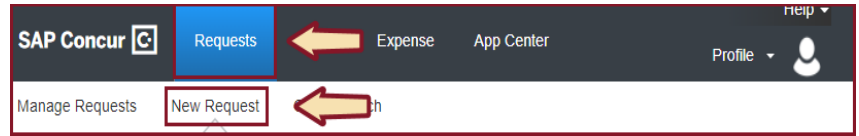


Submit a Request

➤ From the SAP Concur homepage:

- Click **Requests**
- Click **New Requests**
- Enter in all required information (fields with a red side bar)



NOTE: The location field must be complete for international travel

- When all required information and the location field is complete, click the **Save** button

Manage Requests
New Request
Quick Search

Cancel
Save
Print / Email

Request

Request/Trip Name:
Provide names of any guests traveling abroad with you.:

Request Header
Segments
Expenses
Approval Flow
Audit Trail

Request Policy
*DU Travel Request

Professional Name Ross Dylan Patrick	Request/Trip Name Amazon Field Study	How will you book your travel? Christopherson Travel
DU Travel Start Date 11/13/2018	DU Travel End Date 11/29/2018	Trip Purpose Research
Final Destination City Barcelos (Airport - BAZ), Barcelos, BRAZIL	Destination Country BRAZIL Travel risk advisory - Medium (Level 3)	Destination Risk Level No Risk (Level 0)
Traveler Type Faculty	Trip Type International Travel	Approval Options Supervisor

If travel related, does it contain personal travel?
No

Personal Dates of Travel

Comments
Traveling to collect research on Amazonian flora

Are any guests (partners, children, etc.) joining you abroad? No	Provide names of any guests traveling abroad with you.?	Do you have any on-site support while abroad? ?
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Division (2070) Shared Services	Org/Department (382101) Shared Services-Admin	Fund (10000) Current Operating Fund
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Activity Code

Location
South America

Cash Advance

Cash Advance Amount USD

Cash Advance Comment

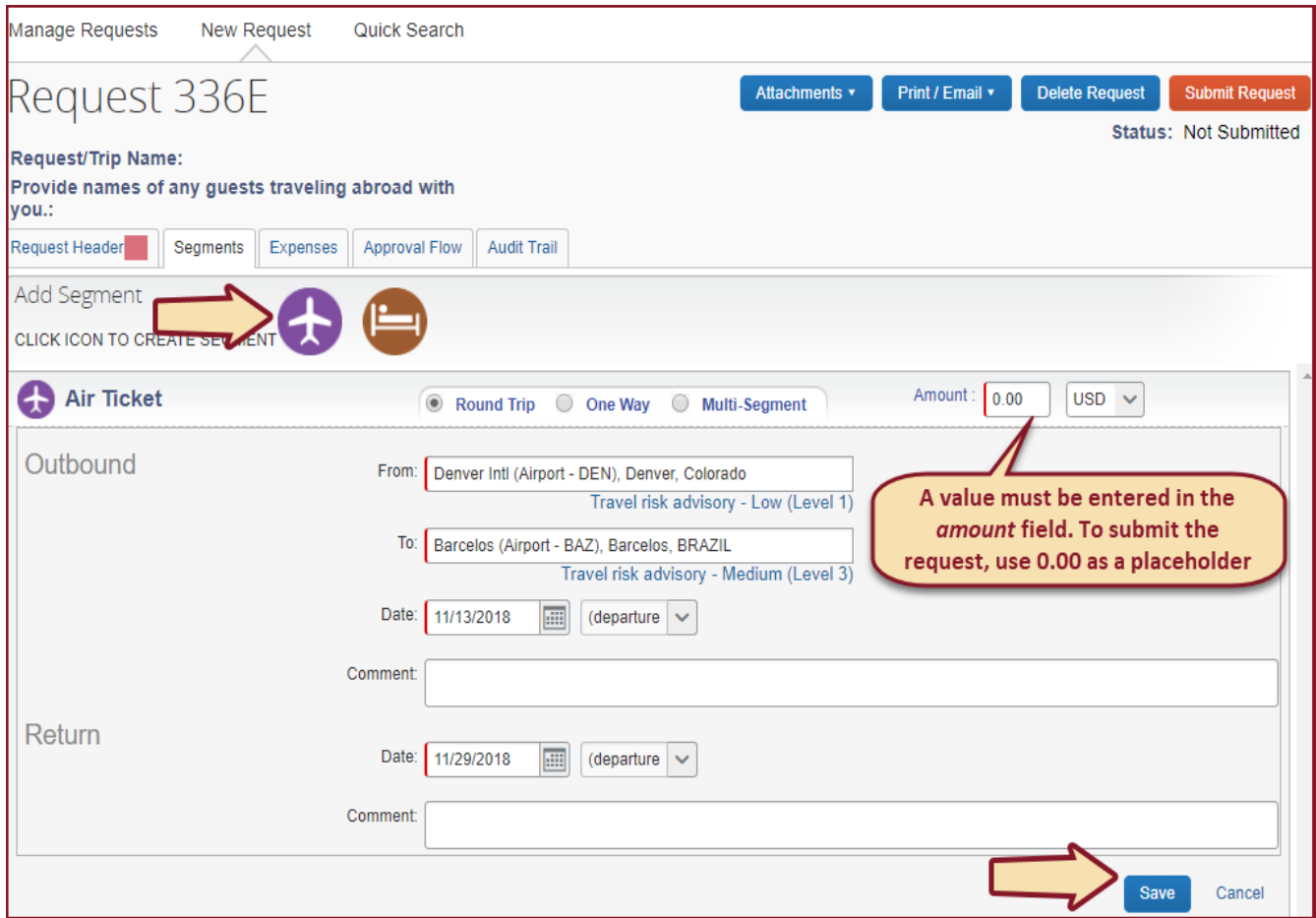
Enter information for all required fields (those marked with a red side bar)

Click the *travel risk advisory* link to view information about the destination

Location field is required for international travel

Book International Travel

- Click the **Segments** tab
- Click the **Flight** icon to enter your flight segment information
- When finished, click the **Save** button



Manage Requests New Request Quick Search



Request 336E

Attachments ▾ Print / Email ▾ Delete Request **Submit Request**

Status: Not Submitted

Request/Trip Name:
Provide names of any guests traveling abroad with you.:

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment  

CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Multi-Segment Amount: 0.00 USD ▾

Outbound

From: Denver Intl (Airport - DEN), Denver, Colorado
Travel risk advisory - Low (Level 1)

To: Barcelos (Airport - BAZ), Barcelos, BRAZIL
Travel risk advisory - Medium (Level 3)

Date: 11/13/2018 (departure ▾)

Comment:

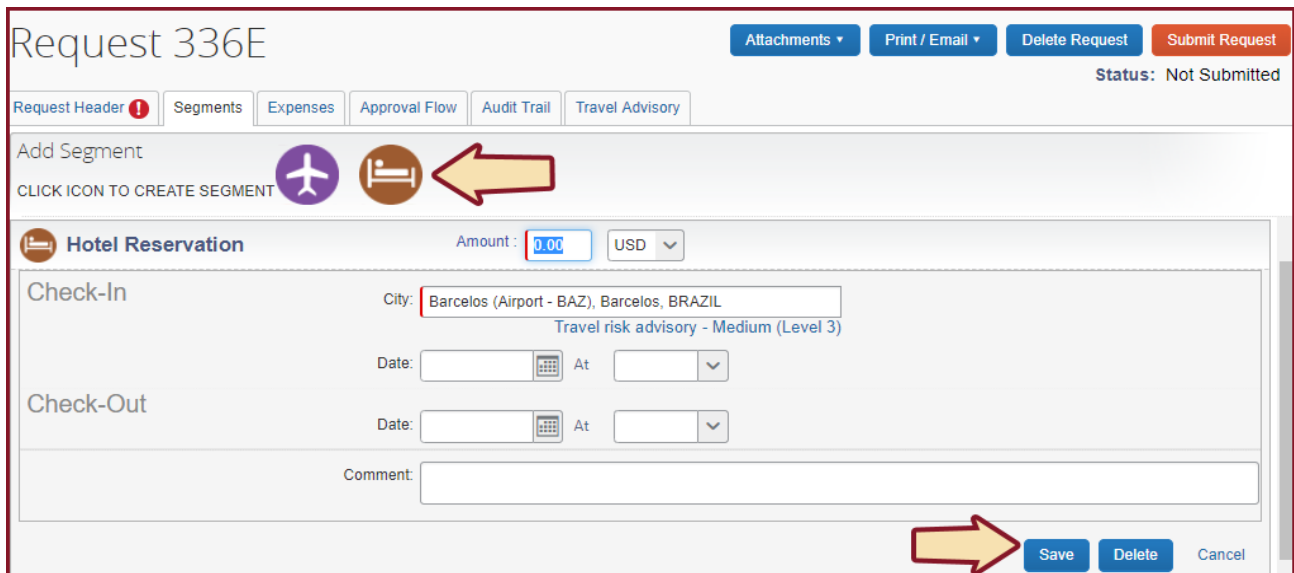
Return

Date: 11/29/2018 (departure ▾)

Comment:

Save Cancel

- Next, click the **Hotel** icon to enter your hotel segment information
- When finished, click the **Save** button
- Click the **Submit Request** button to submit your request





Request 336E

Attachments ▾ Print / Email ▾ Delete Request **Submit Request**

Status: Not Submitted

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

Add Segment  

CLICK ICON TO CREATE SEGMENT

Hotel Reservation Amount: 0.00 USD ▾

Check-In

City: Barcelos (Airport - BAZ), Barcelos, BRAZIL
Travel risk advisory - Medium (Level 3)

Date: At ▾

Check-Out

Date: At ▾

Comment:

Save **Delete** Cancel

Booking your International Trip

Once you have submitted your international request and it has been approved, you are ready to book your international trip.

Contact Christopherson Business Travel (CBT) for:

- Multi-leg travel
- Complicated International travel
- Group travel

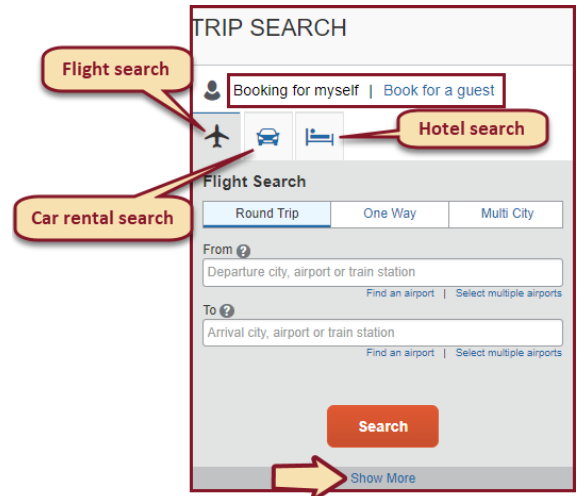
For questions regarding travel reservations or changes to an itinerary, contact Christopherson Business Travel:

(800) 285 - 3603 or University.Travel@cbtravel.com
Hours: 7:00 AM to 8:00PM Central, Monday - Friday
Emergency After Hours Service: 800-960-7862, VIT code P-6LV

Using the Concur Booking Tool

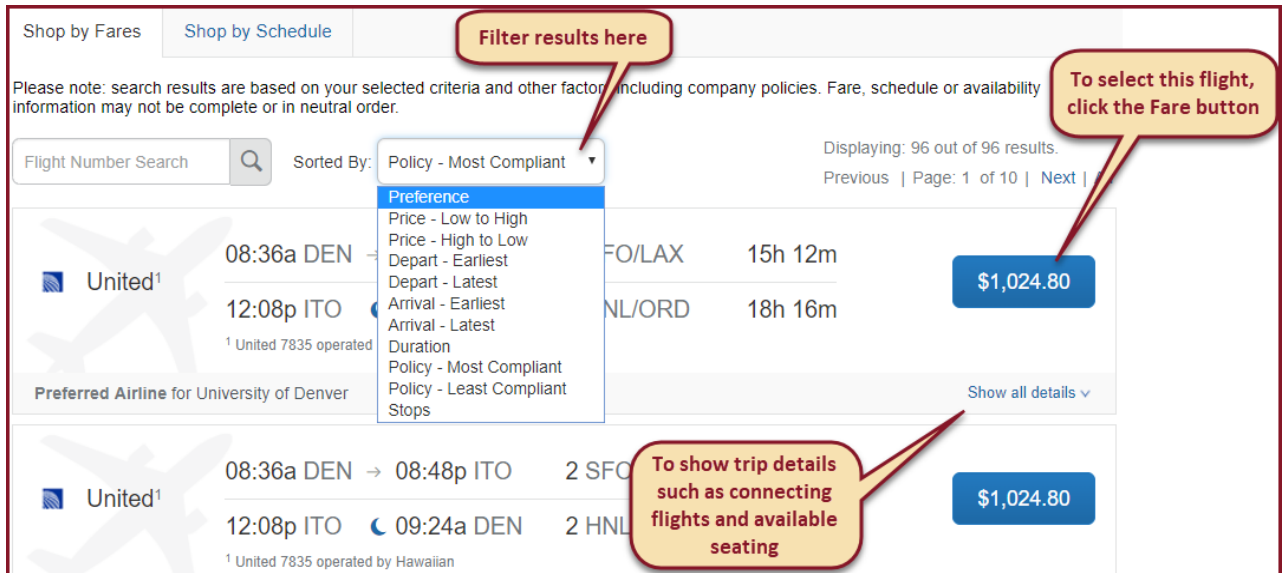
➤ Start the search

- Trip search defaults to **Booking for myself**. To book for a guest, click **Book for a guest**
- Click one of the following: **Round Trip, One Way, Multi City**
- Enter in your Departure and Arrival Cities and Departure and Return dates
- Click **Show More** for more advanced search options
- Click the **Search** button



➤ Select a Flight

- On the **Flight Search** results page, view flights by fare or schedule, search by flights number, and sort the results.



The screenshot shows the flight search results page. At the top, there are tabs for 'Shop by Fares' and 'Shop by Schedule'. A note states: 'Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.' There is a search bar and a 'Sorted By' dropdown menu set to 'Policy - Most Compliant'. A callout points to the dropdown with the text 'Filter results here'. The results table shows two flight options from Denver (DEN) to Orlando (ORD) with a price of \$1,024.80. A callout points to the price with the text 'To select this flight, click the Fare button'. Below the first flight, there is a 'Show all details' link. A second flight option is shown below, with a callout pointing to it with the text 'To show trip details such as connecting flights and available seating'.

- View additional details for the flights by clicking the **Show all details** dropdown arrow.
 - To select a flight, click the **Fare** button.
- On the **Review and Reserve Flight** page, review the flight details for your trip. You can also do the following:
- Review your flight details
 - Enter your traveler information
 - Select your frequent flyer programs
 - Select your seat assignment
 - Review the price summary
 - Select your method of payment
 - Click the **Reserve Flight and Continue** button
- **Review the Travel Details page (itinerary)**
- On the **Travel Details** page, review and change your itinerary, if necessary
 - In the **I want to** section, print or email your itinerary as appropriate
 - In the **Add to your Itinerary** section, add a car, hotel, Wi-Fi, etc., as needed.
 - In the **Flight** section:
 - Verify the information for accuracy
 - Click **Cancel all Air**, as needed
 - Click **Next**. The **Trip Booking Information** page appears
- **Use the Trip Booking Information page to enter additional information about your trip.**
- Enter or modify your **Trip Name**
 - Indicate if there is anyone else who should receive the initial confirmation email. Enter as many recipients as needed, separated by commas
 - If you book the trip, you will automatically receive the email. If you book the trip as an arranger, you will also receive the email.
 - Note that some companies do not offer travelers this option and always send plain-text email.
 - **Note:** Your company might offer its travelers the option to hold a trip. Travel will always display the length of time this trip can be held on this page.
 - Click the **Next** button
- **Purchase the ticket**
- Click **Purchase Ticket** to send your request to your travel agent and to your manager for approval.
 - Click **Finish > Return to Travel Center**