

First, begin a New Travel Request in Concur. Complete all red fields, as well as the Account and Account Attribute, as shown above. If this is Student Travel, also complete the Student Travel Activity Type field. If Foreign Travel, complete those fields as well. Then click **Save**.

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				Administration -	Help +
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Request GMPM	on of Trip			Cancel Save Allachments • Print / Email •	Delete Request Status: Not Submitted Amount: \$1,070.00
equest Header Expenses Approval Flow	Audit Trail				
Trip Name/Destination 27	Trip Start Date	Trip End Date	Travel Classification	Traveler Type Student Tr	avel Activity Type
Short Description of Trip	11/20/2017	11/30/2017	Employee-In State 🗸	Staff	×
Contracts/Grants	Trip Purpose & Benefit	Personal Travel Included?b?	Non-Employee/Student Traveler (Last Name, First Name)b?	Notes	
No 🗸	Answer the 5 Ws in this section. Who, What, When, Where, & Why	No			
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System	System Member	Department/SubDepartment	Account	Account Attribute Departmen	t Reference Number
	(17) Texas A&M Univ-Kingsville	(APPM) A/P. PROP MGMT, TRAVEL-FIN	(220328 00000) Accounting/Travel/Prop V	(L) LOCAL	

Click the second tab, **Expenses**, and begin entering your estimated travel expenses. If any estimated expenses need to be allocated/encumbered to another account, then click on the line item, then click the **Allocate** button (in the bottom right hand corner).

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	TOTAL AMOUNT \$1.070.00	TOTAL REQUESTED \$1.070.00					Saver Allocate Care



Choose the line item(s), then click "Allocate Selected Expenses".

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(+ Mon External)	11/20/2	Conference R		\$595.00								
T HER LADONS	11/20/2017	Meals		\$100.00								
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			\$1.070.00	\$1.07	70.00						Save	Allocate Cancel

Allocate either by Percentage or Amount. The example shown below is by Percentage. Choose the Dept/Sub-Dept, Account, and Account Attribute for each account that you allocate to, by clicking on the box, then dropping down to select.

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When completed, click Save. Then submit your Travel Request.