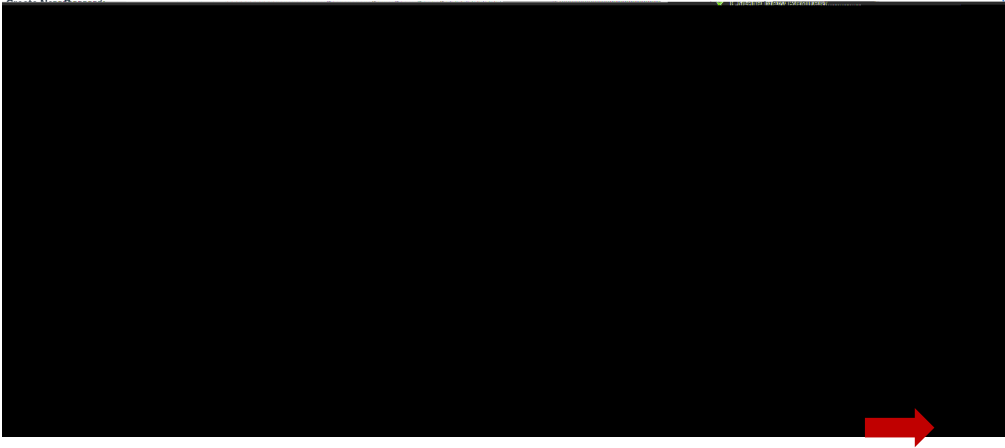


Concur Travel Request Manual

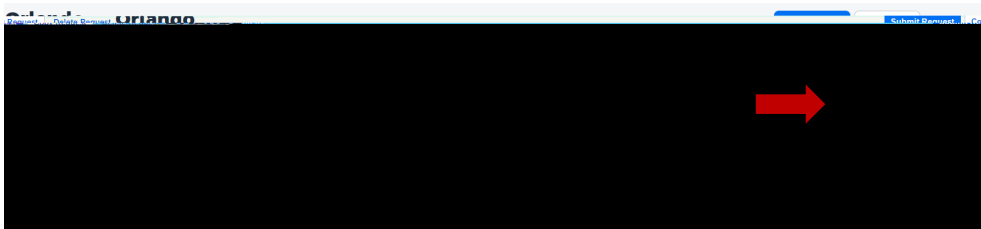
1. Log into Concur and click [Create](#) and select [Start a Request](#).



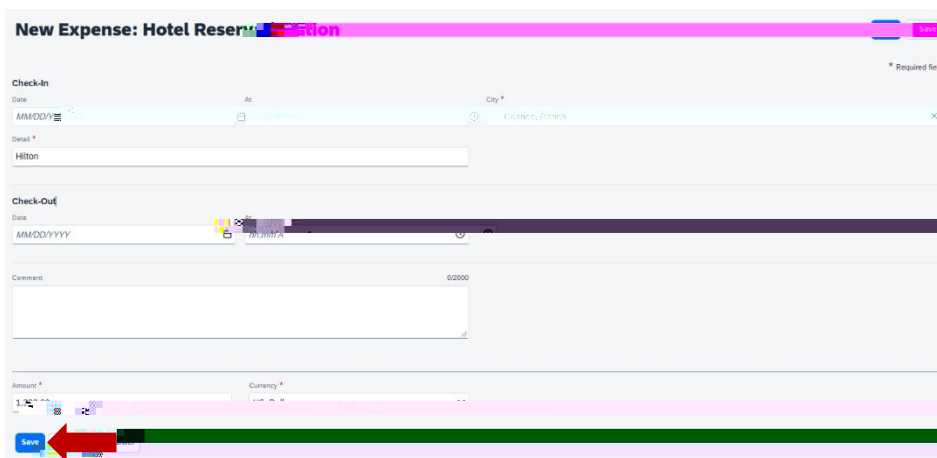
2. Complete all required fields as indicated by the **red asterisk** next to the field name then click [Create Request](#).



3. Click [Add](#).

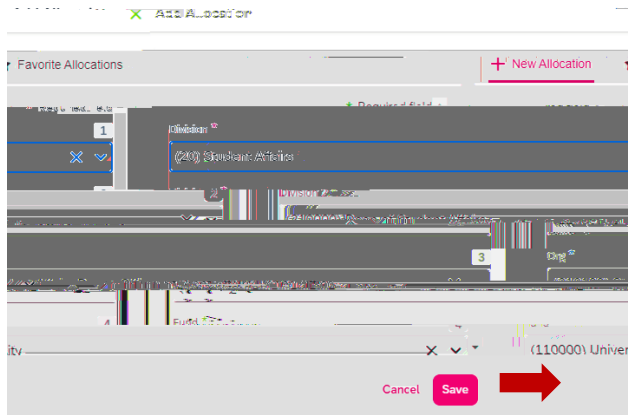


4. Select your expected expense and complete the required fields as indicated by the **red asterisk** next to the field name and click [Save](#).

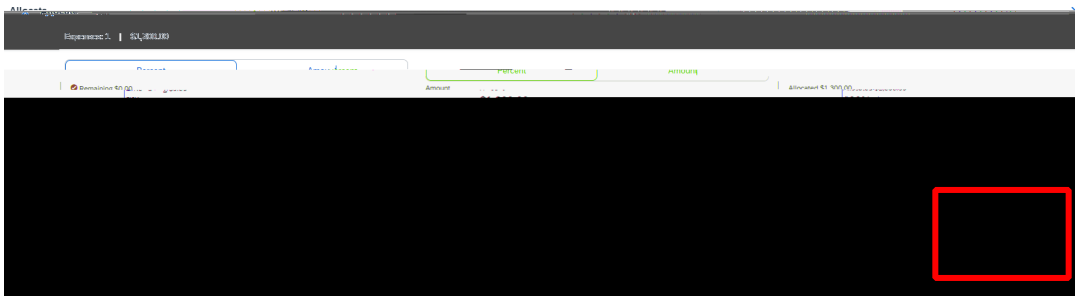


5. Once you click [Save](#)

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.