



# Create and Submit a Request for Non-Travel Purchases Guide for ARL-RAP and NPP Participants



# Concur Non-Travel Request

This job aid provides instructions for the Concur Request component of the non-travel purchasing process. Specific tasks are described on the following slide pages:

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# Non-Travel Process Components

1. Concur Request
  - Create a Request Header (Expenditure overview)
  - Identify possible vendor, determine product details
  - Complete and submit a non-travel request
2. Approval Process
  - Appointment advisor
  - ARL or NPP program managers
  - ORAU funding approver
3. Acquire Item/Service
  - Purchase Options: Participant or ORAU
4. Expense Report
  - Submit within 10 days of item receipt
  - Required for all approved requests

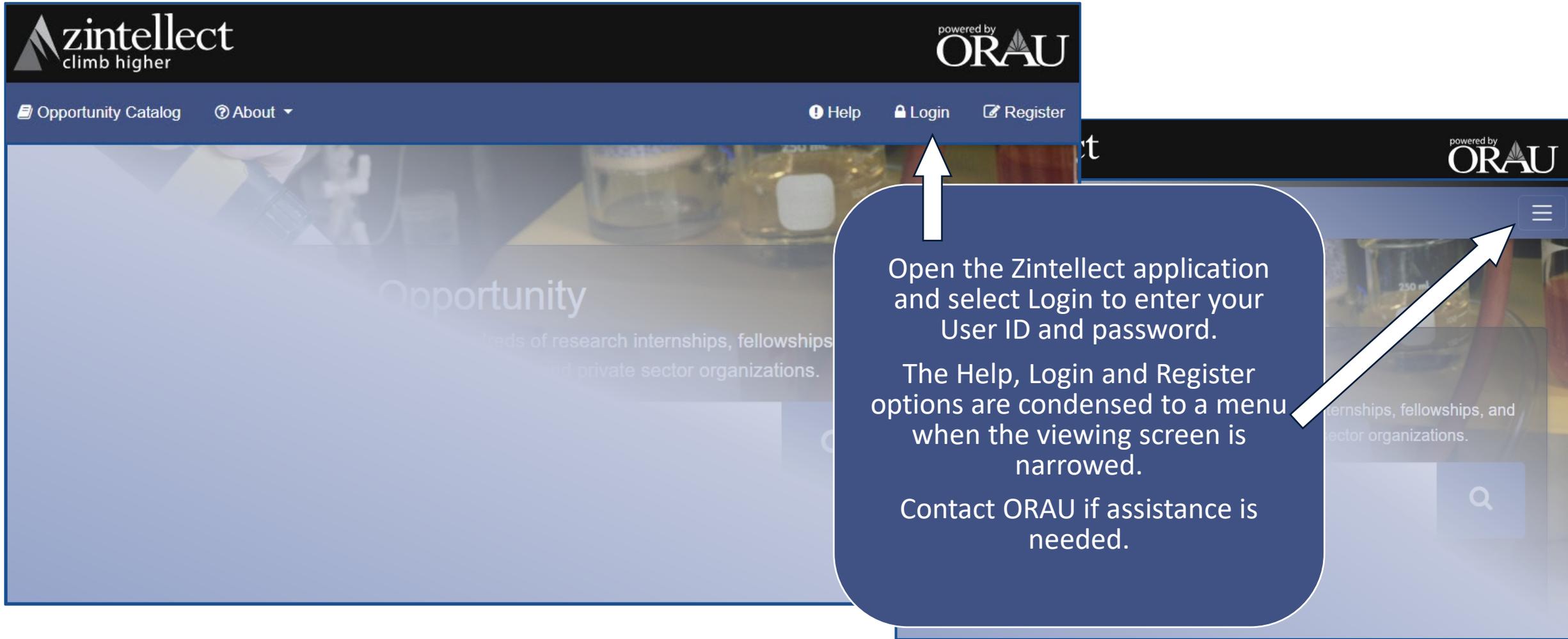


# Concur Non-Travel Request

Prior to creating and submitting your Concur Non-Travel Request:

- Discuss the research need and solutions with your advisor
- Review your Concur funding balance. The balance reflects travel & research (non-travel) funds.
  - Open your Concur dashboard home page. Select the menu item *Budget Dashboards* from under the Reporting option.
- Research equipment/materials options to determine specific ordering requirements
- Contact your ORAU program team if you have questions.
  - ARL-RAP: [ARLFellowship@orau.org](mailto:ARLFellowship@orau.org)
  - NPP: [NPPTravel@orau.org](mailto:NPPTravel@orau.org)

# Access Concur Using Your Zintellect Account



The image shows two versions of the Zintellect application interface. The top version is a desktop view with a dark blue header containing the Zintellect logo (with the tagline 'climb higher') on the left and 'powered by ORAU' on the right. Below the header is a navigation bar with links for 'Opportunity Catalog', 'About', 'Help', 'Login', and 'Register'. The bottom version is a mobile view where the navigation bar is condensed into a hamburger menu icon in the top right corner. A blue callout box with white text and arrows points to the 'Login' link in the desktop view and the hamburger menu in the mobile view.

zintellect  
climb higher

powered by  
ORAU

Opportunity Catalog About Help Login Register

Opportunity

Open the Zintellect application and select Login to enter your User ID and password.

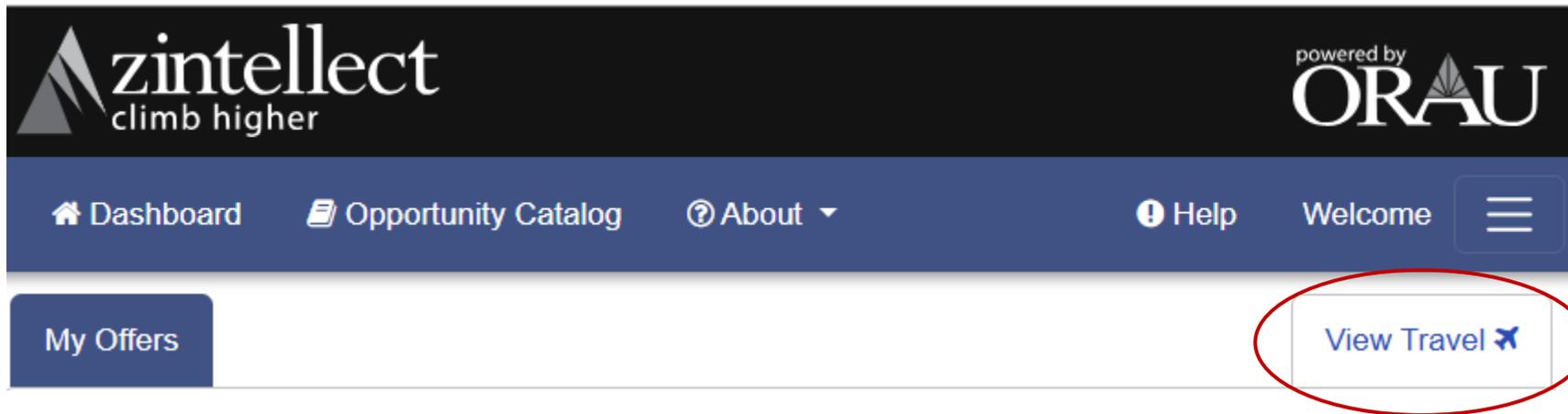
The Help, Login and Register options are condensed to a menu when the viewing screen is narrowed.

Contact ORAU if assistance is needed.

powered by  
ORAU

# Access Concur Using Your Zintellect Account

On the Zintellect Dashboard, click the *View Travel* button to review active requests and to access Concur. (All requests are processed through Concur.)



# Review Active Requests / Access Concur

**Participant Travel**

Concur Login ID: 000 [redacted] 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	
Testing for [redacted]	11/7/2021 12:00:00 AM	11/13/2021 12:00:00 AM	\$1972.00	Not Submitted	
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	

10 | 1 to 3 of 3

[Concur Travel Dashboard](#)

Click to access the Concur Travel module.

# Concur Profile Setup

Your Concur Home page will open. Click on the button in the top right corner and review the choices:

- *Profile Settings* – This action is optional for non-travel requests; however, participants are encouraged to enter the basic information, especially if future travel is anticipated.
- *Sign Out* – Selecting the Sign Out link will close the Concur application.

The screenshot shows the SAP Concur Home page. The top navigation bar includes the SAP Concur logo and a 'Home' dropdown menu. In the top right corner, there is a user profile icon circled in red. A dropdown menu is open, showing the user's name 'Participant ARL Traveler', a 'Profile Settings' option with a gear icon circled in red, and a 'Sign Out' option with a power icon. Below the menu, there are several cards: 'Authorization requests' with a count of '2', 'Available Expenses' with a count of '0', and a three-dot menu icon.

# Concur Profile Setup (optional for Non-Travel)

Your profile information will enable you to book reservations using the Concur booking tool and will also enable the OMEGA World Travel (OWT) agents to complete travel arrangements on your behalf. If you are not requesting a hotel reservation through this request, you are not required to provide credit card information.

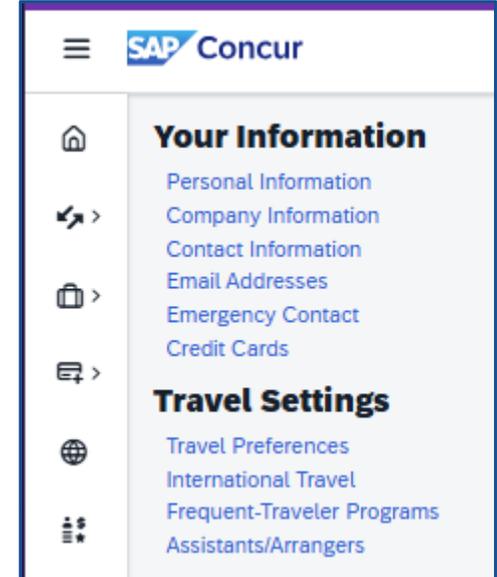
Required Profile Information:

- Full legal name. Please verify that it matches your government issued ID
- Contact phone numbers
- Date of birth
- Gender
- TSA number, if you have one

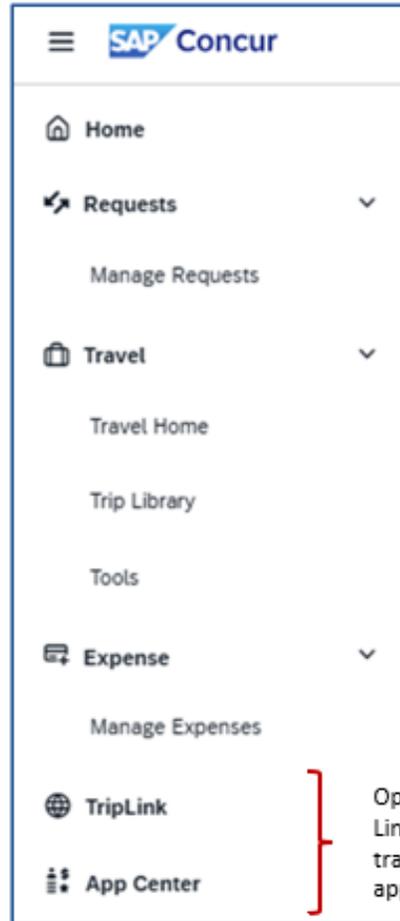
Required for hotel reservations booked through Concur OR booked by OWT:

- Credit card number

Enter the required information and other preferences as desired. Click SAVE at the end of each section edited. Next, choose *Home* (  ) from the sidebar menu.



# Concur Dashboard Features



Optional:  
Links to external  
travel assistance  
applications

The Home Page provides access to your activity within each travel process component. Use the side menu or the tabs shown below to create or manage travel activity.



The Company Notes section posts includes important reminders and time-sensitive notifications.

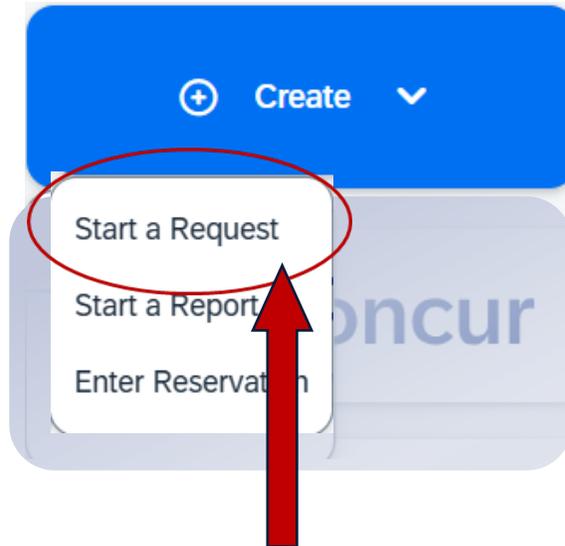
## Company Notes

**ORAU Travel and Expense Process Steps and Reminders**  
**\*\*Please Read these Important Reminders\*\***



The side menu can be condensed using the hamburger icon at the top of the list.

# Create a Request for Non-Travel



Click *Start a Request* on  
The drop-down menu.

Be prepared to include the following information in your request:

- A Business Purpose statement that briefly describes how the purchase supports your research appointment
- Start and stop dates: Planned purchase dates can be entered for both
- Purchase details, for example:
  - Equipment options, quantity
  - Subscription dates
  - Possible vendor(s) and web link
  - Shipping information
- Estimation of Costs

# Request Header

**Complete the Request Header**  
Fields with an \* are required

The screenshot shows a 'Create New Request' form with the following fields and values:

- Request Policy \***: Non-Travel Request Policy
- Request Name \* ?**: Field Test Equipment
- Supplemental Request**: Request ID
- Request Start Date \***: 08/04/2025
- Request End Date \* ?**: 08/04/2025
- Business Purpose \***: Sensors an gauges required to complete research goals.
- Project \***: (201220372) RP-RS ARL-RAP ADMIN - ...
- Task \***: (0001) RP-RS A - Parent
- Comment**: (Empty text box)

Annotations include a red arrow pointing to the 'Supplemental Request' field, another red arrow pointing to the 'Create Request' button, and a legend '\* Required field' in the top right corner of the form area.

The Comment box may be used to add details or clarifications.

When complete, click Create Request.

# Estimated Expenses

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Field Test Equipment

## Field Test Equipment

Not Submitted | Request ID: 7RPJ

Request Details Print/Share Attachments Manage Travel Allowance

Submit Request Copy Request Delete Request

EXPECTED EXPENSES

+ Add Edit Delete Allocate

A request needs to identify the total cost for all estimated expenses, regardless who pays the cost up-front.

**No Expected Expenses**

Add expected expenses and/or travel plans to this request to submit for approval.

Click the add button to begin adding expense items.

# Add Expected Expenses: Expense Type



- Click the *Add* button.
- A list of Non-travel expense TYPES will open.
- Select the type that aligns with your intended purchase
- NOTE! Some programs do not support all expense types. Direct any questions to your advisor and/your ORAU program representative.

### Add expected expenses and/or travel plans

  
**^ Non-Travel Expenses**

- Business Amenities
- Grants & Awards
- Honoraria
- Licenses and Permits
- Materials, Supplies, & Other
- Medical Exams
- Membership Fees
- Tuition and Fees

# Add Expected Expenses: Expense Detail

Complete the details window for each expense item. Click save.

## New Expense: Materials, Supplies, & Other

[Allocate](#) Save Cancel

\* Required field

Start Date \*  41/64

End Date \*

Description

Transaction Amount \*

Currency \*  X v

Comment 34/2000

Save Cancel

# Add Remaining Expected Expenses

The Expected Expenses window will populate. Use the *Add* button to repeat the process for each item.

EXPECTED EXPENSES						<a href="#">+ Add</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Allocate</a>
<input type="checkbox"/>	Comment↓↑	Expense type↓↑	Details↓↑	Date↓≡	Amount↓↑	Requested↓↑			
<input type="checkbox"/>		Materials, Supplies, & Other	5-Brand X Sensors, Size X, Sensor Range x-x	08/04/2025	\$325.00	\$325.00			
						<b>\$325.00</b>			

Use the *Add* button to repeat the process and add additional items.

EXPECTED EXPENSES						<a href="#">+ Add</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Allocate</a>
<input type="checkbox"/>	Comment↓↑	Expense type↓↑	Details↓↑	Date↓≡	Amount↓↑	Requested↓↑			
<input type="checkbox"/>		Materials, Supplies, & Other	5-Brand X Sensors, Size X, Sensor Range x-x	08/04/2025	\$325.00	\$325.00			
<input type="checkbox"/>		Materials, Supplies, & Other	Gauges required for monitoring research tests.	08/04/2025	\$100.00	\$100.00			
						<b>\$425.00</b>			

# Add Attachments and Submit Request

Documents can be uploaded to the request. This is helpful for providing descriptions of items to be purchased, copies of emails that provide special approvals, etc. Please note the accepted formats.

## Field Test Equipment \$425.00

Not Submitted | Request ID: 7RPJ

[Request Details](#) [Print/Share](#) [Attachments](#) [Manage Travel Allowance](#)

**EXPECTED EXPENSES** [Attach Documents](#)

### Document Upload and Attach



Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

[Upload and Attach](#)

When all anticipated costs are listed, Click *Submit Request* to initiate the approval process. You will be notified when your request is fully approved.

[Submit Request](#) [Copy Request](#) [Delete Request](#)



# Purchasing Options

## **Purchasing Options:**

During the approval process, participants may coordinate the purchase of the requested items with ORAU.

Options Include:

- **Participant completes the purchase and submits an expense report for reimbursement.** This is generally the quickest method; however, participants need to wait until items arrive before submitting receipts for reimbursements.
- **ORAU purchases the items on behalf of the participant.**
  - An ORAU corporate card holder may purchase items within the card limit if the request meets purchasing criteria.
  - Items above the corporate card holder limit will be routed to ORAU's purchasing department.
  - Purchasing chemicals requires an additional approval within ORAU.

# Track Approval Status

Participants may review the status of their request as it moves through the approval queue. From within the request, choose Request Timeline from the Request Details menu. The Approval Flow will open and indicate where the request is within the approval process.

