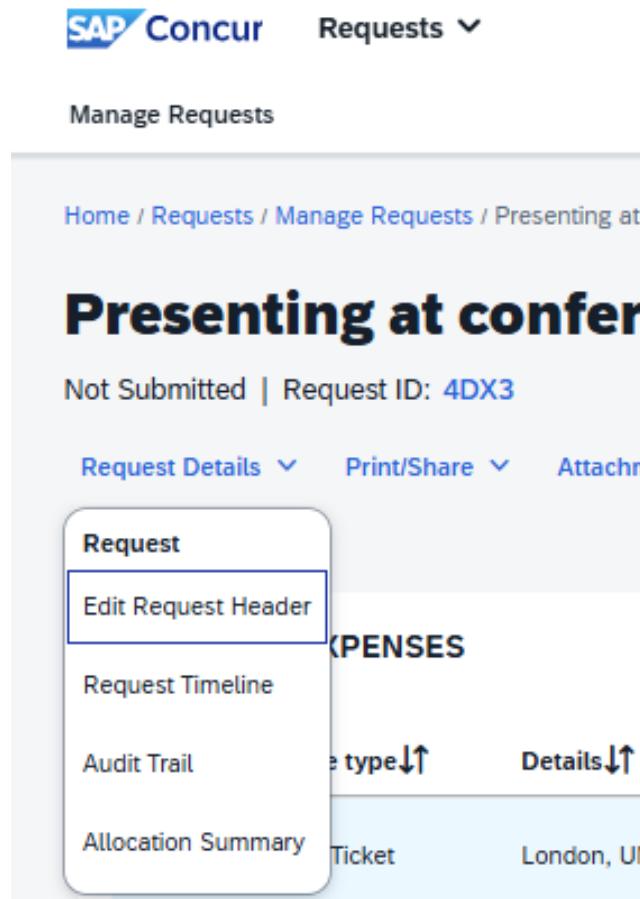
<input checked="" type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	Railway Ticket	London, UNITED KINGDOM - Birmingham-Bournville, UNITED KINGDOM : Round Trip	05/11/2026	\$75.00	\$75.00
<input checked="" type="checkbox"/>	Hotel-Int'l Per Diem	Birmingham-Bournville, 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

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

The screenshot displays two views of the 'Allocate' feature. The left view is a summary of expenses, showing a total of 5 expenses totaling \$2,932.00. It includes tabs for 'Percent' and 'Amount', and a table showing the current allocation of 100% to a single chartfield. The right view is a detailed 'Allocate' screen for expense 5. It shows the total amount of \$2,932.00 and the allocated amount of \$2,932.00 (100%). It includes a 'Default Allocation' section for 'Default' and a table for 'Allocations (1)'. The allocation table shows a row for 'Service Charge Trust-543' with an amount of \$1,000.00. Red arrows highlight the 'Amount' tab, the allocation table, and the amount input field.

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 interface. At the top, there is a navigation bar with the SAP Concur logo and a 'Requests' dropdown. Below the navigation, the page title is 'Manage Requests'. The breadcrumb navigation shows 'Home / Requests / Manage Requests / Presenting at'. The main content area displays a request titled 'Presenting at conference'. The status is 'Not Submitted' and the Request ID is '4DX3'. There are three buttons: 'Request Details', 'Print/Share', and 'Attachments'. A sidebar on the left is titled 'Request' and contains links: 'Edit Request Header' (which is highlighted with a blue border), 'Request Timeline', 'Audit Trail', and 'Allocation Summary'. The main content area shows a table with two rows. The first row has columns 'EXPENSES', 'Expense type ↑', and 'Details ↑'. The second row shows 'Ticket' and 'London, UK'. The entire screenshot is set against a light gray background.

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 Cunningham (559) 278-2911
mariec@csufresno.edu