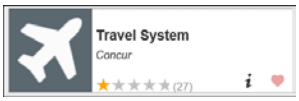
Creating a Trip Request in Concur

1) Go to https://one.purdue.edu.
2) Login.
3) Select "Travel System (Concur)" to access the travel system.



4) Log in with your career username and password.
5) Once you are logged into Concur, Select Requests.
6) Select New Request.
7) Request Name: Please use the following suggested naming convention on the request header:
   Dept/Traveler First Initial, Last Name/Location/Event/Start Date of Trip-End Date of Trip
   a) **Example**: BIO/JSmith/Chicago/IAS/5/13-18 (Note this section has a 40 character limit; abbreviate locations or name if necessary)
8) **ALWAYS** leave traveler type as Employee (EMP).
9) Travel Type: Select the appropriate travel type.
10) Destination: List destination, if traveling to more than one destination, list remaining destinations in the Comments section in order with BOTH city and state/country/province.
11) Purpose of Travel: Select the most relevant purpose for your travel.
12) Select if this trip will be paid by Purdue or not (select no if no cost trip).
13) Preapproval Required: **ALWAYS** select None. Any pre-approvals will be handled outside of the system.
14) Insert Departure and Return Dates.
15) Indicate yes or no for included personal travel. If personal travel is included, list dates.
16) If anyone is traveling with you, provide name and relationship
17) An account number is REQUIRED to successfully "Submit" the travel. You will need to get the account number from the person who is reimbursing the expenses. Please use an asterisk (*) in front of the account number.
    a) Please be patient, and give the Concur system a few seconds to search, and your account number should appear on its own. Make sure you select the correct number that corresponds to your account.
18) In the "Comments" section please give a detailed purpose for your travel, AND the benefit to the project, if charging to a grant.
    a) If for research purposes, provide a detailed research benefit for the trip.
    b) Add any other comments that the business office should know about the details of your trip/reimbursement. For example: if you are using a travel award or splitting cost of trip between account numbers or any other details that may be pertinent to the approval of your expense report.
19) Only add a cash advance if you need more the $500 cash available for your travel. You can withdraw up to $500 from the ATM with your travel card. So please do not select a cash advance unless it is more than $500 needed, or you do not have a travel card. You can apply for a travel card in the business office to reduce or eliminate your out of pocket expenses.
20) Once all information is complete, select the **Submit Request button** in top right hand corner.

NOTE: If you are a **student** and you will drive your personal vehicle or a rental vehicle you will need to go to the business office to fill out a Form RM_01 to be certified to drive for university business. This must be done prior to leaving for your trip.

NOTE: If traveling international using a government funded grant, make sure you use a US Flag Carrier airline if required by the grant.