

- Log into Concur. Go to “Request”, “New Request”.
- Request Name Format: “Destination, Travel Dates”.
  - Example: Savannah, GA 8/9-11/14.
- Purpose of Trip: the name of the conference, meeting, or event you are attending.
- Add segments to your request: Airfare, Rental Car, Lodging, Per Diem, Miscellaneous, & Pre-Paid Registration.
- Miscellaneous is any expense that does not fall under the other “segments”.
  - Example: Mileage, Ground Transportation, etc.
- Make sure your request has been FULLY approved before booking any travel expenses.
- Airfare must be booked in Concur.
- If you are booking the conference hotel, you may book OUTSIDE of Concur.
- Use Cost Comparison Calculator to see if you need to rent a car vs. driving your own.
- Refer to the HSS Travel Resource Page for Per Diem Rates based on the location that you are traveling to.
- Registration can be paid by P Card- check with your Department.
  - If registration is paid by P Card: include in the travel request, but NOT in the expense report.
- Add Ashlee Clark first to the “Approval Flow” by selecting the UP arrow beside your default approver.

Contact Ashlee Clark x7798 [aclark92@kennesaw.edu](mailto:aclark92@kennesaw.edu) for any additional questions.