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".



 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 Dequest Header | | | | |
|--|-----------------------------------|--------------|---|----------------|
| Eur Request Header | | | | |
| TEST Request ID: CWH4 | | | | |
| | | | * 5 | Required field |
| Request Type | | | | |
| *Travel Pre-Approval | | | | |
| | | | | |
| Trio Name * | Travel Type * | | Travel Business Purpose * | |
| TEST | Out of State | ~ | Meeting/conference-research duties | ~ |
| | | | | |
| Main Destination City * | Main Destination Country * | _ | Additional Information | 0/500 |
| × | Search by Country/Region | × | | |
| | | | | |
| Trip Start Date * | Trip End Date * | | Does this trip include personal travel?* | |
| MM/DD/YYYY | MM/DD/YYYY B | ت | None Selected | ~ |
| Personal Travel Dates | | | | |
| | | | | |
| | | | | |
| | | | | |
| Are you taking Export Control info or equip? * 👔 | Employee Name | | Employee ID | |
| None Selected | Flanagan, Emily | | 182761 | |
| Employee Org | | | | |
| 10298 | | | | |
| | 2 | | | |
| Is this erant funded? * | Submit Requests to 2 | | Speed Type * | |
| Vac | Sneed Type (Finance Fiscal Boles) | ~ | (13020274) 13020274 - NADCA Energy and Air Quality R - 30-10331-1563042 | ×× |
| | apeed type (Finance Fiscal Roles) | <u> </u> | (15020274) 15020274 TRIBOTEINING UND PIL QUBILLY R + 30-10351-1505042 | |

4. 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".

| Not Submitted Request ID: CWH4 | | More Actions V Submit Request |
|--|---|-------------------------------|
| Request Details Print/Share V Attachments V Request PENSES | | |
| Edit Request Header Edit Delete Allocate | | |
| Audit Trail | No Expected Expenses Add expected expenses to this request to submit for approval. | |
| | | |

5. 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.

| SAL Contain (2) Request Timeline TEST 50 00 | Edit Approval Flow use supmouse presentar taker, we you canny caper cannot exp or equipr. If this is a grant funded bip, you must provide justification for this trip in the Commert field and re-zee | × |
|--|--|---|
| Approval Flow Require Request ST Approver Joe the lookup feature for a for a statulate approvers, enter a " in the field | Note: This request will require international approval. Preserve will flips //muc coloredo edu/cic/compliance/support cantrols/concur-international-travel-landing-page] for more information regarding export control compliance. | |
| below & solid the approver Here and the approver Here Added Approver | A dd Step Request ST Approve-Use the tookup feature for a list of available approvers, enter an in the field belier & select the approver ✓ | |
| | • nou say | ¥ |

6. 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.

| TEST 💼 | More Actions 🗸 | Submit Request | |
|---|----------------|----------------|--|
| Not Submitted Request ID: CWH4 | | | |
| Request Details 🗸 Print/Share 🗸 Attachments 🗸 | | | |
| EXPECTED EXPENSES | | | |
| Edit Delete Allocate | | | |
| No Expected Expenses Add expected expenses to this request to submit for approval. | | | |

7. 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.