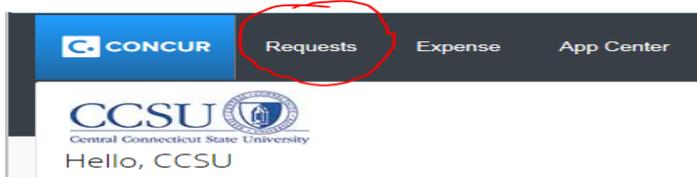


## Traveler Submitting Request (TA) after Delegate has prepared

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)

Manage Requests Create New Quick Search

Support | Help Profile

Active Requests (11) Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With Go

	Request Type	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
<input type="checkbox"/>	Event	atlanta conference	336F	Not Submitted	10/04/2016		\$2,043.60	\$0.00	\$0.00	
<input type="checkbox"/>	Travel	test report	337L	Approved	10/08/2016	09/12/2016	\$335.00	\$335.00	\$335.00	Expense
<input type="checkbox"/>	Travel	Conference	333D	Sent Back to User - Approver, Approver1	09/29/2016	09/05/2016	\$76.00	\$0.00	\$0.00	
<input type="checkbox"/>	Travel	Test	3343	Approved	09/07/2016	09/01/2016	\$45.00	\$45.00	\$45.00	Expense

- Your Request will open up to the Request Header page. Click on the blue Print/Email button in the top right

Request 333D — TA #

Cancel Save Attachments **Print/Email** Cancel Request Submit Request

Description of Trip: Conference  
Additional Information: Status: Sent Back to User  
Amount: \$76.00

Request Header Expenses Approval Flow Audit Trail

Previous Comment  
Entered By Approver1 Approver: Please add your car mileage View all

Request Policy  
Single GSA Hotel Policy

Description of Trip Conference	Extension of	Request/Trip Start Date 09/05/2016	Request/Trip End Date 09/07/2016	Destination Country UNITED STATES
Destination City Las Vegas, Nevada	Report/Trip Purpose Conference Participant/Presenter	Traveler Type Faculty	Is a policy exception request form required? No	Additional Information
Parking Permit Needed? No	Is a Cash Advance Needed? No	Comment		

Cash Advance

Cash Advance Amount USD Cash Advance Comment

- Click on the CCSU Allocated Request Printed Report

Cancel Save Attachments **Print / Email** Cancel Request Submit Request

**CCSU Allocated Request Printed Report** per  
Amount: \$76.00

- 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 : **333D**  
 Approval Status : **Sent Back to User**

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User Name : **Traveler1, CCSU**  
 Email Address : **concurtest@CCSU.edu**  
 Default Manager Name : **Approver, Approver1**  
 Default Manager Email : **concurtest@ccsu.edu**  
 Country of Residence : **UNITED STATES**  
 Division : **Chief Financial Officer**  
 Department : **Athletics Administration Office**

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Sender Name : **Traveler1, CCSU**  
 Email Address : **concurtest@CCSU.edu**  
 Default Manager Name : **Approver, Approver1**  
 Default Manager Email : **concurtest@ccsu.edu**  
 Country of Residence : **UNITED STATES**  
 Division : **Chief Financial Officer**  
 Department : **Athletics Administration Office**

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Start Date : **09/05/2016**  
 End Date : **09/07/2016**  
 Request Policy : **Single GSA Hotel Policy**

Expenses

Transaction Date	Expense Type	Entry Description	Foreign Amount	Amount
09/05/2016	Airfare		\$200.00	\$200.00
09/05/2016	Hotel		\$216.00	\$216.00
09/05/2016	Per Diem Allowance		\$160.00	\$160.00
09/05/2016	Traveler Paid - Non Reimbursable		\$-500.00	\$-500.00

Audit Trail

Date/Time	Updated By	Action	Description
08/23/2016 02:03 PM	Traveler1, CCSU	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
08/23/2016 02:04 PM	Traveler1, CCSU	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
08/23/2016 02:04 PM	Traveler1, CCSU	Confirmation Agreement Acceptance	User Agreement
08/23/2016 02:04 PM	Traveler1, CCSU	Approval Status Change	Status changed from Not Submitted to Submitted   Comment:
08/23/2016 02:04 PM	Traveler1, CCSU	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval   Comment:
08/23/2016 02:34 PM	Approver, Approver1	Approval Status Change	Status changed from Submitted & Pending Approval to Sent Back to User   Comment: Please add your car mileage
09/02/2016 02:45 PM	Traveler1, CCSU	Delete	<b>Expense Type: Traveler Paid - Non Reimbursable; Date: 2016-09-05</b> This entry was deleted while the request was in Resubmit status.

7. If everything looks fine, click on the red Submit Request button in the top right

Status: **Sent Back to User**  
 Amount: **\$76.00**

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