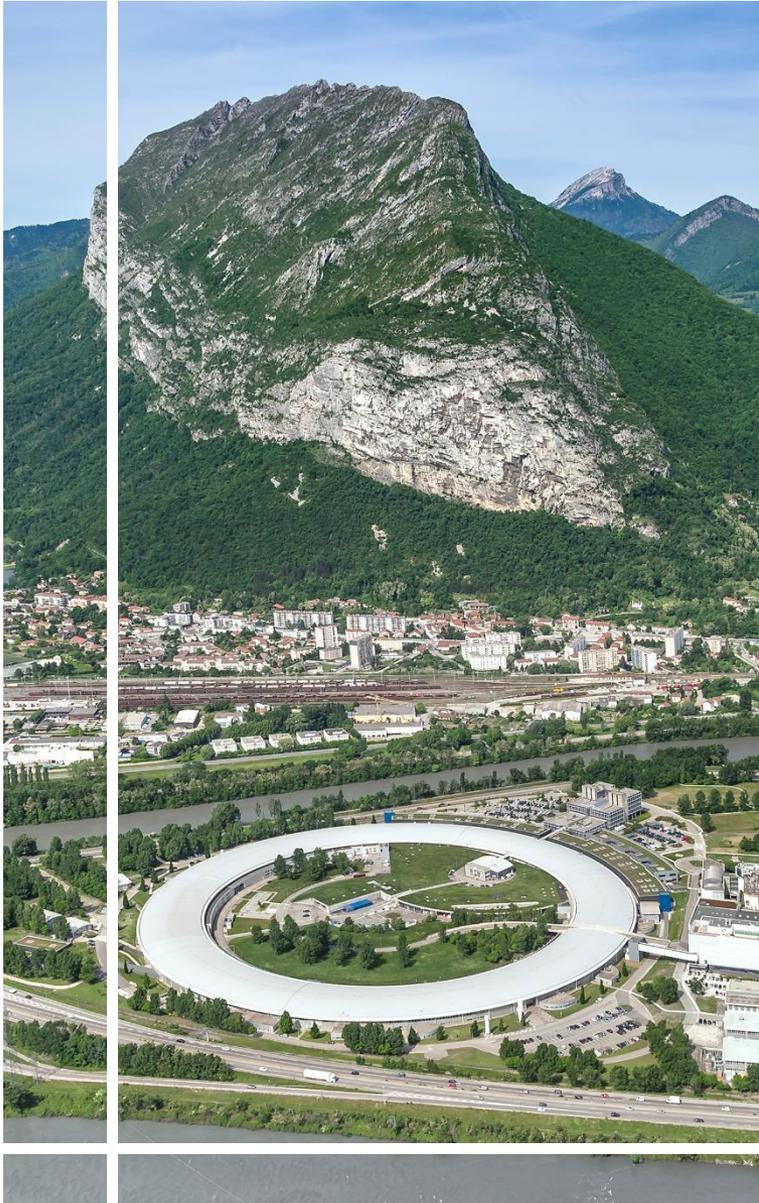




| The European Synchrotron



SAP Concur



for Experimental users

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:

- Introduction to SAP Concur for ESRF users
- General information of SAP Concur for ESRF users – First connection

CREATION OF THE REQUEST HEADER (1/2)

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

SAP Concur Home

ESRF

+ Start a Request

+ Start a Claim

+ Enter Reservation

07 Authorisation Requests

01 Available Expenses

02 Open Claims

Trip Search

Please update if ESRF event
Copy of Experiment (for tests only)

✈️ 🚆

Please note **ESRF closest airports** are Lyon (LYS) and Geneva (GVA) (+ Grenoble-GNB, only seasonal activity)

Mixed Flight/Train Search

Round Trip One Way Multi City

From
Departure city, airport or train station
Find an airport | Select multiple airports

To

Company Notes

Dear **ESRF users and visitors**,

Several **SAP Concur user guides** are available, for scientific users and for visitors participating to conferences or workshops.

[Read more](#)

My Tasks

07 Open Requests →	01 Available Expenses →	02 Open Claims →
16/01 Trip from London to Lyon €119.44 — Travel	16/11 IL Pane Di San Saba	14/11 Experiment at the ESRF €26.90

CREATION OF THE REQUEST HEADER (2/2)

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

Complete the request name with your Experiment number/ Purpose of your travel

Create New Request

Request Policy * ? Experiment

Request Name * ?

Start Date * DD/MM/YYYY

End Date * DD/MM/YYYY

Main Destination Country

Start Time * HH:mm

End Time * HH:mm

Experiment number * ?

Travelling with

PNR

Total Posted Amount €

Tick here if your trip includes private steps ?

Total Approved Amount €

Comment

Cancel Create Request

Complete your travel dates (not the experiment dates)

Click « Create Request » to validate (or « cancel » to go back)

Click on « Add » and select your travel expenses

The screenshot displays the SAP Concur 'Manage Requests' interface for an 'ESRF Experiment' (Request ID: 4C9C). The 'EXPECTED EXPENSES' section is visible with an 'Add' button highlighted by a blue arrow. An overlay dialog box titled 'Add expected expenses and/or travel plans' is open, featuring a search bar and a list of expense categories:

- 02. Transportation
 - Air Ticket
 - Bus-Metro-Shuttle
 - External contribution
 - Private car – full rate
 - Private car – low rate
 - Railway Ticket
 - Tolls/Road Charges
- 08. Other
 - Miscellaneous
 - Visa

For example: « Railway Ticket » for a trip from Brussels to Grenoble (purchased by the user himself)

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

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

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 * * Required field

To *

Date * 05/01/2024 Departure time HH:mm

Depart at * HH:mm

Comment

Return

Date * 10/01/2024 Departure time HH:mm

Comment

Amount * Currency * Euro

Save Cancel

Now, the train ticket is added to the travel request

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

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / ESRF Experiment

ESRF Experiment € 183.00

Not Submitted | Request ID: 4C9C

Copy Request Submit Request

Request Details Print Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts↑↓	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓
<input type="checkbox"/>		Railway Ticket	Brussel, BELGIUM - Grenoble, Isère : Round Trip	05/01/2024	€ 180.00	€ 180.00
<input type="checkbox"/>		Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 183.00

Comment

Tram tickets in Grenoble
EXTERNE,Test externe 01/12/2023

THE BEST RUN VOYAGES D'AFFAIRES

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

CHANGES / CANCELLATION

For changes or cancellation, select the item first

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / ESRF Experiment

ESRF Experiment € 183.00

Not Submitted | Request ID: 4C9C

Copy Request Submit Request

Request Details Print Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts↑	Expense type↑	Details↑	Date↓	Amount↑	Requested↓
<input type="checkbox"/>		Railway Ticket	Brussel, BELGIUM - Grenoble, Isère : Round Trip	05/01/2024	€ 180.00	€ 180.00
<input checked="" type="checkbox"/>		Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 183.00

Click on « Edit »
for changes

Click on « Delete »
to remove the expense

Once all foreseen expenses are reported, please click on « Submit Request »

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 London to Lyon

16/01/2024 | 4C99

€ 119.44

Not Submitted

ESRF Experiment

05/01/2024 | 4C9C

€ 183.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

tes D-14

13/12/2023 | 4C7N

€ 20.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

Experiment at the ESRF

01/12/2023 | 49VP

€ 350.00

Approved

Conference at ESRF

16/11/2023 | 49X4

€ 255.00

Approved

Test D-14

01/03/2023 | 3WJD

€ 20.00

Returned

Sent Back to Employee

Trip from London to Lyon - Expe...

16/01/2023 | 3LNF

€ 17.39

Not Submitted

test

17/03/2022 | 3F6T

€ 300.00

Returned

Sent Back to Employee

Complement: check your emails regularly and follow your notifications