**Creating Travel Requests Using CONCUR Event Manager**

The Concur Event Manager role allows a Travel Administrator to create travel events for multiple travelers who are all going on the same trip. The Event Manager role is a separate role from the regular traveler role(s).

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To begin, open Concur’s Home Page and select the **Requests** tab.

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The ***Request Library*** will open, as shown.

To the right of the **Create New Request** link, click the dropdown and select **Create New Event Request**.

The system will open a blank ***Header*** page.

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On the ***Header,*** enter all details of the trip for the multiple parties attending.

* Booking Type
* Trip Request Name
* Trip Start and End dates
* Trip Purpose
* Trip Type
* Traveler Type
* Destination City
* Describe the Benefit to UMB
* Is UMB Paying for any Portion of this travel
* Additional Information: *Enter comments about the group travel, such as Trip to Denver for research presentation with PI and research assistants*

Scroll down and enter or select the main funding source for this travel event in the PROJECT/SOAPF fields. When the ***Header*** is complete, click **Create** at the bottom of the page.

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On the ***Add Participants*** screen, enter the name of the first traveler. The system will match the name you entered. You can then select it.

\* Hint: If you cannot find a traveler, that person may be a non-employee or affiliate who needs a Concur profile created through a [Security access form](https://cf.umaryland.edu/eumb-forms/index.cfm?landingPage=1) first.

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Continue to enter the travelers for the trip.

Note the **Participant Total** is currently **0.00**. When you add an expense type and an amount, that amount will be multiplied by the number of travelers you’ve entered here.

When you’re done adding travelers, click **Save** at the bottom of the screen.

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The ***Expected Expenses*** page is displayed, as shown.

Use the **Add** button under **Expected Expenses** to create expenses for this request, as shown below. The Expense types you select and complete will apply to all travelers.

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The **Event Request Total** is $250.00, the total for just the lines of the individual Expected Expenses.

To review the request totals for all Participants, click the **Participants** link.

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The ***Add Participants*** page is displayed.

As shown, the **Participant Totals** now reflect the cost of the trip for all travelers. \*Hint: You can add more travelers or more expense types at any point before submitting this.

Note that the request status is **Not Submitted**. You can return to this screen at a later point to view the various stages of approval for each participant as the request moves through workflow.

Click **Cancel** if you have made no changes, or **Save** if you have made updates, to return to the ***Expected Expense*** page.

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When all Participants (travelers) and Expected Expenses have been added, click **Create Request & Notify.** This action will send the request to all employee travelers to review and submit. For non-employee travelers, the **Create Request & Notify** button will read **Create Request & Submit**.

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The ***Request Library*** page is returned with your Event displayed.