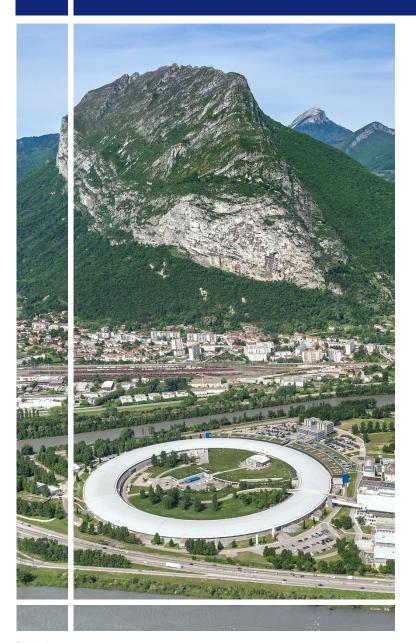


# **ESRF** | The European Synchrotron



# SAP Concur C.



for event participants

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:

- Introduction to SAP Concur for ESRF event participants
- First connection to SAP Concur for ESRF event participants

## **CREATION OF THE REQUEST HEADER (1/2)**

Find an airport | Select multiple airports

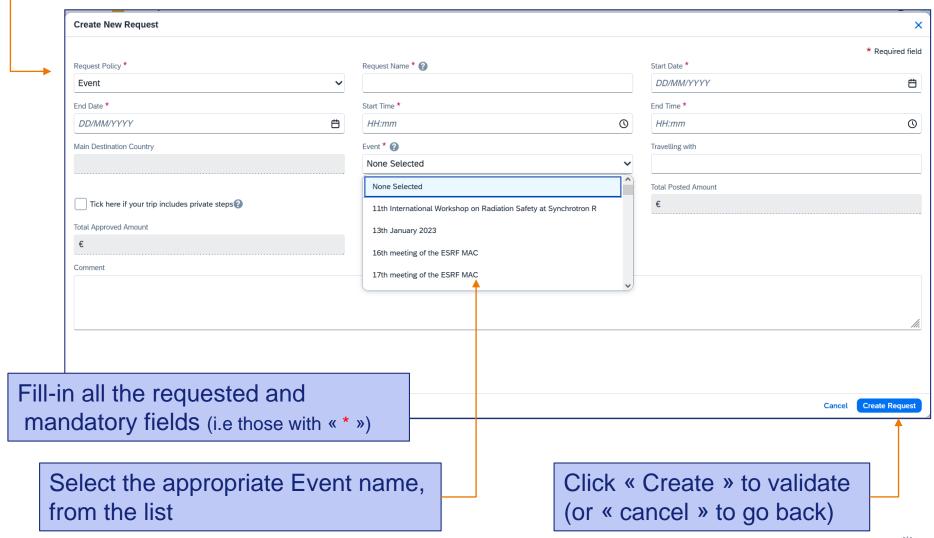
From the home page, click on « Start a Request » 09 01 04 Start a Claim Available Open Claims Start a Enter Authorisation Requests Expenses Request Reservation **Trip Search Company Notes** Please update if ESRF event Event Dear ESRF users and visitors, Several SAP Concur user guides are available, for scientific users and for visitors  $\oplus$ participating to conferences or workshops. Please note ESRF closest airports are Lyon (LYS) and Read more Geneva (GVA) (+ Grenoble-GNB, only seasonal activity) My Tasks Mixed Flight/Train Search Round Trip Multi City One Way **Open Claims** Open Requests -> Available Departure city, airport or train station **Expenses** 15/02 Trip from Amsterdam to Lyon 01/12 Mobile Expense Claim 2023... Find an airport | Select multiple airports €259.72 — Travel €1.90 To 🕝 16/11 Il Pane Di San Saba Arrival city, airport or train station 16/01 Trip from London to Lyon 01/12 Conference at ESRF €10.00

€33.00 — Travel



## **CREATION OF THE REQUEST HEADER (2/2)**

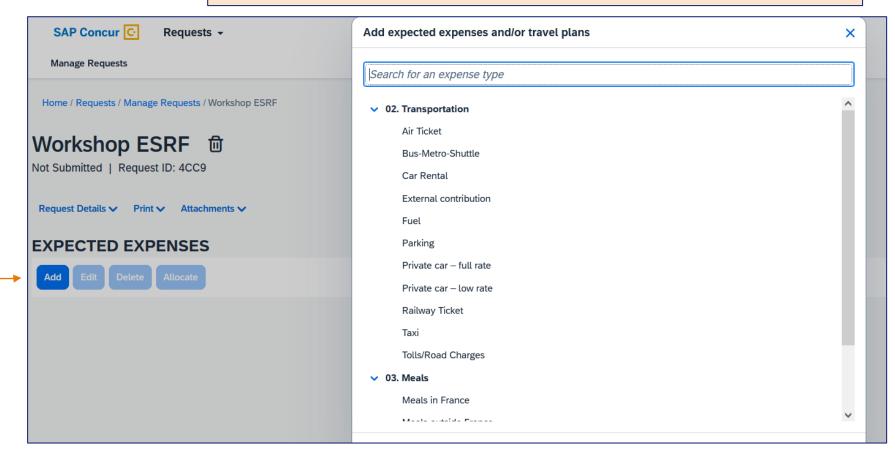
Change the Request Policy from default value « Experiment » to « Event »



#### TRAVEL EXPENSES

## Click on « Add » and select your travel expenses

For example: a return train ticket from Geneva to Grenoble (purchased by yourself)



### **TRAVEL EXPENSES**

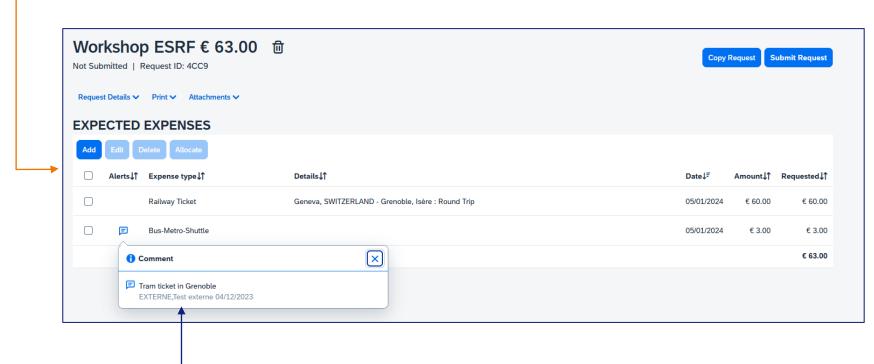
Fill-in all the mandatory fields (i.e those with « \* »)

**New Expense: Railway Ticket** Round Trip One Way Multi City Outbound Reminder: Do not select \* Required field From \* Click here ONLY if you require bookings via ESRF Travel Agency this box Depart at \* (1) 05/01/2024 Departure time ✓ HH:mm Comment Return 10/01/2024 Departure time ✓ HH:mm (1) Amount \* Currency \*

#### TRAVEL EXPENSES

Now, the train ticket is added to the travel request

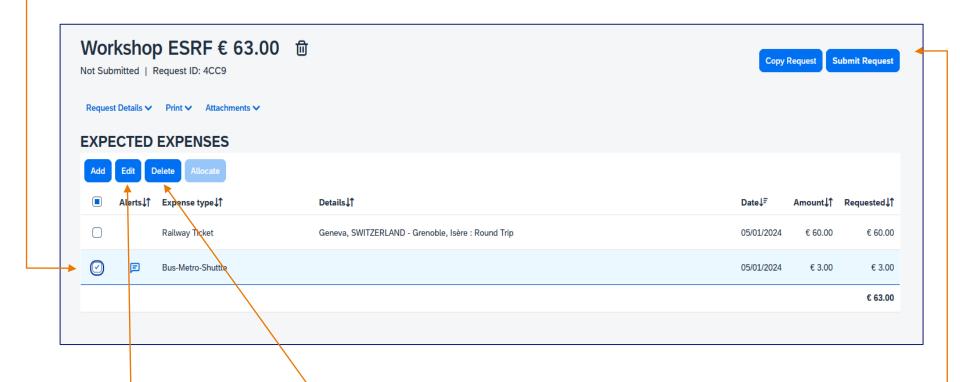
Click again on « Add », for all extra travel expenses



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

#### **CHANGES / CANCELLATION**

For changes or cancellation, select the item first



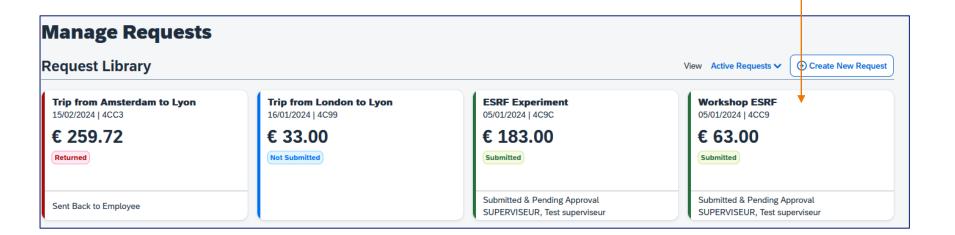
Click on « Edit » for changes

Click on « Delete » to remove the expense

Once all foreseen expenses are reported, 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.



Complement: check your emails regularly and follow your notifications