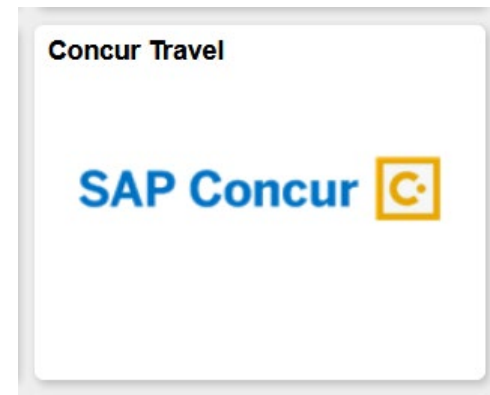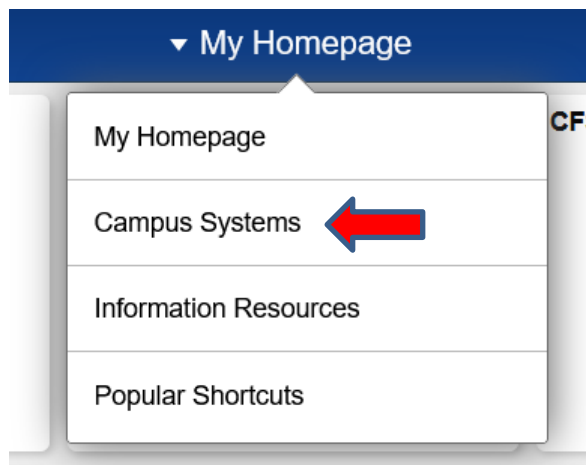# FRESNO◉STATE

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

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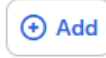
When all required fields are completed, click the "Create Request" button.

Program

2

es

Cancel   **Create Request**

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/Course 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 * | 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 ▾ 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

	Expense type↓↑	Details↓↑
☐	Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM
☐	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	☐	☐	☐	☐	
Mon, 05/11/2026 London, UNITED KINGDOM ❓	☐	☐	☐	☐	$130.50
Tue, 05/12/2026 London, UNITED KINGDOM ❓	☐	☑	☐	☐	$148.00
Wed, 05/13/2026 London, UNITED KINGDOM ❓	☐	☑	☐	☐	$148.00
Thu, 05/14/2026 London, UNITED KINGDOM ❓	☐	☑	☑	☐	$104.00
Fri, 05/15/2026 London, UNITED KINGDOM ❓	☐	☐	☐	☐	$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.

E ECTED EXPENSES

⊕ Add   Edit   Delete   Allocate

✓	Expense type↓↑	Details↓↑	Date↓=	Amount↓↑	Requested↓↑
✓	Railway Ticket	London, UNITED KINGDOM - Birmingham-Bournville, UNITED KINGDOM : Round Trip	05/11/2026	$75.00	$75.00
✓	Hotel-Int'l Per Diem	Birmingham-Bournville, UNITED KINGDOM	05/11/2026	$696.00	$696.00
✓	Air Ticket	Fresno (FAT) - London (LHR) : Round Trip	05/11/2026	$1,500.00	$1,500.00
✓	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).

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

SAP Concur   Requests ∨

Manage Requests

Home / Requests / Manage Requests / Presenting at

Presenting at confer

Not Submitted | Request ID: 4DX3

Request Details ∨   Print/Share ∨   Attachm

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

XPENSES

e type↓↑   Details↓↑

Ticket   London, UN

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

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

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

Attach Documents

EXPECTED EXPENSES

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

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

Edit Travel Allowance

Edit Adjustments

EXPECTED EXPENSES

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
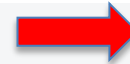
[Submit Request] [Edit Approval Flow] [Delete Request]

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

EXPECTED EXPENSES   ⊕ Add   Edit   Delete   Allocate

	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

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

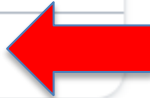**Requests** View: Active Requests ⌄

Presenting at conference
05/11/2026 | 4DX3

$2,932.00

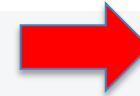Submitted

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

Recall **Cancel Request**

Submitted & Pending Approval | Request ID: **4DX3**

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

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

FRESNO STATE

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Need help?
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