UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur
Travel Request Manual

Procurement Card and Travel Services
650 Clinic Drive Suite 1400|Mobile, Alabama|36688|251.460.6242
pcardandtravelsvcs@southalabama.edu

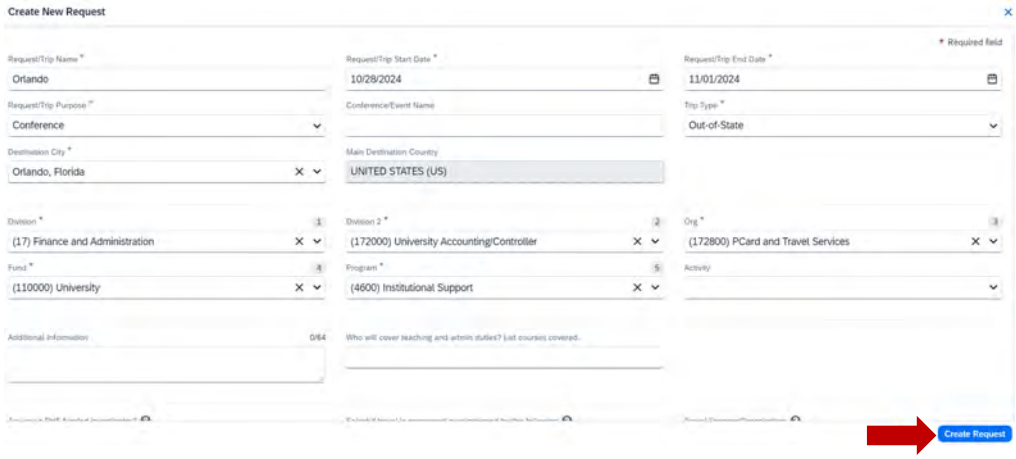
Ready. South. Go.

Rev 08.27.26

1. Log into Concur and click **Create Request**.



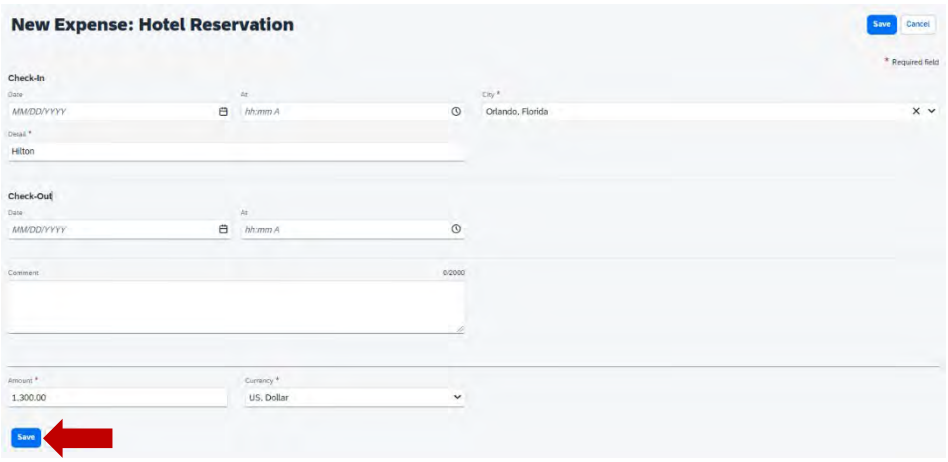
2. Complete all required fields as indicated by the red asterisk next to the field name then click **Create Request**.



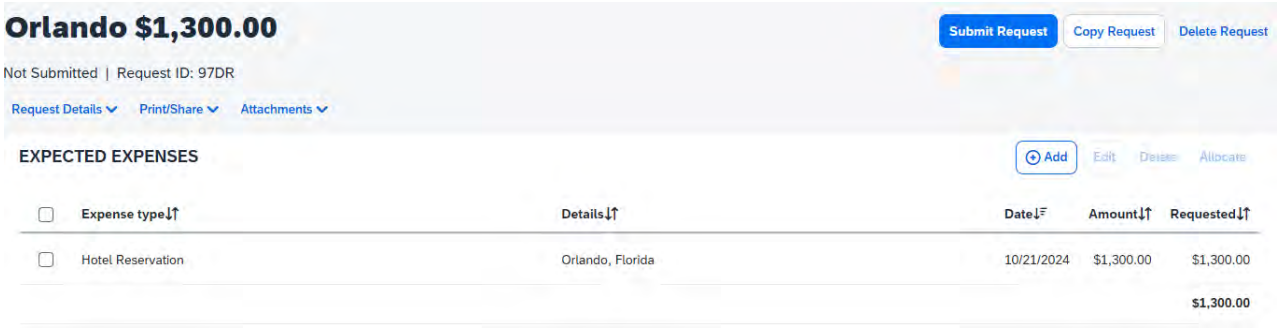
3. Click **Add**.



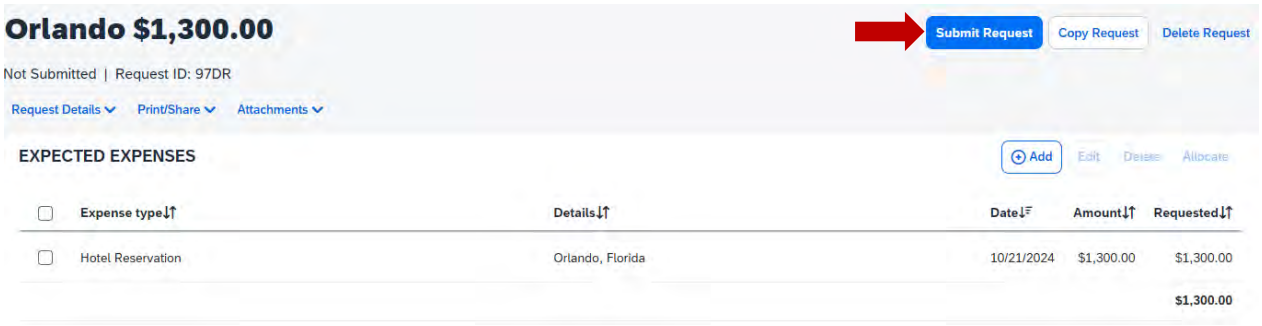
4. Select your expected expense and complete the required fields as indicated by the red asterisk next to the field name and click **Save**.



5. Once you click **Save** you will see the expected expense added to your request. Follow steps 3 & 4 for each expected expense until you have added all of your expected expenses added to your request.

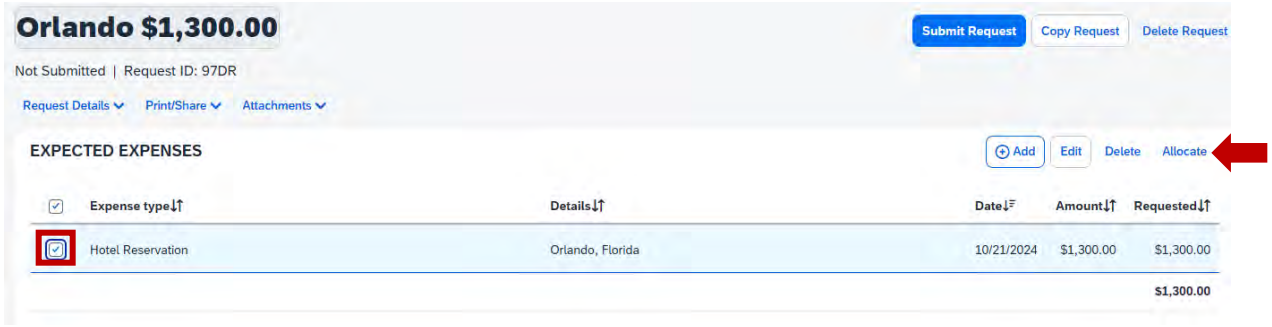


6. After you have added all of your expected expenses click **Submit Request**.

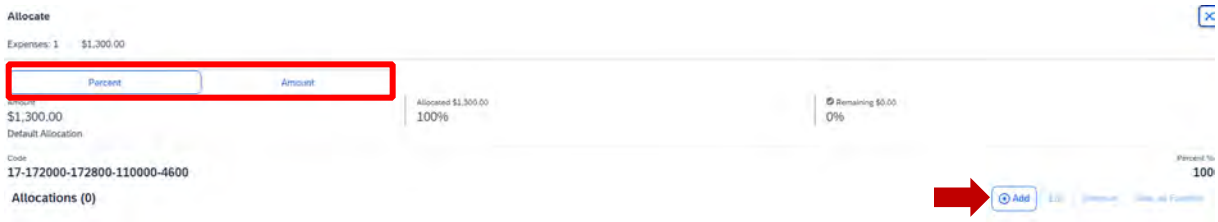


NOTE: If you need to allocate any expense to funding sources other than the one you entered on the header (the first screen when you created the request), then follow steps 7-10. The following steps, 7-10, are applicable to Allocations only. If you do not have any allocations, then you do not need to complete these steps.

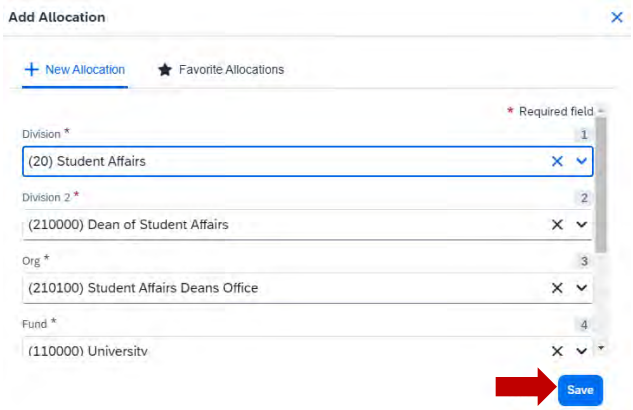
7. To allocate an expected expense select the expense the click **Allocate**.



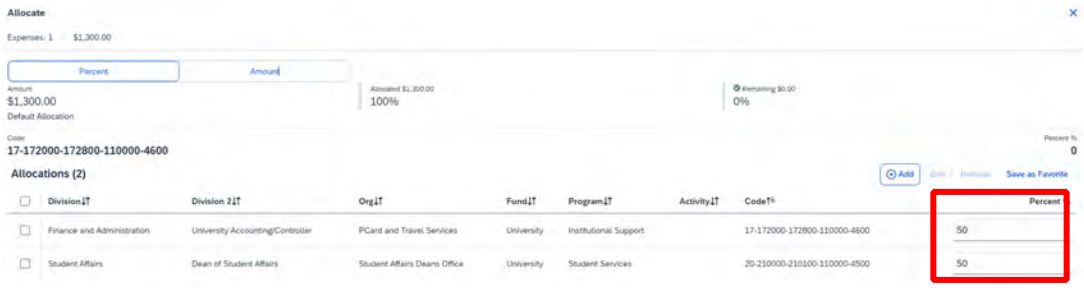
8. Select whether you wish to allocate by Percent (default) or by Amount then click Add.



9. Complete the required fields and click **Save** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite at the bottom of this page).

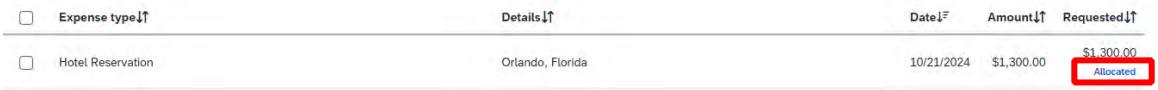


10. Key the percentage or amount you wish to apply to this funding source.



11. If you need to add more funding sources repeat steps 9-11 for each new funding source.

12. After all funding sources are added click **Save**. You will see "Allocated" under the Requested amount.



SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 11, you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.