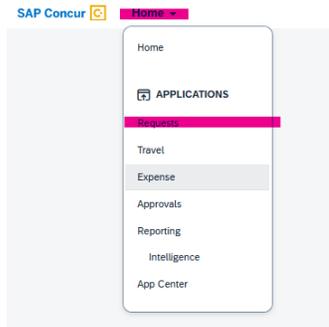


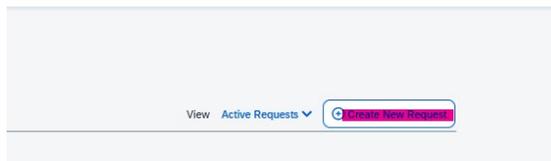
## Concur Request (PI Approval):

Please proceed with filling out your Concur request form. Add **Val Hasbrook or Andy Settle** as the department approver and the **PI or faculty supervisor** as the funding/sponsored research approver. Then you can book your trip once that is approved.

1. In the upper left-hand corner go to the Home dropdown and select "Requests".



2. In the upper right-hand corner click on the "Create New Request".



1. Fill out the information on the form. In the "Additional Information" area please put **travel justification, the reason for this travel and how it benefits the project you are charging**. Then, change the Submit Requests to area of the request header select "**Speedtype (Finance Fiscal Roles)**". This is so you can add Val or Andy as the department approver on your request. If your trip is split between multiple speedtypes, please add all the speedtypes and allocations to the comments area of the header.

**Edit Request Header**

TEST | Request ID: CWH4

Request Type: \*Travel Pre-Approval

Trip Name: TEST | Travel Type: Out of State | Travel Business Purpose: Meeting/conference-research duties

Main Destination City: | Main Destination Country: Search by Country/Region | Personal Information: 0/500

Trip Start Date: MM/DD/YYYY | Trip End Date: MM/DD/YYYY | Does this trip include personal travel?: None Selected

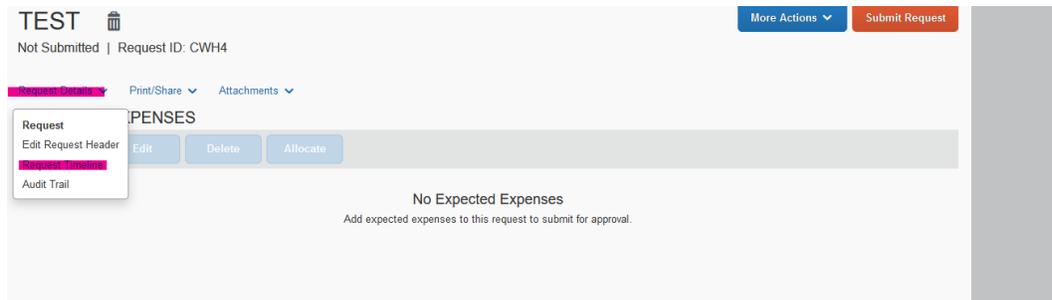
Personal Travel Dates: |

Are you taking Export Control info or equip?: None Selected | Employee Name: Flanagan, Emily | Employee ID: 182761

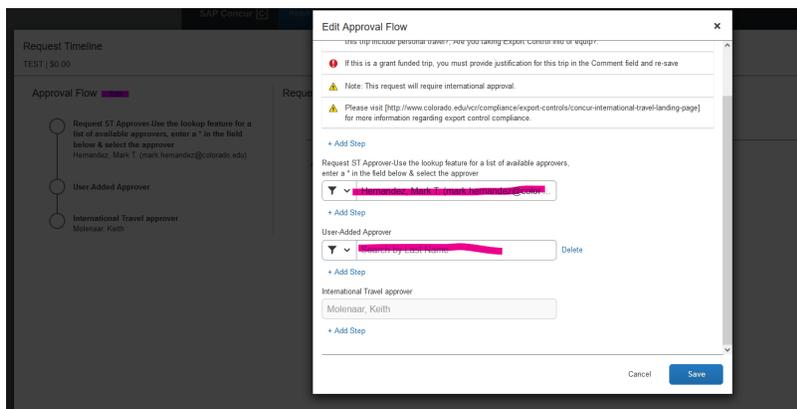
Employee Org: 10298 |

Is this grant funded?: Yes | SpeedType: SpeedType (Finance Fiscal Roles) | (13020274) 13020274 - NADCA Energy and Air Quality R - 30-10331-1563042

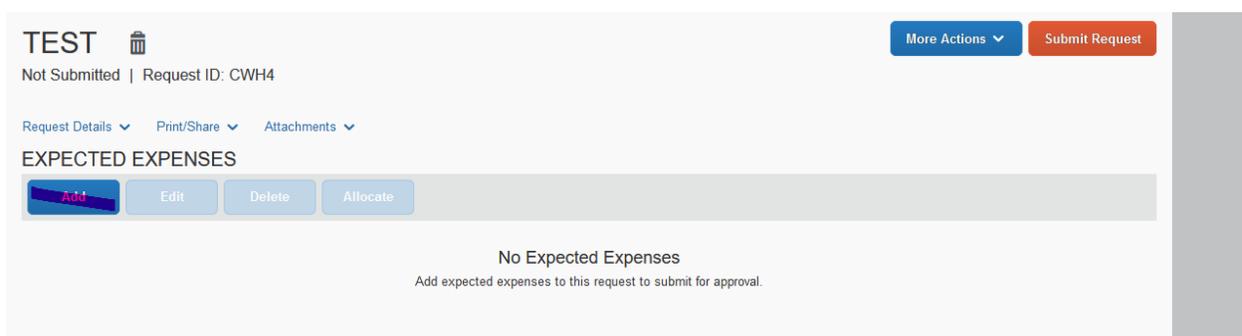
- When you hit the create button in the lower right-hand corner of the header. It will take you to the general page of the request. Please click on "Request Details" and then "Request Timeline".



- Next, you'll click Edit. Add your PI or faculty supervisor in the Speedtype Approver box, in this example I'm using Mark Hernandez as the PI approver since he is the PI of the speedtype I plan to use for my travel expenses, and then in the User-Added approver box you can add either Val Hasbrook or Andy Settle to be the department approver. Then, Click Save.



- You'll need to add your expected expenses for the travel. At the very least airfare is needed. You'll click the "Add" button to add the estimated airfare.



- Once you add the airfare and update the approval flow you can submit your request for review and approval. You will click on the "Submit Request" button in the upper right-hand corner of the request.