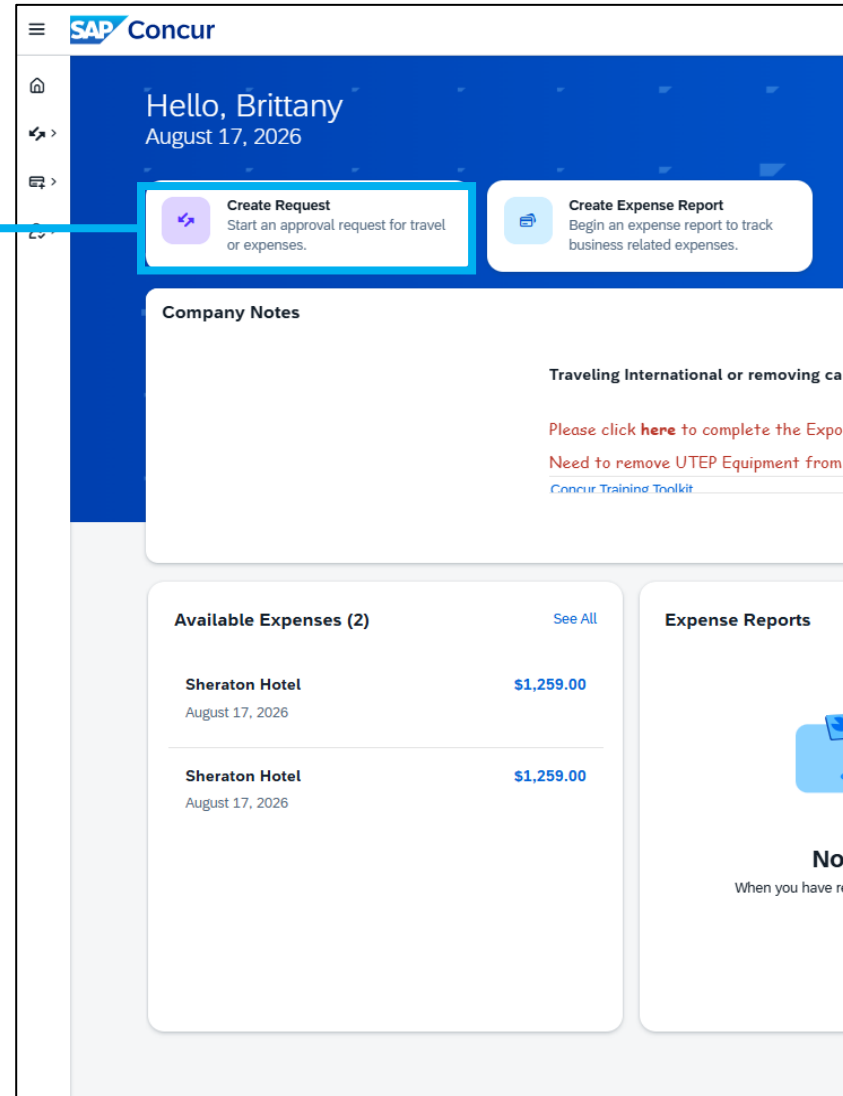


Creating a Travel Request

The first step in the travel process — create a request

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



Creating a Travel Request

Complete the Header

≡

SAP Concur

Home

Request

Request History

Request Settings

Request Policies

?

BR

Create New Request

Required field *

Request Policy *

*UTEP T&E Request policy (NIT)

*UTEP Juarez Request Policy

*UTEP T&E Request policy (NIT)

Request/ Trip Name *

Request/Trip End Date *

MM/DD/YYYY

Request/Trip Purpose *

Departure City

Destination City *

Destination Country/Region

Search by Country/Region

Traveler Type *

Employee

Trip Type *

Will this Trip contain personal travel? *

Personal Dates of travel ?

Additional Information

0/500

Business Unit *

1

(UTEP1) El Paso

Department *

2

(301100) Budget and Payroll Svcs

Speedtype *

3

(19021300) Budget & Payroll Svcs

Fund Code *

4

(3105) DES Designated Tuition

Comments To/From Approvers/Processors

0/500

Cancel

Create Request

Two Request Policy options are available:

1. **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.
2. **UTEP T&E Request Policy** is intended for all other travel.

Traveler Type:

1. **Employee** – select this option if an employee is traveling without students.
2. **Group** – select this option if an employee is traveling with students.

The screenshot shows the 'Create New Request' form with several fields highlighted by blue boxes and arrows pointing to explanatory text blocks:

- Request Policy ***: A dropdown menu with three options: '*UTEP T&E Request policy (NIT)', '*UTEP Juarez Request Policy', and '*UTEP T&E Request policy (NIT)'. An arrow points from this box to the first text block.
- Traveler Type ***: A dropdown menu with 'Employee' selected and a close button (X). An arrow points from this box to the 'Traveler Type' section.
- Will this Trip contain personal travel? ***: A dropdown menu with a close button (X). An arrow points from this box to the 'Will this Trip contain personal travel?' section.

Other visible fields on the form include:

- Request/ Trip Name *
- Request/Trip End Date * (MM/DD/YYYY)
- Request/Trip Purpose *
- Departure City
- Destination City *
- Destination Country/Region (Search by Country/Region)
- Personal Dates of travel ?
- Additional Information (0/500)
- Business Unit * (1) (UTEP1) El Paso
- Department * (2) (301100) Budget and Payroll Svcs
- Speedtype * (3) (19021300) Budget & Payroll Svcs
- Fund Code * (4) (3105) DES Designated Tuition
- Comments To/From Approvers/Processors
- Buttons: Cancel, Create Request

Will this Trip contain personal travel?

1. 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.

Funding source fields:

1. Business Unit UTEP1 is viewed only, not modified.
2. Must select **Department** before **Speedtype** (cost center or project ID).
3. **Fund Code** is auto populated based on the **Speedtype** selected.

The screenshot shows the 'Create New Request' form with several fields. A blue box highlights the 'Request Policy' dropdown menu, which is open and shows three options: '*UTEP T&E Request policy (NIT)', '*UTEP Juarez Request Policy', and '*UTEP T&E Request policy (NIT)'. A blue arrow points from the second list item to this dropdown. Another blue box highlights the 'Business Unit', 'Department', 'Speedtype', and 'Fund Code' fields at the bottom. A blue arrow points from the third list item to the 'Create Request' button at the bottom right.

Create New Request

Required field *

Request Policy *
*UTEP T&E Request policy (NIT)
*UTEP Juarez Request Policy
*UTEP T&E Request policy (NIT)

Request/ Trip Name *

Request/Trip End Date *
MM/DD/YYYY

Request/Trip Purpose *

Departure City
Destination City *

Destination Country/Region
Search by Country/Region

Traveler Type *
Employee

Trip Type *

Will this Trip contain personal travel? *

Personal Dates of travel ?
Additional Information 0/500

Business Unit * 1
(UTEP1) El Paso

Department * 2
(301100) Budget and Payroll Svcs

Speedtype * 3
(19021300) Budget & Payroll Svcs

Fund Code * 4
(3105) DES Designated Tuition

Comments To/From Approvers/Processors 0/500

Cancel Create Request

Click **Create Request** when all fields are completed and ready to proceed with adding estimated expenses.