



Concur Request Job Aid for ORAU Participants

To complete a travel request, log into Zintellect, select *View Travel* on your participant dashboard, then select *Go to Concur*.

Dashboard navigation: Dashboard, Opportunity Catalog, About, Help, Welcome

My Offers | My Favorites

Click here to access the Travel Dashboard and to access Concur → [View Travel](#)

Advanced Bearings for Oil-Free Compact Turbomachinery

Offer Accepted ORAU

Apt. Dates: 11/2/2020 - 11/1/2021

[Download Apt. Letter](#) [Download Terms of Apt.](#)

[Complete Documents](#)

Participant Travel

Concur Login ID: 000 z@orau.travel [Go to Concur](#)

Request Report | Expense Report

Enter Keyword

Click here for more information about this trip

Report Name	Start Date	End Date	Approved Expense	Approved Status	Actions
Dallas, TX 1/25-28/21	1/25/2021 12:00:00 AM	1/28/2021 12:00:00 AM	\$1509.00	Approved	View
Testing for [redacted]	11/7/2021 12:00:00 AM	11/13/2021 12:00:00 AM	\$1972.00	Not Submitted	View
Washington DC 1/17/21-1/21/21	1/17/2021 12:00:00 AM	1/21/2021 12:00:00 AM	\$2885.40	Approved	View

10 1 to 3 of 3 [Previous](#) **1** [Next](#)

[Concur Travel Dashboard](#)

You will automatically be taken to Concur's home page.

ORAU Hello, Casee

+ New Approvals

01 Authorization Requests

00 Available Expenses

00 Open Reports

00 Cash Advances

TRIP SEARCH: Select Traveler Type

ALERTS: As a ORAU employee, You haven't signed up

Start a Request, Start a Report, New Cash Advances, Enter New Reservations, Upload Receipts

Tript Pro subscription. Learn More and Activate



To start a new Request, Click on **New** then **Start a Request** and the **Request Header** will appear:

Request Header:


The grey question marks are **Tool Tips** that are there to assist you. To see the **Tool Tips**, hover your mouse over the question mark and the **Tool Tip** will appear.


Request Header Sections:

Request Policy - Choose **ORAU-Travel Approve then Book**

Request Name - Enter the City, State, and Travel Dates as shown



Request Name * 

Quick help 

Example: Albany, NY 1/2/2021-1/7/2021


Request Trip Start Date - Enter the date the trip will begin or click on the calendar and choose the start date.

Request/Trip Start Date *

MM/DD/YYYY 


Request Trip End Date - Enter the date the trip will end or click on the calendar and choose the end date.

Request/Trip End Date *

MM/DD/YYYY 

Trip Type - Choose Domestic Travel, International Travel or Interview Travel

Trip Type *

Domestic Travel 

None Selected

Domestic Travel

International Travel

Interview Travel



Are you attending a Conference? – Choose Yes or No

Are you attending a Conference? *

No

None Selected

No

Yes

Non-Business Days – Choose Yes or No

Non-Business Days? * ?

None Selected

None Selected

No

Yes

List of Non-Business Days – List the actual dates of personal travel.

List of Non-Business Days ?

Booking Type – Choose how you will book your travel reservations (Airfare, Hotel, Rental Car, etc.)

- **On-Line in Concur**: this is the preferred option for booking travel reservations. In addition, we recommend that all domestic airfare bookings are booked via the Concur Booking Tool.
- **Travel Agent Assisted**: this option will send an automatic notification to our contracted travel agency, and they will reach out to you to complete your reservations.
- **Other**: please choose this option if you are booking your own travel reservations.



Booking Type *

1. On-Line in Concur

None Selected


1. On-Line in Concur

2. Travel Agent Assisted - orau@tlcorporate.com

3. Other

Main Destination City – Enter the city you will be lodging in.



Main Destination City * ?


 ▼

Business Purpose- Enter the reason you are traveling, and how it relates to your research appointment. *Simply stating conference, meeting or site visit is not sufficient.*

Business Purpose *

Once you have entered the required information on the Request Header, click the **Create** button.



Once you have clicked **Create**, this page will appear:



Next, Click the **Add** button and choose the expected expenses you will have on your trip.

01. Travel Expenses:

- Hotel Reservation – enter the required information and click Save.

New Expense: Hotel Reservation

City * Date At

Detail * Date At

Comment

*Expenditure Type Code

Amount * Currency *

Save

- Meals – Per Diem – Concur will automatically calculate the Per Diem amount based on the location and dates entered on the Request Header. Click Save and this expense will be added to the Request.

New Expense: Meals - per diem \$0.00

02/01/2021

Allocate

Trip Start Date Trip End Date

Description Transaction Amount Currency

City

Expenditure Type Code Comment

Save

02. Transportation

- Air Ticket – enter the required information and click save.



New Expense: Air Ticket Cancel **Save**

Outbound * Required field

From * To *

Date * Depart at Depart at * Comment

Expenditure Type Code

Return

Date * Arrive at Arrive at * Comment

Expenditure Type Code

Amount * Currency *

Save

- Airline Fees – enter the required information and click save.

New Expense: Airline Fees \$0.00 Cancel **Save**

02/01/2021

Trip Start Date Trip End Date

Description Transaction Amount * Currency *

Expenditure Type Code

Comment

Save

- Car Rental – enter the required information and click save.

New Expense: Car Rental Cancel **Save**

* Required field

Pick up City *

Date At

Detail *

Drop off City *


Date At

Detail

Comment

Expenditure Type Code


Amount * Currency *

Save 

- Parking – enter the required information and click save.

New Expense: Parking \$0.00 Cancel **Save**

04/01/2021


 Allocate

Relocation Start Date Relocation End Date

Description

Transaction Amount * Currency *

Comment

Save 



03. Mileage – enter the required information and click save.

New Expense: 03. Mileage \$0.00
04/01/2021

Cancel Save

Allocate

Relocation Start Date: 04/01/2021
Relocation End Date: 04/05/2021

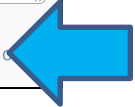
Number of Miles * ?
Rate per Mile: 0.19

Description

Transaction Amount ?
Currency: US, Dollar

Comment

Save




07. Other - choose the applicable category, enter the required information and click save.

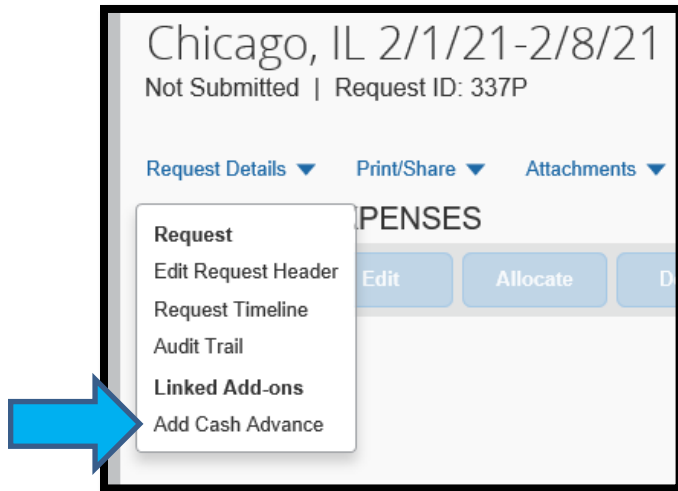
Search for an expense type

- Abstract Registration Fees
- Other
- Personal Professional Development
- Publication Charges
- Registration/Seminar/Course fees

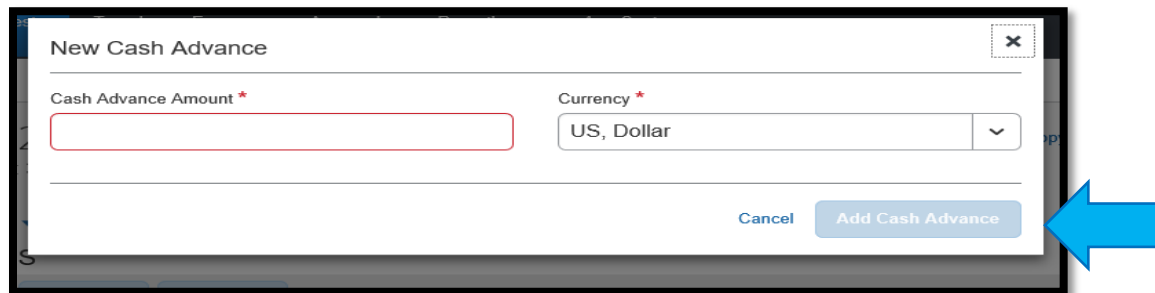
Exp
ected E



Cash Advance - To request a cash advance for your trip, click on the **Request Details** button and then **Add Cash Advance**.

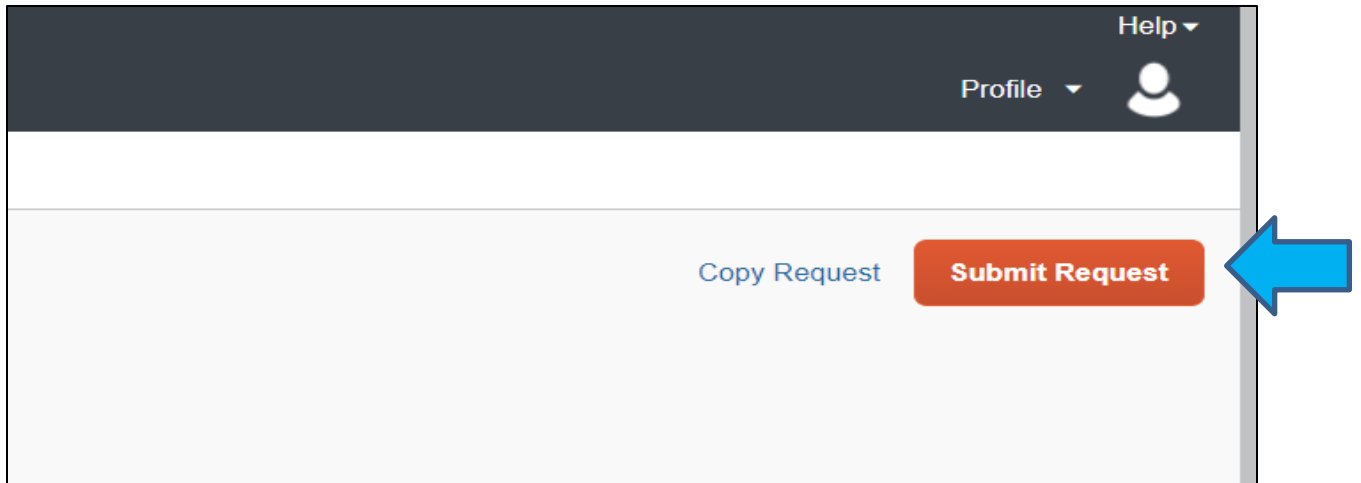


Fill in the amount needed for per diem and then click the **Add Cash Advance** button.





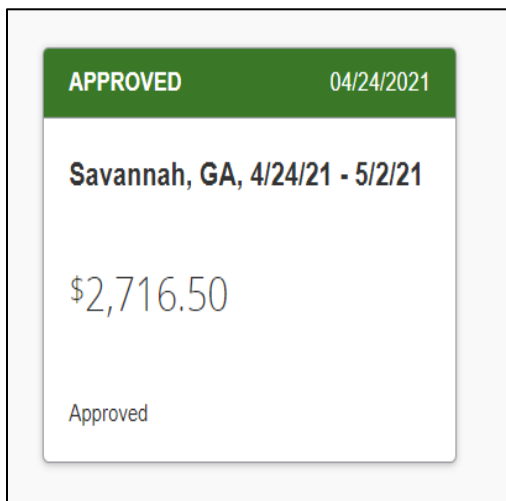
After you have entered each expected expense on the Request click the **Submit Request** button located at the top right corner of the Request.



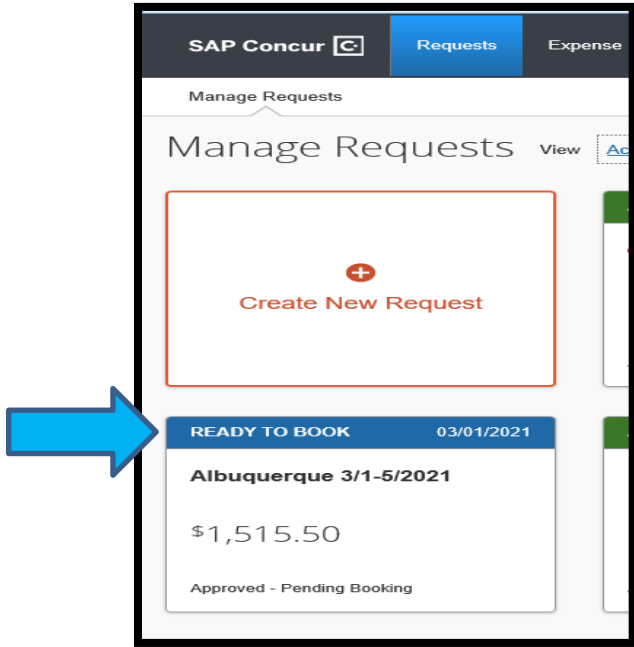
Your Request will automatically be sent to your mentor/coordinator, any additional approvers for your specific program, and for ORAU approval.

Note:

- If you will be making your own travel reservations, or requested that the Travel Agency assist you with them, once your **Travel Request** has been approved, the trip will show **Approved** in Concur.



- If you chose **Online in Concur** as your booking option, once your **Travel Request** has been approved, you will receive an email notification that your trip is ready to book and the **Travel Request** will appear as **READY TO BOOK** on the Concur home page:



Booking Travel – To book your travel, see the **Job Aid – [Concur Booking Tool - Reservations](#)**

If you have any questions regarding the travel request please reach out to your program point of contact, or for general travel questions, you can email ORAUtraveladmin@orau.org.