How to Create a Travel Request

1. **Go to Concur**
   Visit **utep.edu/travel/concur** and select **Launch Concur**

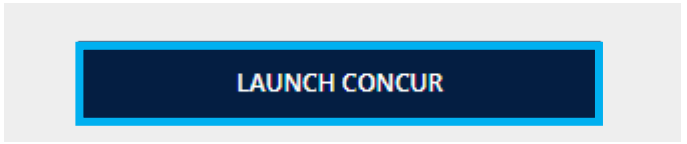
2. **Sign in** with your UTEP Credentials

3. **View the Home Page**
   Once signed in, you'll be taken to the Concur Home Page, which serves as your main starting point

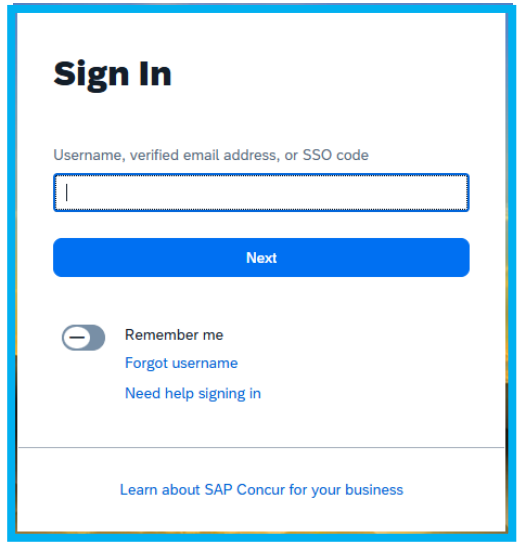
4. Click **Create Request** to start creating a Travel Request.

5. Switch over to the person you want to create a travel request for with the **delegation feature**.

1



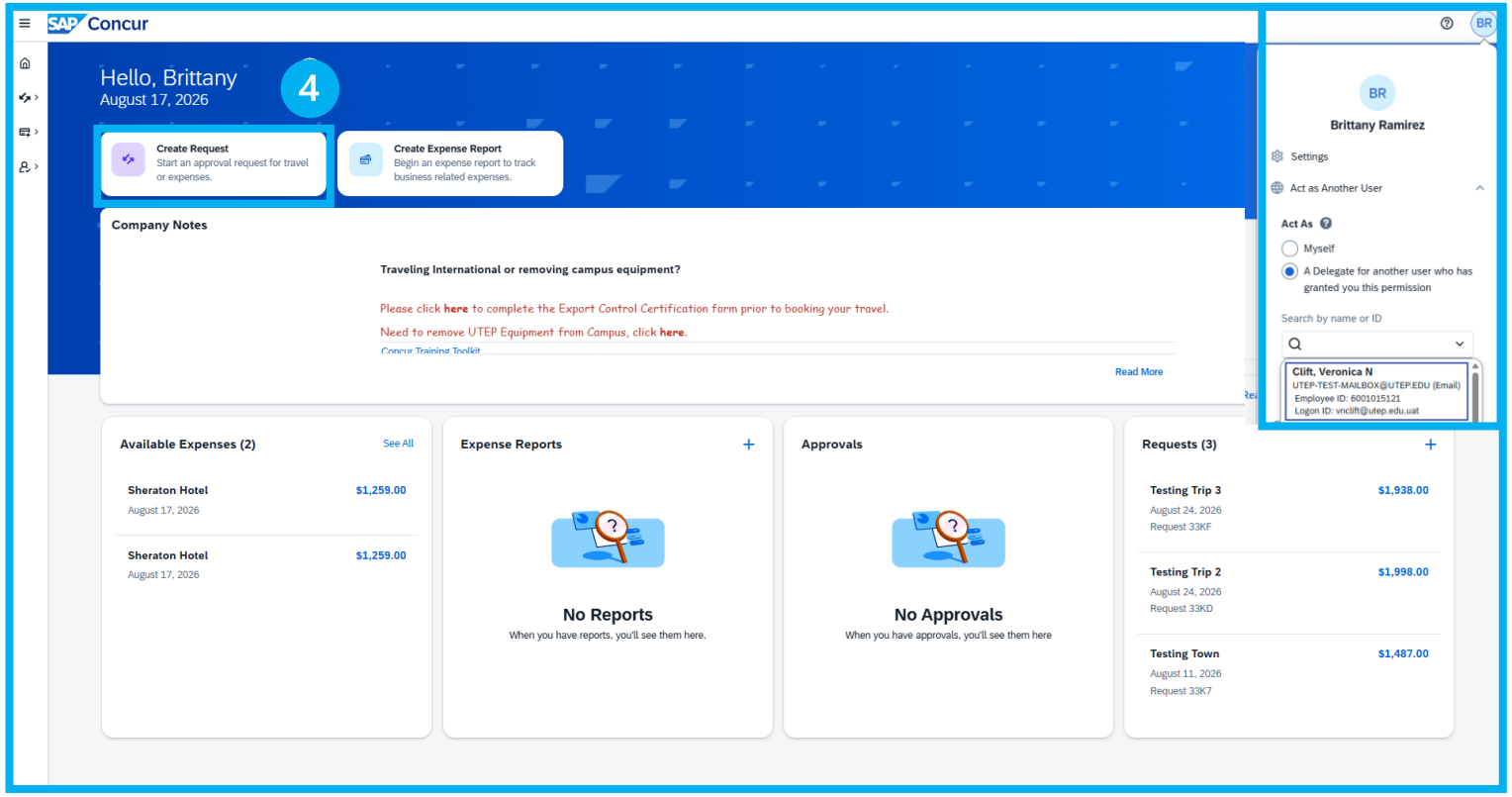
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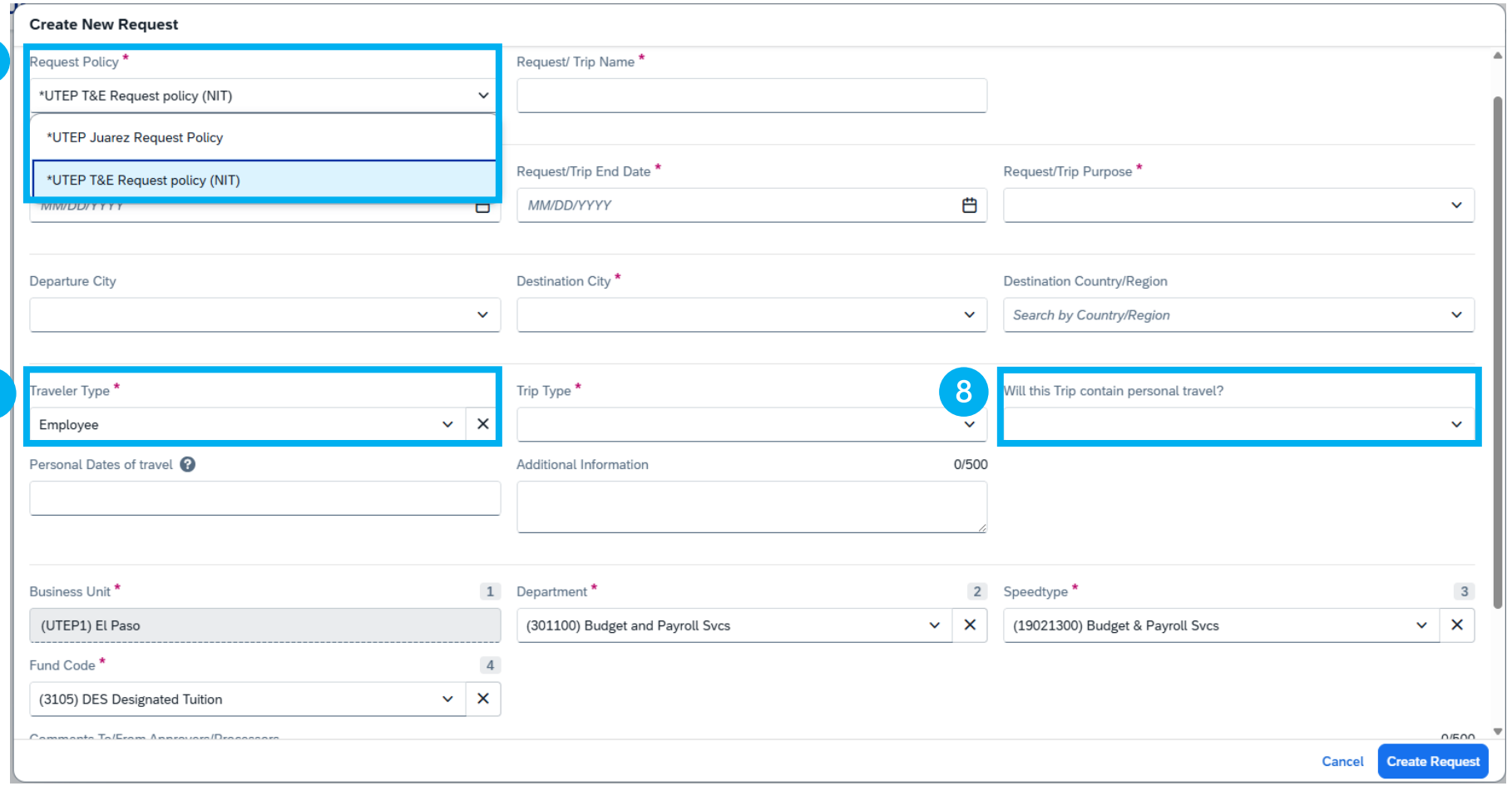
How to Create a Travel Request – Complete the new request form

6. Two Request Policy options are available:

- **UTEP T&E Request Policy** is intended for all other travel.
- **UTEP Juarez Request Policy** is intended for day trips to Juarez where no overnight expenditure will be incurred. This request policy may be used for a single day trip or multiple trips over a given period within a single fiscal year

7. Traveler Type:

- **Employee** – select this option if an employee is traveling without students
- **Group** – select this option if an employee is traveling with students



8. Will this Trip contain personal travel?

- Only select **yes** if the traveler is combining personal travel with official UTEP travel
- **If yes** is selected, also complete the Personal Dates of travel field

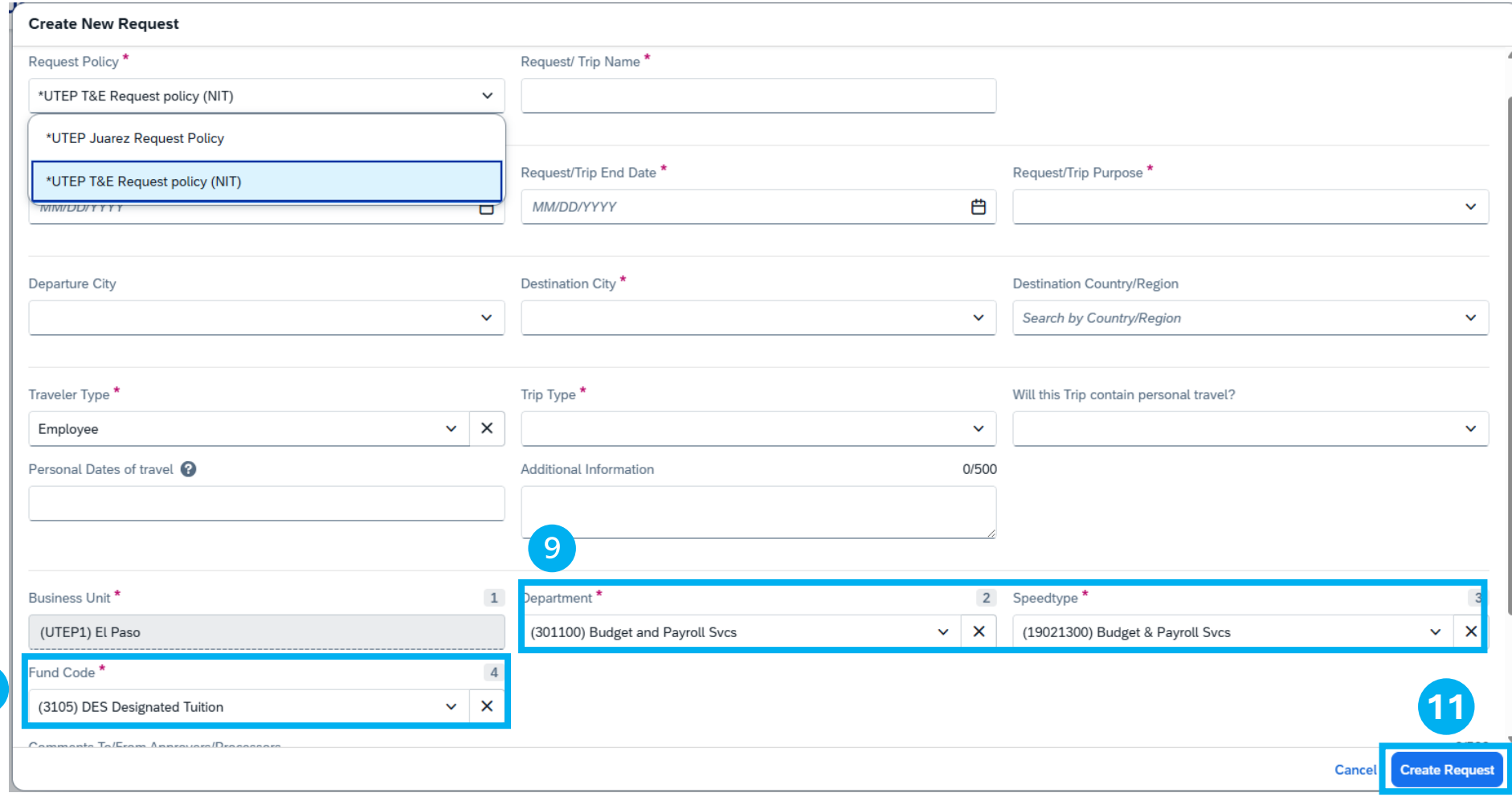
How to Create a Travel Request – Complete the new request form

9. Select the Department you want to associate with the request, then **select** the appropriate SpeedType (Cost Center or Project ID)

10. Fund Code is auto populated based on the **Speedtype** selected

11. Click **Create Request** when all fields are completed, you will now be redirected to the travel request to add in your travel allowances

Need Help Finding Your Department Code or SpeedType?
Use the Cost Center/Project Lookup Dashboard under the Resources tab at utep.edu/travel/concur



Next Up: Adding in travel allowances (meal per diems) - Learn how to add meal per diems to your Travel Request