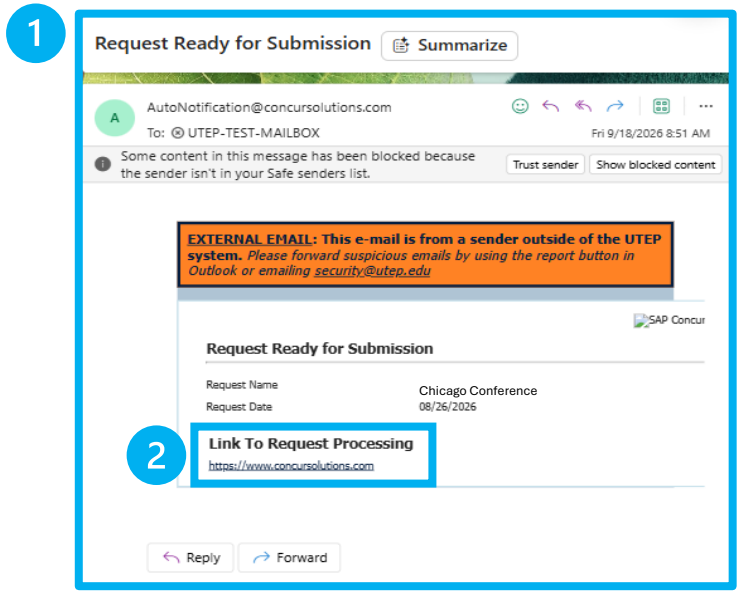
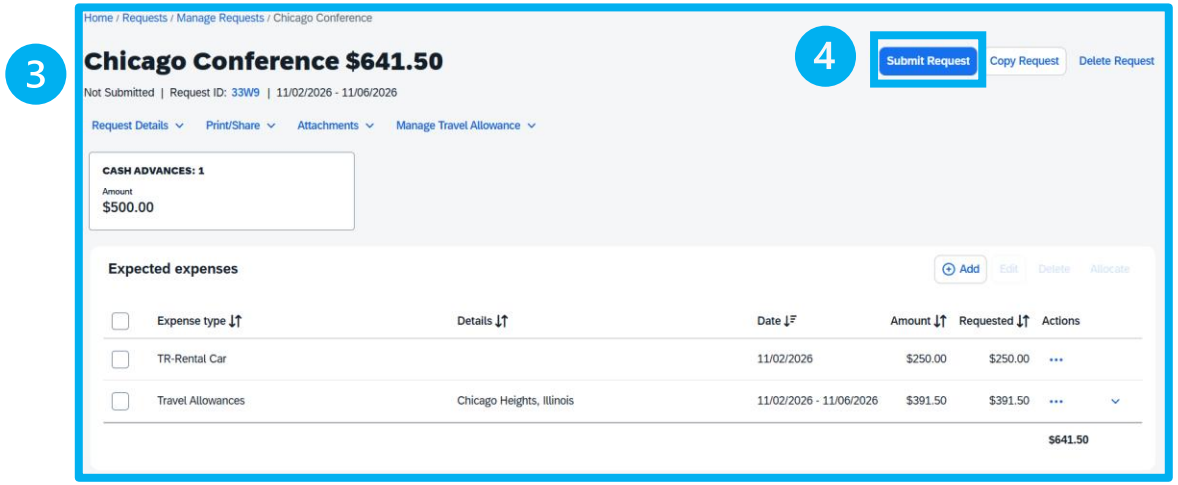
The Employee's Point of View to submit their Travel Request

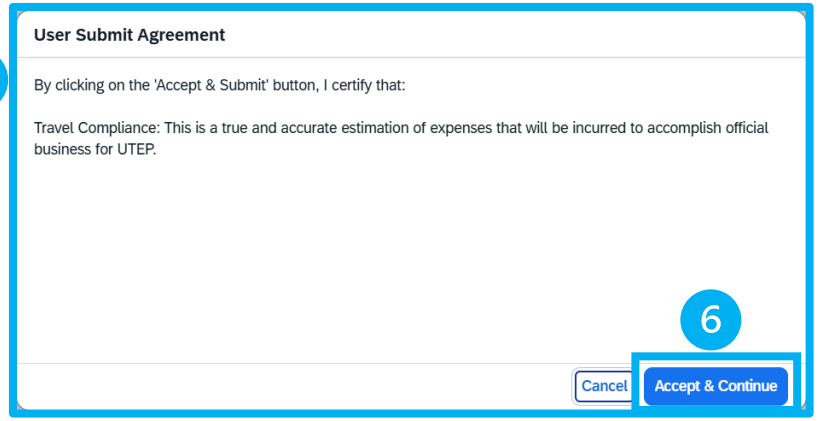
The employee will receive an email after you select Notify Employee, prompting them to review and submit the Travel Request

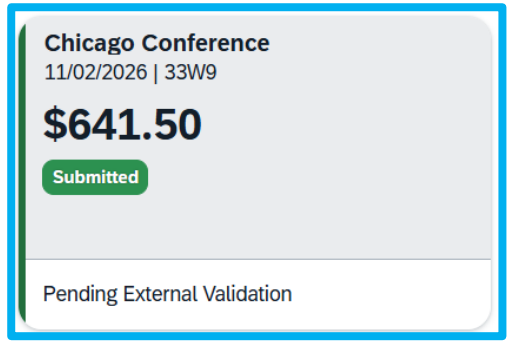
1. **Open the Request Ready for Submission email**
2. **Select the Request Processing link**
   This will open the Travel Request in Concur
3. **Review the Travel Request**
   Make sure the information is correct
4. **Select Submit Request**
5. **Review the Electronic Agreement**
   This is the employee's certification of the Travel Request
6. **Select Accept & Continue**
7. **Request Submitted**
   The Travel Request will now move through the approval process

Reminder: Follow up with the employee to make sure the Travel Request is reviewed and submitted









Next Up: How to heck the status of your report- See how you can track where your request is and view comments