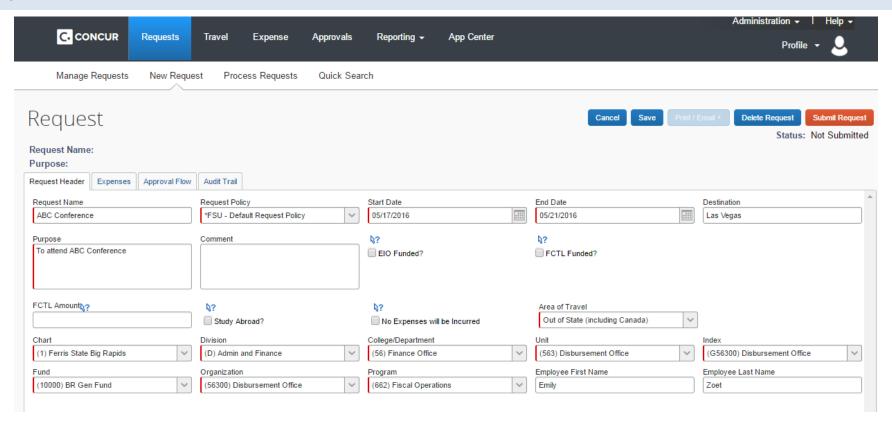# SINGLE TRIP EXAMPLE

These templates are meant to illustrate what a typical travel request and expense report look like for a single trip. Step-by-step instructions for creating requests and reports are available in the Concur Handbook.

CONTENTS

- *Request Policy: should be "Default Request Policy" for single trips*
- *Start and End Dates: should be dates of travel*
- *Purpose: the business purpose of the trip*
- *Area of Travel: indicates whether in-state, out-of-state, or international; request will automatically route to necessary approvers based on this selection*
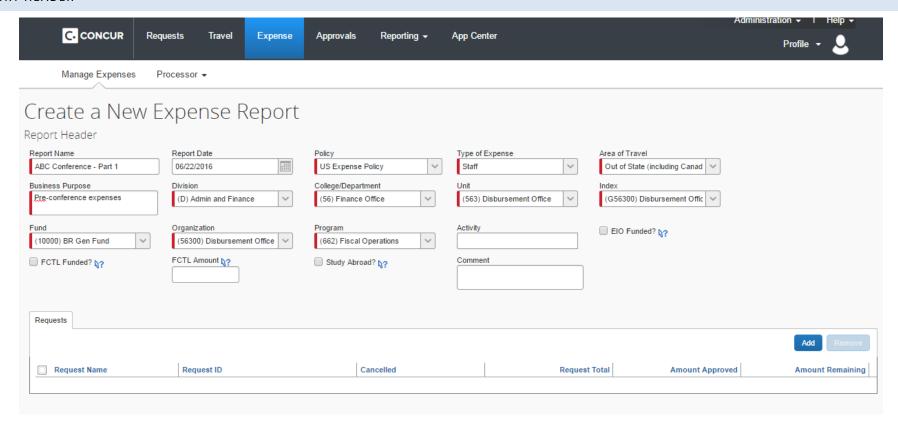
Administration ▾ | Help ▾

CONCUR | Requests | Travel | Expense | Approvals | Reporting ▾ | App Center

Profile ▾

Manage Requests   New Request   Process Requests   Quick Search

Request 433J

[Attachments ▾] [Print / Email ▾] [Delete Request] [Submit Request]

Status: Not Submitted

Request Name: ABC Conference
Purpose: To attend ABC Conference

Amount: $1,811.30

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense   Delete   «

	Date	Expense Type	Amount	Requested
☐	05/17/2016	Airfare	$300.00	$300.00
☐	05/17/2016	Booking Fees	$6.50	$6.50
☐	05/17/2016	Car Rental	$150.00	$150.00
☐	05/17/2016	Conference/Registration (Travel)	$250.00	$250.00
☐	05/17/2016	Hotel	$800.00	$800.00
☐	05/17/2016	Shuttle	$25.00	$25.00
☐	05/17/2016	01a. Personal Car: Mileage	$64.80	$64.80
☐	05/17/2016	Fixed Meals(Per Diem)	$175.00	$175.00
☐	05/17/2016	Parking	$40.00	$40.00

Expense Type: [   ]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel (Lodging)	01a. Personal Car: Mileage
Airfare	02. Events
Airfare Ticket Tax	Entry / Admissions Fee
Airline Fees	Food (Meetings/Events) 7122
Automobile Gasoline & Oil	13. Other
Booking Fees	Individual Meals
Bus	Fixed Meals(Per Diem)
Business Meal (attendees)	Transportation
Car Rental	University Vehicle
Conference/Registration (Travel)	

NOTE: EXAMPLE ABOVE SHOWS TYPICAL EXPENSES YOU MAY CONSIDER INCLUDING IN YOUR REQUEST.

- *Area of Travel: indicates whether in-state, out-of-state, or international; request will automatically route to necessary approvers based on this selection*
- *Requests: attach related approved travel request to report header*
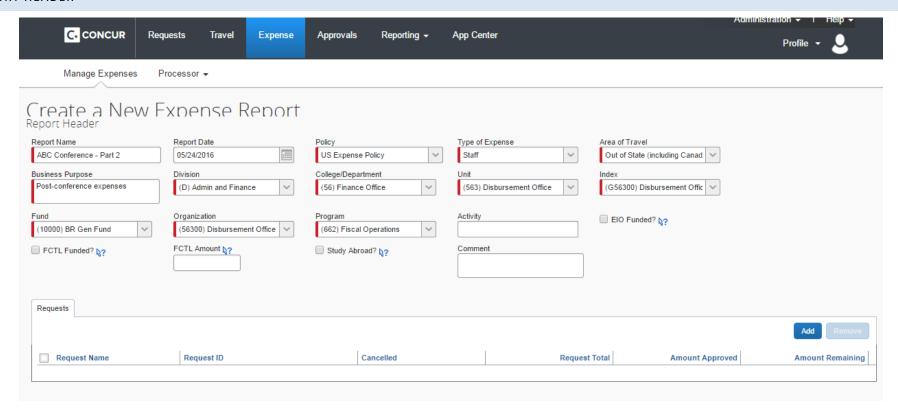
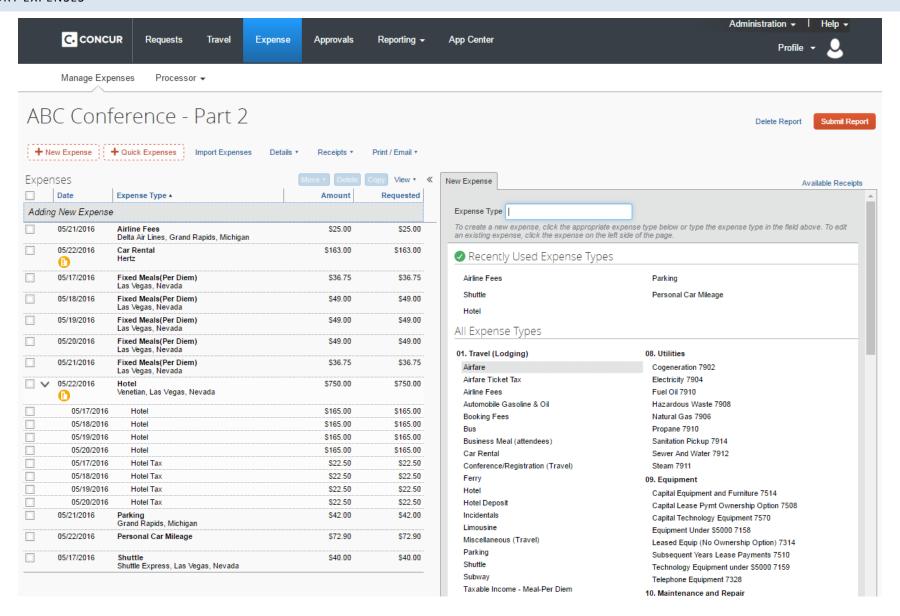**NOTE: EXAMPLE ABOVE SHOWS TYPICAL EXPENSES YOU MAY INCUR PRIOR TO A TRIP.**

REPORT HEADER

- *Area of Travel: indicates whether in-state, out-of-state, or international; report will automatically route to necessary approvers based on this selection*
- *Requests: attach related approved travel request to report header*

NOTE: EXAMPLE ABOVE SHOWS TYPICAL EXPENSES YOU MAY INCUR DURING OR AFTER A TRIP.

- *Receipts: attach receipts to expenses that require them*
- *Hotels: must itemize by daily rates as shown above*
- *Fixed Meals: added by creating an itinerary (go to Details menu)*