o Log into Concur. Go to “Request”, “New Request”.

o Request Name Format: “Destination, Travel Dates”.

o Purpose of Trip: the name of the conference, meeting, or event you are attending.

o Add segments to your request: Airfare, Rental Car, Lodging, Per Diem, Miscellaneous, & Pre-Paid Registration.

o Miscellaneous is any expense that does not fall under the other “segments”.
  ▪ Example: Mileage, Ground Transportation, etc.

o Make sure your request has been FULLY approved before booking any travel expenses.

o Airfare must be booked in Concur.

o If you are booking the conference hotel, you may book OUTSIDE of Concur.

o Use Cost Comparison Calculator to see if you need to rent a car vs. driving your own.

o Refer to the HSS Travel Resource Page for Per Diem Rates based on the location that you are traveling to.

o 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.

o Add Ashlee Clark first to the “Approval Flow” by selecting the UP arrow beside your default approver.

Contact Ashlee Clark x7798 aclark92@kennesaw.edu for any additional questions.