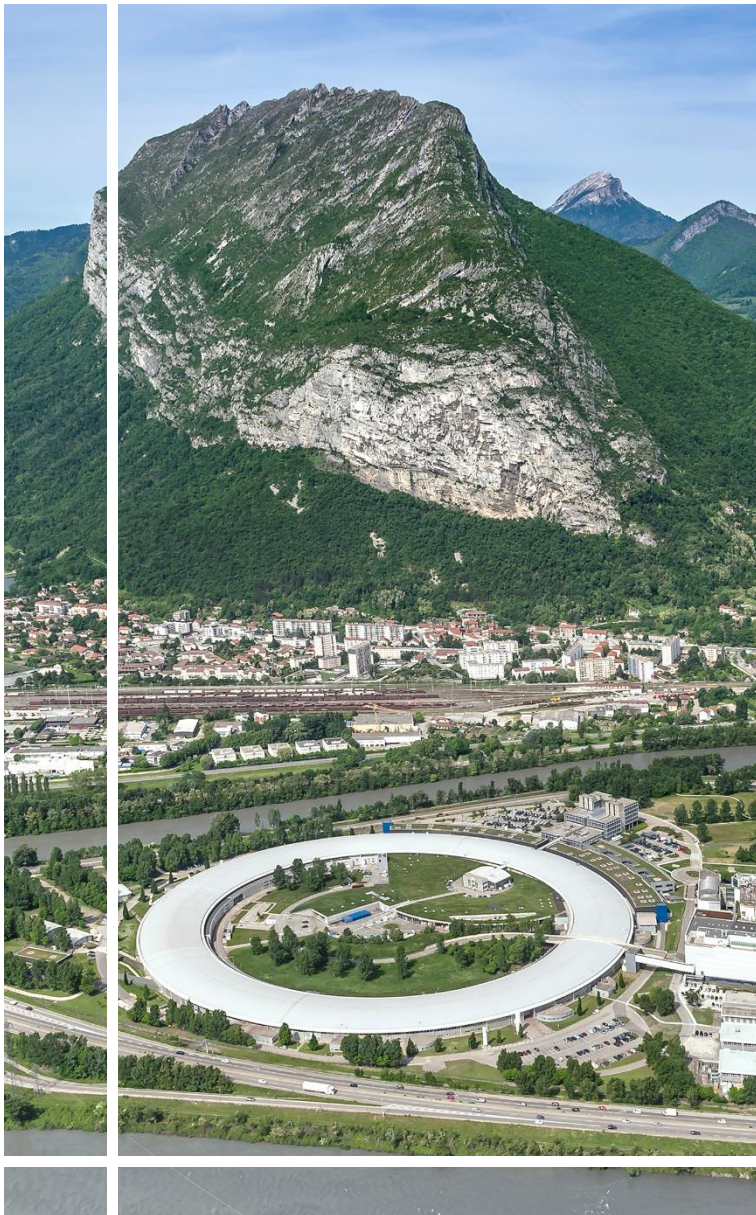




| The European Synchrotron



SAP Concur

Event participant

Travel request
without online booking

The following slides explain:

- How to fill-in the travel request, **without online booking**

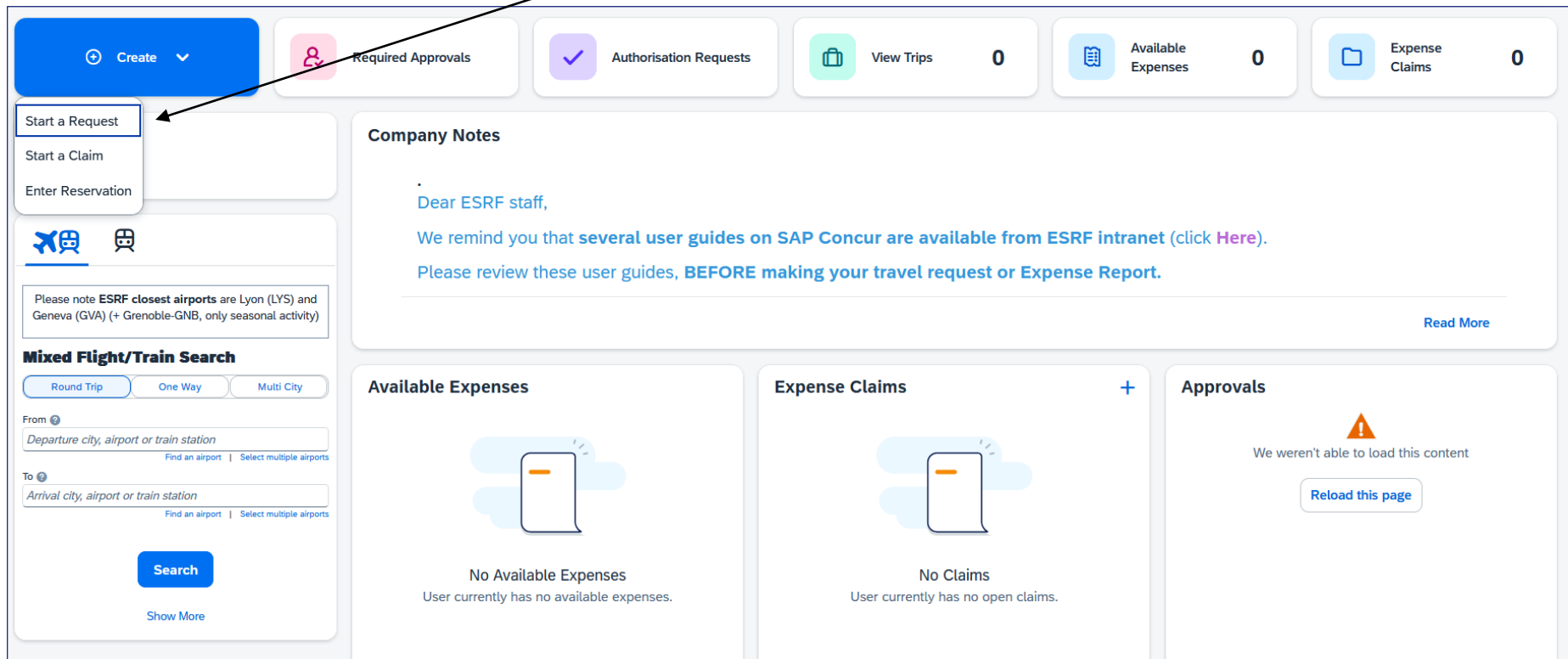
Pre-requisites:

The ESRF recommends that beforehand, you looked at:

- Event SAP Concur – First connection

CREATION OF THE REQUEST HEADER (1/2)

From the home page, click on « Create » and then « Start a Request »



The screenshot displays the ESRF SAP Concur home page. At the top, a blue navigation bar contains a 'Create' button with a dropdown arrow. A callout arrow points from the instruction text above to the 'Start a Request' option in this dropdown menu. Other options in the dropdown are 'Start a Claim' and 'Enter Reservation'. To the right of the 'Create' button are five summary cards: 'Required Approvals' (with a person icon), 'Authorisation Requests' (with a checkmark icon), 'View Trips' (with a briefcase icon and a value of 0), 'Available Expenses' (with a document icon and a value of 0), and 'Expense Claims' (with a folder icon and a value of 0). Below the navigation bar is a 'Mixed Flight/Train Search' section with tabs for 'Round Trip', 'One Way', and 'Multi City'. It includes input fields for 'From' (departure city, airport, or train station) and 'To' (arrival city, airport, or train station), each with a 'Find an airport' and 'Select multiple airports' link. A 'Search' button and a 'Show More' link are at the bottom of this section. To the right of the search section is a 'Company Notes' area with a message from ESRF staff about user guides on SAP Concur, with a 'Read More' link. Below the search section are three main content areas: 'Available Expenses' showing 'No Available Expenses' (User currently has no available expenses), 'Expense Claims' showing 'No Claims' (User currently has no open claims), and 'Approvals' showing an error message 'We weren't able to load this content' with a 'Reload this page' button.

CREATION OF THE REQUEST HEADER (2/2)

Fill-in all the requested and mandatory fields (i.e those with « * »)

As invited participant, update this field and select « Event »

Create New Request

Request Policy *
Event

End Date *
DD/MM/YYYY

Main Destination Country
[Empty field]

☐ Tick here if your trip includes private steps?

Total Approved Amount
€

Comment
[Empty text area]

Request Name * ?
[Empty field]

Start Time *
HH:mm

Event * ?
None Selected
None Selected
11th International Workshop on Radiation Safety at Synchrotron R
13th January 2023
16th meeting of the ESRF MAC
17th meeting of the ESRF MAC

Start Date *
DD/MM/YYYY

End Time *
HH:mm

Travelling with
[Empty field]

Total Posted Amount
€

Cancel Create Request

Select the appropriate Event name, from the list

Click «Create Request» (or « Cancel » to go back)

TRAVEL EXPENSES

For example: a return railway ticket from Lyon to Grenoble
(purchased by yourself)

Click on « Add » and select your travel expenses

The screenshot displays the SAP Concur interface for adding travel expenses. The main window is titled 'Add expected expenses and/or travel plans'. It features a search bar with the placeholder text 'Search by expense type, category, description'. Below the search bar, a dropdown menu is open, showing a list of transportation options under the heading '02. Transportation'. The options listed are: Air Ticket, Bus-Metro-Shuttle, Car Rental, External contribution, Fuel, Parking, Private car – full rate, Private car – low rate, and Railway Ticket. At the bottom of the list, there is a blue button with a plus icon and the text 'Add'. An arrow from the instruction box points to this 'Add' button. Other buttons visible in the interface include 'Submit Request', 'Copy Request', 'Delete Request', 'Edit', 'Delete', and 'Allocate'.

TRAVEL EXPENSES

Fill-in all the mandatory fields (i.e those with « * »)

Reminder:
Do not select this box

New Expense: Railway Ticket Cancel Save

Round Trip One Way Multi City

Outbound

☐ Click here ONLY if you require bookings via ESRF Travel Agency

From *

To *

Date * Depart at *

Comment

Return

Date * Depart at *

Comment

Amount * Currency *

Save Cancel

Click « Save » to validate (or « cancel » to go back)

TRAVEL EXPENSES

Now, the train ticket is added to the travel request

Click again on « Add », for all extra travel expenses


ESRF Event test € 33.00

Not Submitted | Request ID: 4PGQ

[Request Details](#) [Print](#) [Attachments](#)

EXPECTED EXPENSES

☐ [Comment](#) [Expense type](#) [Details](#) [Date](#) [Amount](#) [Requested](#)

<input type="checkbox"/>	 Railway Ticket	Lyon, Rhône - Grenoble, Isère : Round Trip	08/01/2025	€ 33.00	€ 33.00
					€ 33.00

Comments: 2

- TER Lyon 9h - 10h30 Grenoble
Test externe EXTERNE 04/12/2024
- TER Grenoble 15h - 16h30 Lyon
Test externe EXTERNE 04/12/2024

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

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

When necessary, add explanation in the comment field of each expense

CHANGES / CANCELLATION

For changes or cancellation, select the item first

Home / Requests / Manage Requests / ESRF Event test

ESRF Event test € 33.00

Not Submitted | Request ID: 4PGQ

[Request Details](#) [Print](#) [Attachments](#)

EXPECTED EXPENSES

<input type="checkbox"/>	Comment↑↓	Expense type↑↓	Details↑↓		Date↑↓	Amount↑↓	Requested↑↓
<input type="checkbox"/>		Railway Ticket	Lyon, Rhône - Grenoble, Isère : Round Trip		08/01/2025	€ 33.00	€ 33.00
							€ 33.00

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

Click on « Edit »
for changes

Click on « Delete »
to remove the expense

Once all foreseen expenses are reported, click on « Submit Request »
+ reas « Acceptance of liability » + clic on « Accept & continue »

TRAVEL REQUEST IS SUBMITTED:

Once submitted, your request is filed with your other travel files (depending on the date of departure). A different color indicates the status of each file.

Manage Requests

Request Library

View **Active Requests** ▾

[+ Create New Request](#)

Trip from Amsterdam to Lyon

15/02/2024 | 4CC3

€ 259.72

Returned

Sent Back to Employee

Trip from London to Lyon

16/01/2024 | 4C99

€ 33.00

Not Submitted

ESRF Experiment

05/01/2024 | 4C9C

€ 183.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

Workshop ESRF

05/01/2024 | 4CC9

€ 63.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

Complement: check your emails regularly and follow your notifications