

COMMON REASONS CONCUR TRAVEL REQUESTS ARE RETURNED

Laurie Crouse

TRAVEL REQUEST

▶ “How will you book your travel”?- Under “Request Header” Tab

- ▶ Select 01. Book online –Concur Travel if you have segments
- ▶ Select 02. Book with agent- Cal Travel Store – if you are not using segments in Concur to book (i.e. students)
- ▶ Select 03. Book outside of Concur and Cal Travel (i.e. hotel conference rate is cheaper than Concur)

▶ Attach Supporting Documents

- ▶ Conference Flyer with dates/time/locations

▶ Estimate Mileage for the conference, minus round trip commute from home to work; example:

- ▶ 158 miles to conference
- ▶ Subtract Normal work commute = 14.7 miles
- ▶ Equals miles to claim for mileage 143.3

TRAVEL REQUEST

- ▶ As soon as Travel Request is Fully approved, you will be notified via email. Email PurchasingTravel@rccd.edu to issue/load Amex Go Card.
 - ▶ Allow 7-10 working days to receive first-time issue of new Amex Go Card
- ▶ Book Travel – only after fully approved. You will see “Pending on-line Booking” on your request Status.

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total	Approved ...	Remaining...	Action
<input type="checkbox"/> ⚠	COMM COLLEGE FACILITY COALITION	303E	Pending on-line Booking	09/07/2022	07/27/2022	\$1,763.68	\$0.00	\$0.00	Book

- ▶ Segments in Concur can be booked right away.
- ▶ Conference registration should be paid for with funds loaded on Amex Go card.
- ▶ If the Vendor does not accept American Express – complete and submit a direct pay transmittal