



| 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

CREATION OF THE REQUEST HEADER (1/2)

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

The screenshot displays the SAP Concur user interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Centre'. The user's name 'Hello, Vernon' is visible. A central dashboard shows four key metrics: '+ New', '00 Required Approvals', '28 Authorisation Requests', '14 Available Expenses', and '02 Open Claims'. A blue arrow points from the 'New' button to a dropdown menu that is open, listing options: 'Start a Request', 'Start a Claim', 'Enter New Reservation', and 'Upload receipts'. The 'Start a Request' option is highlighted. Below the dashboard, there are sections for 'TRIP SEARCH', 'COMPANY NOTES' (with a 'Welcome' message and 'Travel by Concur' link), and 'MY TASKS'.

CREATION OF THE REQUEST HEADER (2/2)

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

Create New Request ✕

Request Policy * ? Experiment	Request Name * ? 	Start Date * DD/MM/YYYY
End Date * DD/MM/YYYY	Start Time * HH:mm	End Time * HH:mm
Experiment number * None Selected	Travelling with 	<input type="checkbox"/> Tick here if your trip includes private steps ? PNR
Total Posted Amount 	Total Approved Amount 	
Comment 		

Cancel Create

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

Click on « Add » and select your travel expenses

The screenshot displays the SAP Concur 'Manage Requests' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', and 'App Centre'. The main header shows 'EXPERIMENT AT ESRF € 0.00' with a trash icon, and buttons for 'Copy Request' and 'Submit Request'. Below this, it indicates 'Not Submitted | Request ID: 349D' and provides links for 'Request Details', 'Print', and 'Attachments'. The 'EXPECTED EXPENSES' section features an 'Add' dropdown menu that is currently open, showing a search bar and a list of expense categories: '08. Other', 'Miscellaneous', 'Visa', 'Air Ticket', and 'Railway Ticket'. The 'Railway Ticket' option is highlighted. The background shows a table with columns for 'Expense Type' and 'Amount', with a row for 'Railway Ticket'.

For example: Train ticket for a trip from Lyon to Grenoble (purchased by the user himself)

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

Untick the box

Manage Requests

Requests Travel Expense App Centre Profile

New Expense: Railway Ticket

Cancel Save

Round Trip One Way Multi City

Outbound

Booked by ESRF travel agency

From * Lyon, Rhône

To * Grenoble, Isère

Date * 10/02/2021

Depart at * 06:00

Comment

Return

Booked by ESRF travel agency

Date * 16/02/2021

Arrive at * 14:00

Comment

Amount * 47.00

Currency * Euro

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

SAP Concur | Requests | Travel | Expense | App Centre | Profile

Manage Requests

Alerts: 2

EXPERIMENT AT ESRF € 54.20 Copy Request Submit Request

Not Submitted | Request ID: 349D

Request Details | Print | Attachments

EXPECTED EXPENSES

Add Edit Allocate Delete

<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		Railway Ticket	Lyon, Rhône - Grenoble, Isère : Round Trip	10/02/2021	€ 47.00	€ 47.00
<input type="checkbox"/>		Public Transport		10/02/2021	€ 4.00	€ 4.00
<input type="checkbox"/>		Public Transport		10/02/2021	€ 3.20	€ 3.20

Estimated Total: € 54.20

Comment

From Grenoble station to ESRF - return ticket
Bear,Vernon 21/01/2021

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 Travel Expense App Centre Profile

Manage Requests

Alerts: 2

EXPERIMENT AT ESRF € 54.20 Copy Request Submit Request

Not Submitted | Request ID: 349D

Request Details Print Attachments

EXPECTED EXPENSES

Add Edit Allocate Delete

<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		Railway Ticket	Lyon, Rhône - Grenoble, Isère : Round Trip	10/02/2021	€ 47.00	€ 47.00
<input checked="" type="checkbox"/>		Public Transport		10/02/2021	€ 4.00	€ 4.00
<input type="checkbox"/>		Public Transport		10/02/2021	€ 3.20	€ 3.20

Estimated Total: € 54.20

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.

The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Centre'. The main content area is titled 'Manage Requests' and shows a grid of request cards. A yellow circle highlights the 'SUBMITTED' card for 'EXPERIMENT AT ESRF'.

Status	Date	Title	Amount	Notes
NOT SUBMITTED	24/02/2021	Travel for ESRF workshop	€ 100.00	
APPROVED	24/02/2021	Travel to ESRF for experiment	€ 44.00	Approved
RETURNED	16/02/2021	Trip from London to Lyon	€ 253.53	Sent Back to Employee
RETURNED	15/02/2021	Trip from Amsterdam to Lyon	€ 199.35	Sent Back to Employee
SUBMITTED	10/02/2021	EXPERIMENT AT ESRF	€ 54.20	Submitted & Pending Approval XXXXXXXXXX
RETURNED	10/02/2021	Meetings at ESRF	€ 192.68	Sent Back to Employee
NOT SUBMITTED	08/02/2021	ESRF Interview	€ 200.00	

Complement: check your emails regularly and follow your notifications