


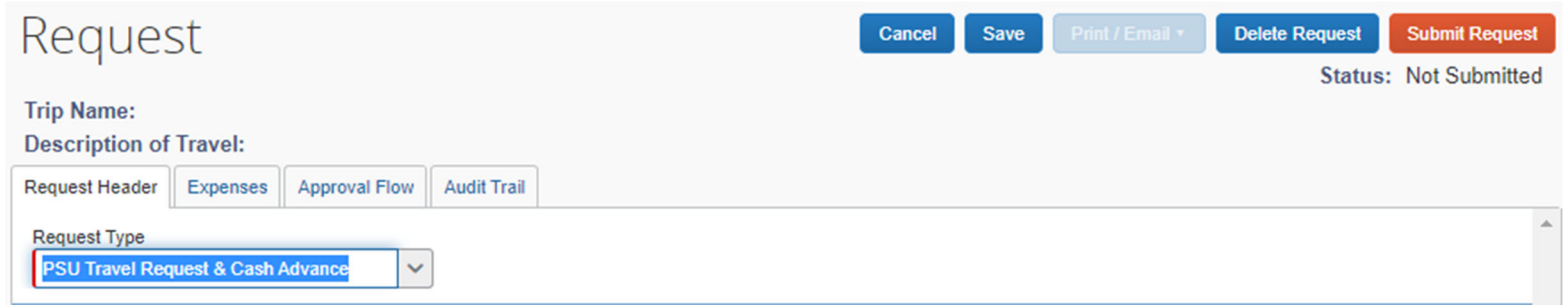
LOG INTO SAP Concur (<https://sapconcur.psu.edu/>):

Select "Requests" then "New Request"



The screenshot shows the SAP Concur navigation bar. On the left, there are tabs for 'SAP Concur', 'Requests', and 'Expense'. The 'Requests' tab is active. On the right, there is a user profile for 'Acting as Bunce, Kristy' and a 'Help' dropdown. Below the navigation bar, there are links for 'Manage Requests', 'New Request', and 'Quick Search'.

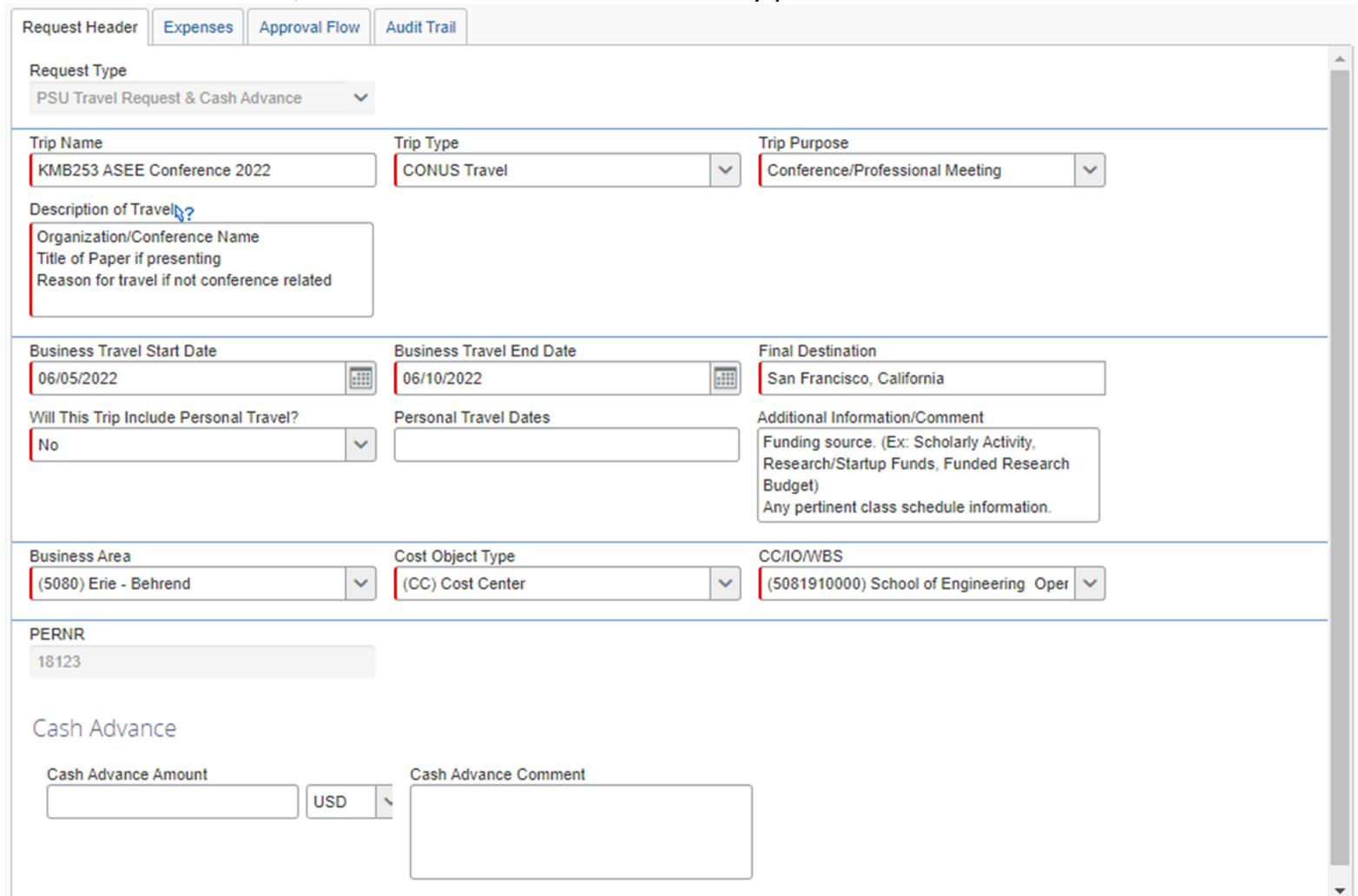
Request Type: Use dropdown menu and select "PSU Travel Request & Cash Advance"



The screenshot shows the 'Request' form in SAP Concur. At the top, there are buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The 'Request Type' dropdown menu is set to 'PSU Travel Request & Cash Advance'. Below this, there are tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'.

Complete all required (red) fields, the defaults for the budget are set for Behrend Engineering.

- **Description of Travel:** Organization/Conference Name, title of paper if presenting, reason for travel if not conference related.
- **Additional Information/Comment:** Include the funding you wish to use Ex: Scholarly Activity, Research Funds, Funded Research. Also include any pertinent class schedule information.



The screenshot shows the 'Request' form with several fields highlighted in red to indicate they are required. The 'Request Type' is 'PSU Travel Request & Cash Advance'. The 'Trip Name' is 'KMB253 ASEE Conference 2022', 'Trip Type' is 'CONUS Travel', and 'Trip Purpose' is 'Conference/Professional Meeting'. The 'Description of Travel' field is highlighted in red and contains the text: 'Organization/Conference Name', 'Title of Paper if presenting', and 'Reason for travel if not conference related'. The 'Business Travel Start Date' is '06/05/2022', 'Business Travel End Date' is '06/10/2022', and 'Final Destination' is 'San Francisco, California'. The 'Will This Trip Include Personal Travel?' is 'No'. The 'Additional Information/Comment' field is highlighted in red and contains the text: 'Funding source. (Ex: Scholarly Activity, Research/Startup Funds, Funded Research Budget)', and 'Any pertinent class schedule information.'. The 'Business Area' is '(5080) Erie - Behrend', 'Cost Object Type' is '(CC) Cost Center', and 'CC/IO/WBS' is '(5081910000) School of Engineering Oper'. The 'PERNR' field is '18123'. The 'Cash Advance' section is also visible, with 'Cash Advance Amount' and 'Cash Advance Comment' fields.

Note: We do not approve Cash Advances, please do not complete this section, the request will be rejected if a cash advance is requested.

Expense Tab:

Select the required expense type(s) for your travel and complete all required fields.

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
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Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Event & Meeting Costs
- Other
- Travel & Conferences
- Airfare
- Conference & Seminar Registration
- Fixed Meals
- Lodging - Hotel/Motel Expense
- Rental Car

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

The Fixed Meal amount will automatically calculate based on the destination city and dates of travel. You must select the expense type and save to have meals included in the request.

Expense Type: Fixed Meals Amount: 553.00 USD

Business Travel Start Date: 10/10/2021 Business Travel End Date: 10/16/2021

Final Destination: San Francisco, California

Additional Information/Comment

Save Allocate Cancel

Once all expenses are included select the red "Submit Request" button at the top of the page:

SAP Concur Requests Expense

Acting as Bunce, Kristy

Manage Requests New Request Quick Search

Request 3UPY Attachments Print / Email Delete Request Submit Request

Status: Not Submitted Amount: \$2,202.00

Trip Name: KMB253 ASEE Conference 2022
Description of Travel: Organization/Conference Name

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
10/10/2021	Airfare	\$500.00	\$500.00
10/10/2021	Lodging - Hotel/Motel Expense	\$500.00	\$500.00
10/10/2021	Rental Car	\$250.00	\$250.00
10/10/2021	Conference & Seminar Registration	\$399.00	\$399.00
10/10/2021	Fixed Meals	\$553.00	\$553.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

TOTAL AMOUNT \$2,202.00 TOTAL REQUESTED \$2,202.00

Event & Meeting Other