

How to Initiate Travel Request Requiring a International Travel Questionnaire

1. Click on Start a Request

SAP Concur Home ▾

University of CINCINNATI.

+ Start a Request

+ Start a Report

+ Enter Reservation

02 Authorization Requests

01 Available Expenses

00 Open Reports

Trip Search

Booking for myself | [Book for a guest](#)

✈️ 🚗 🚆 🚊

Reservations booked on Frontier Airlines, are an instant purchase. If you have a Frontier unused ticket to apply, you must call a AAA Agent for assistance.

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.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From 📍
CVG - Cincinnati/Northern Kentucky Intl Airport - Cincinnati
Find an airport | Select multiple airports

To 📍
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

Alerts

As an employee of University of Cincinnati, you are eligible for a free **Triplt Pro** subscription. [Learn More and Activate](#)
Not right now

Company Notes

Attention All Concur Users (Select [Read More](#) for Additional Information)

System Alerts

Concur System is operating normally. [Read More](#)

My Tasks

02 Open Requests →	01 Available Expenses →	00 Open Reports →
09/03 Res Sec Workshop South ... \$2,531.00 — Travel	09/05 Hilton Hotels \$316.24	You currently have no open reports.
04/30 UIC/FBI Research Security ... \$897.98 — Travel		

My Trips (0) →

SAP Concur Requests

Create New Request

* Required field

Trip Name *

Trip Type *

User Type *

Trip Start Date *

Trip End Date *

Request Policy *

Destination City, State *

Destination Country *

Request/Trip Purpose *

How will you book your travel? *

Does this trip contain personal travel? *

Additional Information ? 0/500

Fund * 1

Cost Center/WBS * 2

Functional Area * 3

Grant * 4

Internal Order ?

Comment ? 0/500

Cancel **Create Request**

Last signed in: 09/17/2024 01:11 pm
© Copyright 2024 - SAP Concur - All Rights Reserved



University of CINCINNATI

3. Click on "International" in the Trip Type

SAP Concur Requests

Create New Request

* Required field

Trip Name *

Trip Start Date *

Destination City, State *

How will you book your travel? *

Fund *

Grant *

Comment

Trip Type *

Search by country/region

Does this trip contain personal travel? *

User Type *

Request Policy *

Request/Trip Purpose *

Additional Information

Internal Order

Cost Center/WBS *

Functional Area *

Cancel

Last signed in: 09/17/2024 01:11 pm
© Copyright 2024 - SAP Concur - All Rights Reserved



University of CINCINNATI

4. Click on "Faculty" in the User Type

SAP Concur Requests

Create New Request

* Required field

Trip Name *	Trip Type *	User Type *
Questionnaire Demo	International	None Selected
Trip Start Date *	Trip End Date *	None Selected
MM/DD/YYYY	MM/DD/YYYY	Adjunct
Destination City, State *	Destination Country *	Board Member
	Search by Country/Region	Emeritus Faculty
How will you book your travel? *	Does this trip contain personal travel? *	Faculty
None Selected	None Selected	Grant Non-UC Trainee
Fund *	Cost Center/WBS *	Functional Area *
(D101260) Research Security &	(1660600000) Res Security&Ethics	(5) INSTITUTIONAL SUPPORT
Grant *	Internal Order	
NOT RELEVANT		
Comment		0/500

Cancel Create Request

Last signed in: 09/17/2024 01:11 pm

© Copyright 2024 - SAP Concur - All Rights Reserved

SAP Concur Requests

Create New Request

* Required field

Trip Name *	Trip Type *	User Type *
Questionnaire Demo	International	Faculty
Trip Start Date *	Trip End Date *	Request Policy *
MM/DD/YYYY 	MM/DD/YYYY 	*UC-General Request Policy
Destination City, State *	Destination Country *	Request/Trip Purpose *
	Search by Country/Region	None Selected
How will you book your travel? *	Does this trip contain personal travel? *	Additional Information ? 0/500
None Selected	None Selected	
Fund *	Cost Center/WBS *	Functional Area *
(D101260) Research Security & 	(1660600000) Res Security&Ethics 	(5) INSTITUTIONAL SUPPORT 
Grant *	Internal Order ?	
NOT RELEVANT 		
Comment ?		0/500

Cancel **Create Request**

Last signed in: 09/17/2024 01:11 pm
© Copyright 2024 - SAP Concur - All Rights Reserved

SAP Concur Requests

Create New Request

* Required field

Trip Name *	Trip Type *	User Type *
Questionnaire Demo	International	Faculty
Trip Start Date *	Trip End Date *	Request Policy *
09/26/2024	MM/DD/YYYY	*UC-General Request Policy
Destination City, State *	Destination Country *	Request/Trip Purpose *
	Search by Country/Region	None Selected
How will you book your travel? *	Does this trip contain personal travel? *	Additional Information 0/500
None Selected	None Selected	
Fund *	Cost Center/WBS *	Functional Area *
(D101260) Research Security &	(1660600000) Res Security&Ethics	(5) INSTITUTIONAL SUPPORT
Grant *	Internal Order	
NOT RELEVANT		
Comment 0/500		

Cancel Create Request

Last signed in: 09/17/2024 01:11 pm

© Copyright 2024 - SAP Concur - All Rights Reserved



University of CINCINNATI

7. Enter destination City, State

The questionnaire only applies to Foreign Countries of Concern as defined by the US Government and are the following countries: China, Russia, Iran, North Korea

The screenshot shows the 'Create New Request' form in SAP Concur. The form is titled 'Create New Request' and includes a close button (X) in the top right corner. It contains several required fields, indicated by an asterisk (*). The fields are arranged in a grid-like structure:

- Trip Name ***: Text input field containing 'Questionnaire Demo'.
- Trip Type ***: Dropdown menu with 'International' selected.
- User Type ***: Dropdown menu with 'Faculty' selected.
- Trip Start Date ***: Date input field containing '09/26/2024'.
- Trip End Date ***: Date input field containing '09/30/2024'.
- Request Policy ***: Dropdown menu with '*UC-General Request Policy' selected.
- Destination City, State ***: Dropdown menu, currently empty and highlighted with an orange border.
- Destination Country ***: Dropdown menu with 'Search by Country/Region' selected.
- Request/Trip Purpose ***: Dropdown menu with 'None Selected' selected.
- How will you book your travel? ***: Dropdown menu with 'None Selected' selected.
- Does this trip contain personal travel? ***: Dropdown menu with 'None Selected' selected.
- Additional Information**: Text area with a character count of 0/500.
- Fund ***: Dropdown menu with '(D101260) Research Security &' selected.
- Cost Center/WBS ***: Dropdown menu with '(1660600000) Res Security&Ethics' selected.
- Functional Area ***: Dropdown menu with '(5) INSTITUTIONAL SUPPORT' selected.
- Grant ***: Dropdown menu with 'NOT RELEVANT' selected.
- Internal Order**: Text input field.
- Comment**: Text area with a character count of 0/500.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Create Request'. The 'Create Request' button is highlighted in blue. Below the form, there is a footer with the text 'Last signed in: 09/17/2024 01:11 pm' and '© Copyright 2024 - SAP Concur - All Rights Reserved'.



University of CINCINNATI

8. Indicate that Request/Trip Purpose

SAP Concur Requests

Create New Request

* Required field

Trip Name *	Trip Type *	User Type *
Questionnaire Demo	International	Faculty
Trip Start Date *	Trip End Date *	Request Policy *
09/26/2024	09/30/2024	*UC-General Request Policy
Destination City, State *	Destination Country *	Request/Trip Purpose *
Pu Dong (Airport - PVG), Shanghai, CHINA	CHINA (CN)	None Selected
How will you book your travel? *	Does this trip contain personal travel? *	Additional Information ? 0/500
None Selected	None Selected	
Fund *	Cost Center/WBS *	Functional Area *
(D101260) Research Security &	(1660600000) Res Security&Ethics	(5) INSTITUTIONAL SUPPORT
Grant *	Internal Order ?	
NOT RELEVANT		
Comment ?		0/500

Cancel Create Request

Last signed in: 09/17/2024 01:11 pm

© Copyright 2024 - SAP Concur - All Rights Reserved



University of CINCINNATI

9. Indicate how travel will be booked.

SAP Concur Requests

Create New Request

* Required field

Trip Name *	Trip Type *	User Type *
Questionnaire Demo	International	Faculty
Trip Start Date *	Trip End Date *	Request Policy *
09/26/2024	09/30/2024	*UC-General Request Policy
Destination City, State *	Destination Country *	Request/Trip Purpose *
Pu Dong (Airport - PVG), Shanghai, CHINA	CHINA (CN)	Conference
How will you book your travel? *	Does this trip contain personal travel? *	Additional Information ? 0/500
None Selected	None Selected	
Fund *	Cost Center/WBS *	Functional Area *
(D101260) Research Security &	(1660600000) Res Security&Ethics	(5) INSTITUTIONAL SUPPORT
Grant *	Internal Order ?	
NOT RELEVANT		
Comment ?		0/500

Cancel Create Request

Last signed in: 09/17/2024 01:11 pm

© Copyright 2024 - SAP Concur - All Rights Reserved



University of CINCINNATI

10. Indicate if this trip will include personal travel.

The screenshot shows the 'Create New Request' form in SAP Concur. The form is titled 'Create New Request' and includes a close button (X) in the top right corner. The form is divided into several sections with required fields marked with an asterisk (*). The fields are as follows:

- Trip Name ***: Questionnaire Demo
- Trip Type ***: International
- User Type ***: Faculty
- Trip Start Date ***: 09/26/2024
- Trip End Date ***: 09/30/2024
- Request Policy ***: *UC-General Request Policy
- Destination City, State ***: Pu Dong (Airport - PVG), Shanghai, CHINA
- Destination Country ***: CHINA (CN)
- Request/Trip Purpose ***: Conference
- How will you book your travel? ***: Will book via Concur, once my Request is approved
- Does this trip contain personal travel? ***: None Selected (highlighted with an orange border)
- Additional Information**: 0/500
- Fund ***: (D101260) Research Security &
- Cost Center/WBS ***: (1660600000) Res Security&Ethics
- Functional Area ***: (5) INSTITUTIONAL SUPPORT
- Grant ***: NOT RELEVANT
- Internal Order**: (empty)
- Comment**: 0/500

At the bottom right of the form, there are 'Cancel' and 'Create Request' buttons. The footer of the page includes 'Last signed in: 09/17/2024 01:11 pm' and '© Copyright 2024 - SAP Concur - All Rights Reserved'.

11. Hit Create Request and Begin Entering Expenses