Traveler Submitting Request (TA) after Delegate has prepared

You will receive an email notification stating you have a Request pending your approval/submission

1. Login to Concur, click on the Request (TA) tab in the top black bar

2. The system will bring you your Active Request(s), click on the name of the request to open up the report (there is a Status column which will show Not Submitted)
3. Your Request will open up to the Request Header page. Click on the blue Print/Email button in the top right.

4. Click on the CCSU Allocated Request Printed Report.

5. Make sure to allow Pop-Ups from this site so you are able to open and view the report.
6. The report will give you the summary of your Request

   **Booking Business Travel**

   Request ID: 33738
   Status: Sent Back to User

   **User Details**
   - User Name: Traveler
   - Email: csru@ccsu.edu
   - Default Manager Name: Approver, Approval
   - Default Manager Email: csru@ccsu.edu
   - County of Residence: UNITED STATES
   - Division: Chief Financial Officer
   - Department: Athletics Administration Office

   **Expense Details**
   - **Date:** 09/15/2016
   - **Expense Type:** Airfare
     - **Entity Description:** Airfare
     - **Foreign Amount:** $100.00
     - **Amount:** $100.00
   - **Date:** 09/15/2016
   - **Expense Type:** Meal
     - **Entity Description:** Meal
     - **Foreign Amount:** $125.00
     - **Amount:** $125.00
   - **Date:** 09/16/2016
   - **Expense Type:** Per Diem Allowance
     - **Entity Description:** Per Diem Allowance
     - **Foreign Amount:** $100.00
     - **Amount:** $100.00
   - **Date:** 09/16/2016
   - **Expense Type:** Traveler Rev - Non Reimbursable
     - **Entity Description:** Traveler Rev - Non Reimbursable
     - **Foreign Amount:** $20.00
     - **Amount:** $20.00

   **Audit Trail**
   - **Date:** 09/15/2016 03:59 PM
     - **Action:** Edit
     - **Description:** The field "Reason for Change" was changed from "Y" to "N".
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7. If everything looks fine, click on the red Submit Request button in the top right.

8. If any corrections need to be made, please advise your delegate so they are able to make the change.