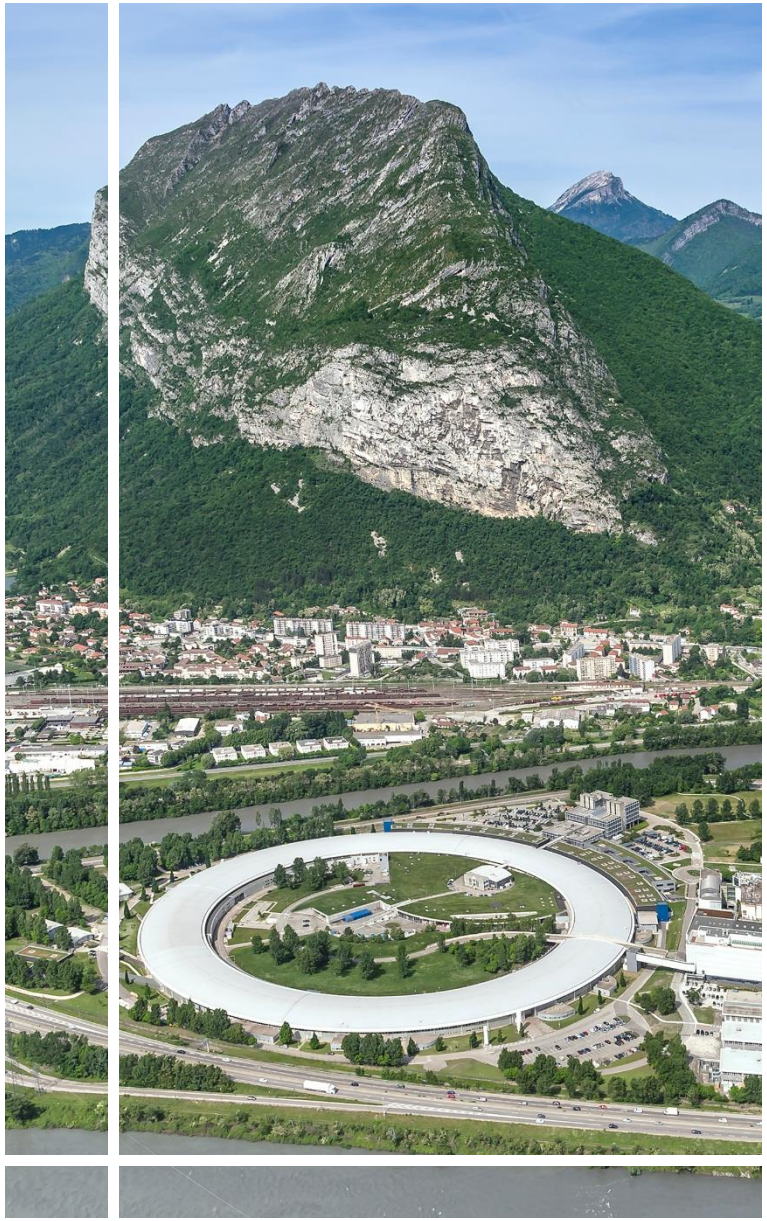
ESRF
The European Synchrotron



SAP Concur

Event participant

Travel request without online booking

OBJECTIVES AND PRE-REQUISITES:

The following slides explain:

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

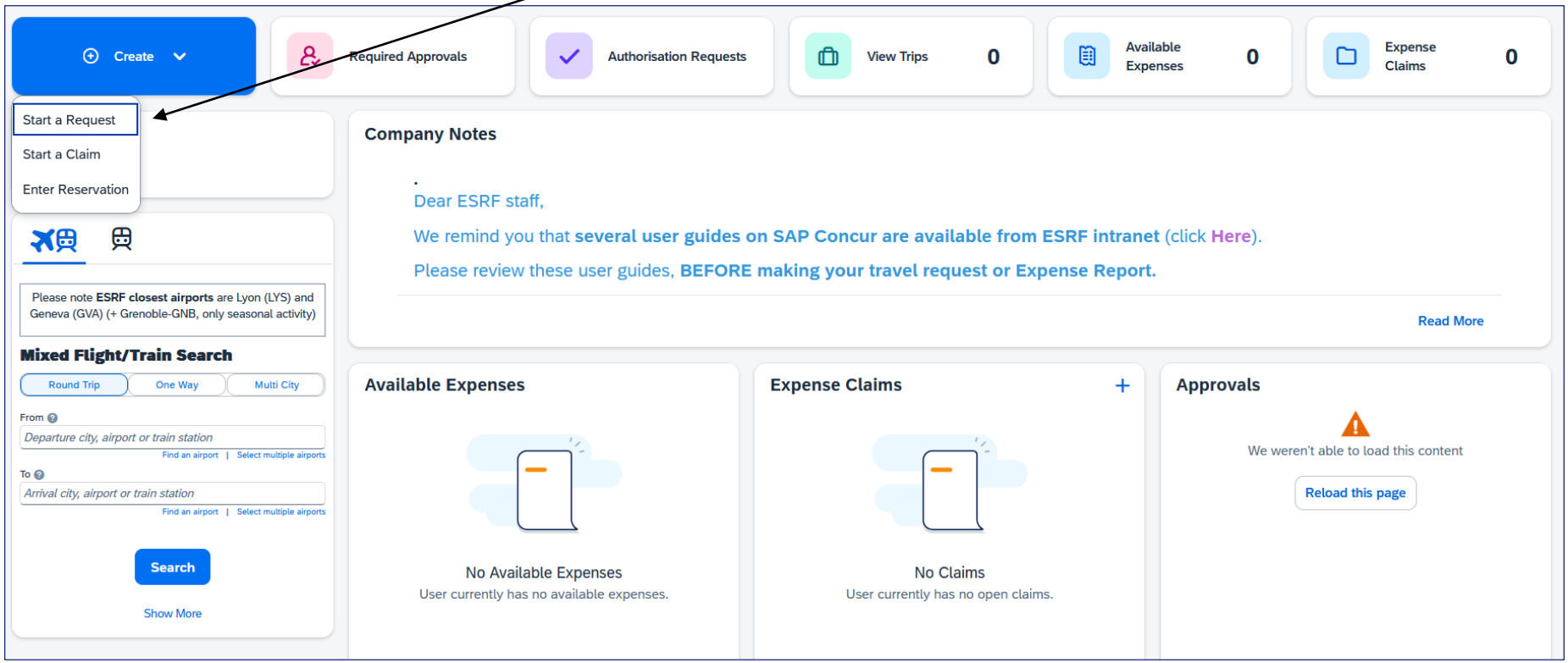
Pre-requisites:

The ESRF recommends that beforehand, you looked at:

- Event SAP Concur – First connection

CREATION OF THE REQUEST HEADER (1/2)

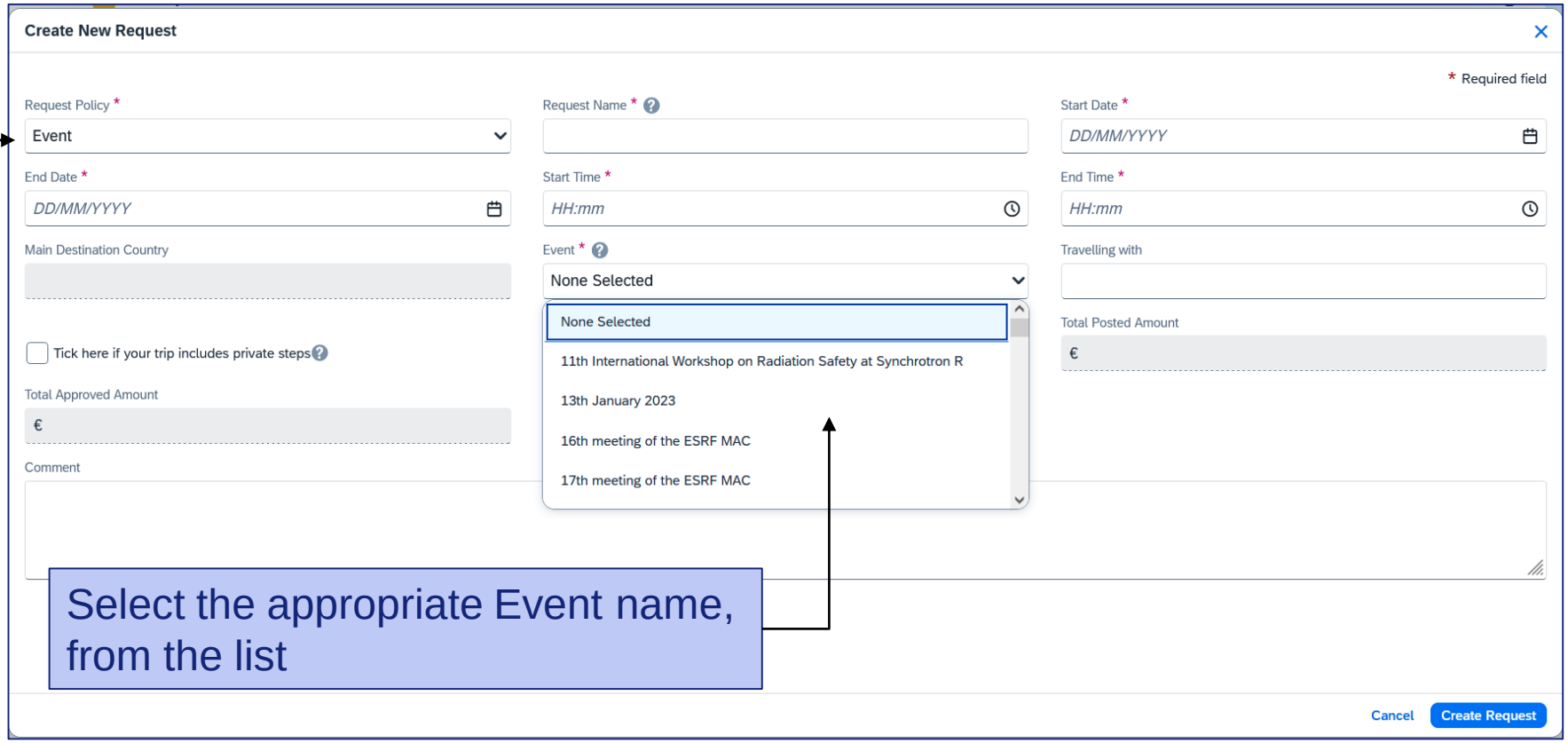
From the home page, click on « Create » and then « Start a Request »



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 »



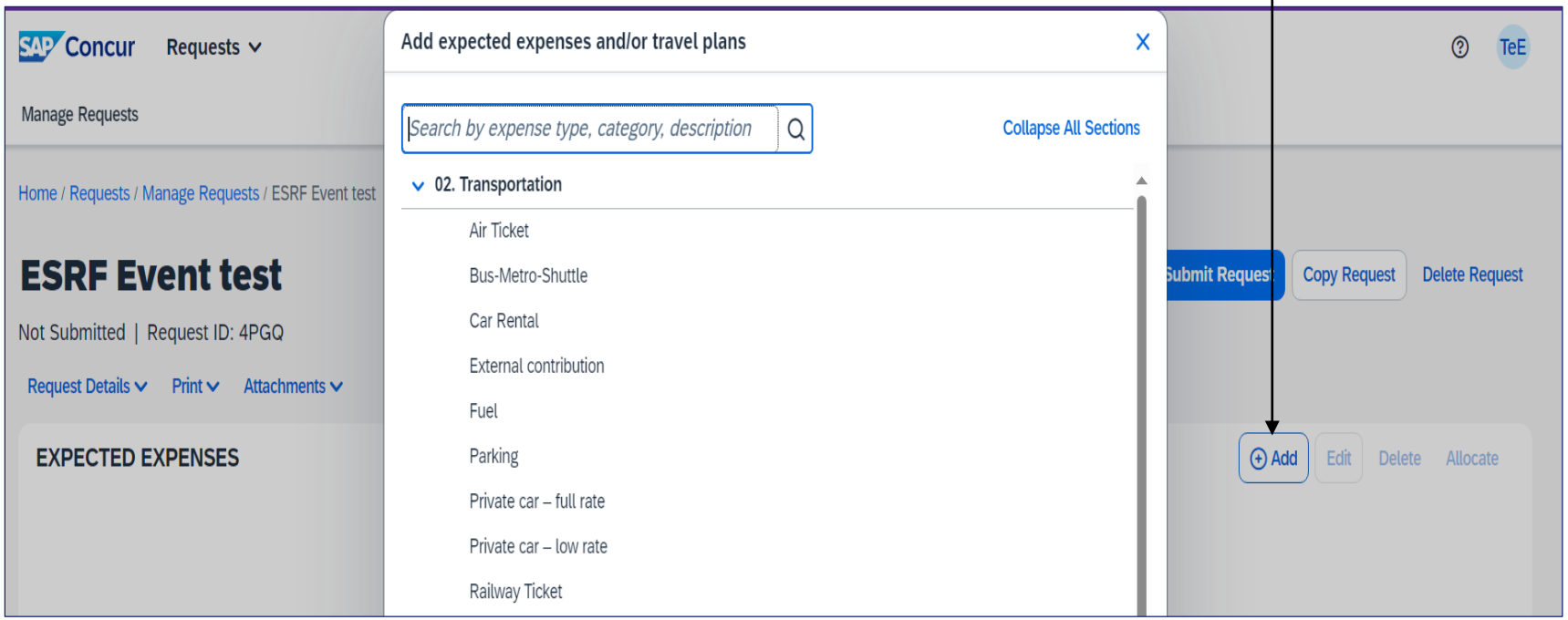
Select the appropriate Event name, from the list

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

TRAVEL EXPENSES

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

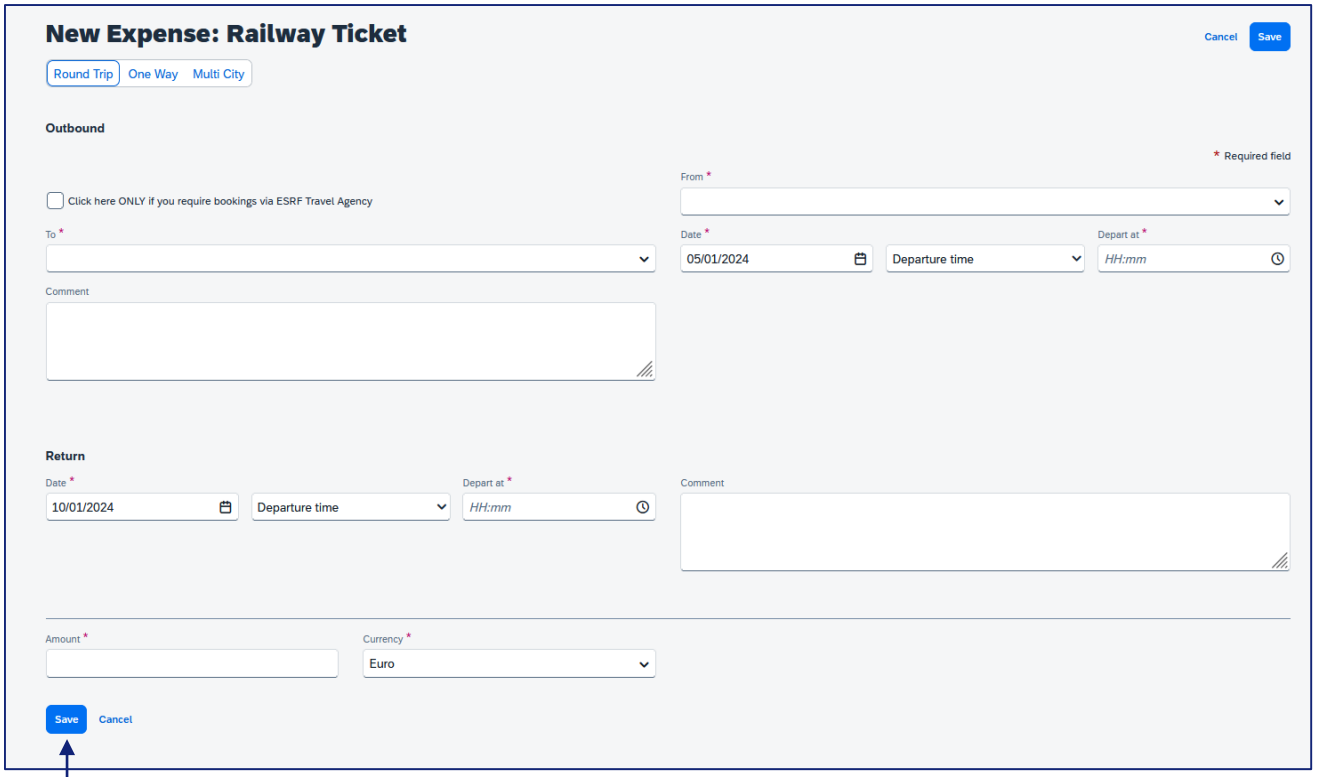
Click on « Add » and select your travel expenses



TRAVEL EXPENSES

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

Reminder:
Do not select this box

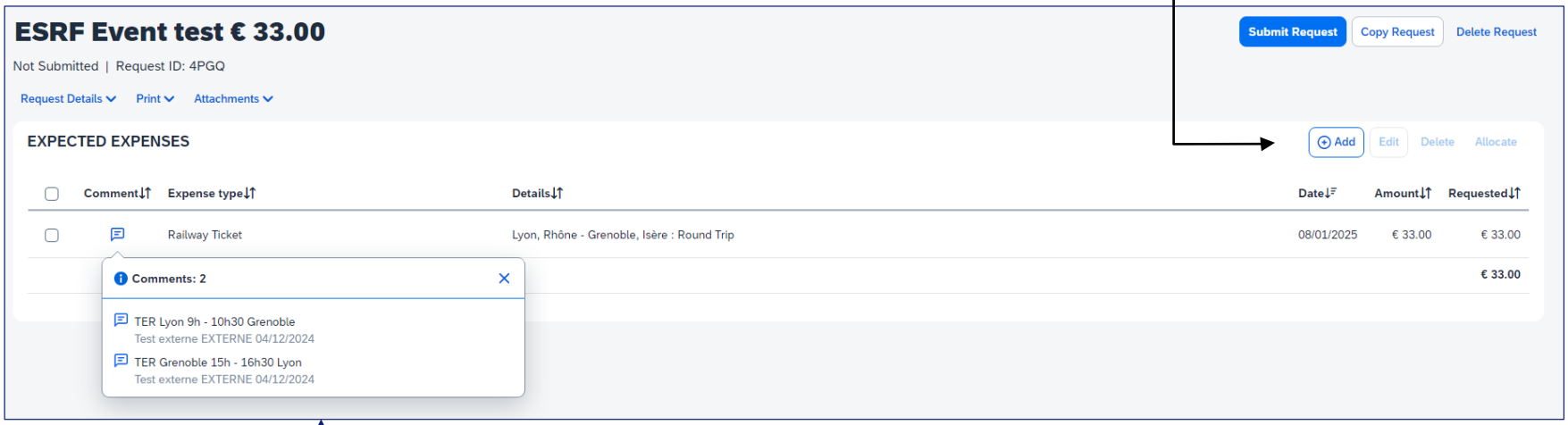


Click « Save » to validate (or « cancel » to go back)

TRAVEL EXPENSES

Now, the train ticket is added to the travel request

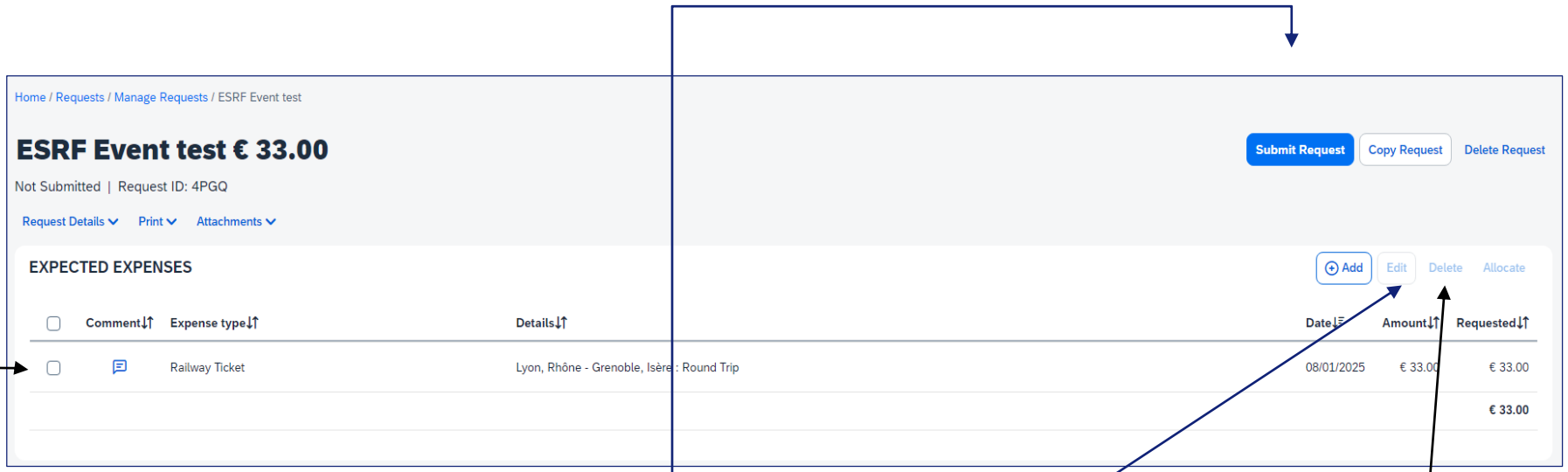
Click again on « Add », for all extra travel expenses



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

CHANGES / CANCELLATION

For changes or cancellation, select the item first



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.

Complement: check your emails regularly and follow your notifications