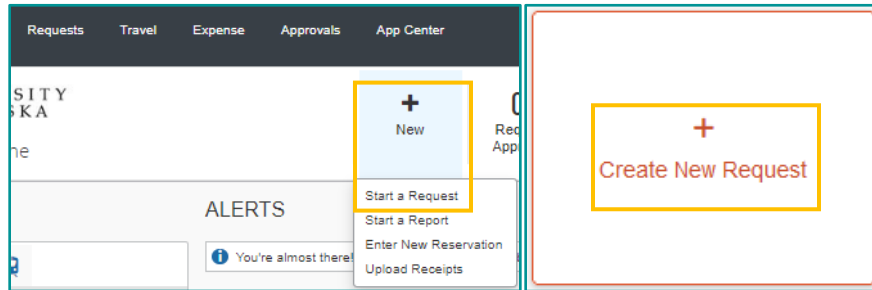


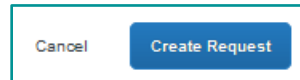


Create a New Request

1. Select “Start a Request” from New on the homepage or “Create New Request” in the Request module



2. Enter the required Header information including dates and location of travel, business purpose, and funding source
3. Click “Create Request”



4. Click “Add” under Expected Expenses to enter airfare, lodging, and/or car rental expense information
 - a. Select the expense type from the “Add Expected Expense” list
 - b. Enter information in the required fields and “Save”
 - c. Dates, times, and location for each are adjustable during booking with some restrictions
 - d. Amount entered is the total estimated cost
5. Add additional expenses and Allocate to additional funding sources as needed
6. If needed, formally request a travel advance by selecting Add Cash Advance from the Request Details drop-down

The screenshot shows the 'Cash Advance' form. At the top, it displays 'Slavik, J 10/20-10/25 SEA'. There are 'Cancel', 'Save', and 'Submit' buttons. Below the header, there are tabs for 'Cash Advance Timeline' and 'Manage Attachments'. The 'Details' tab is selected. The form has two main sections: 'Details' and 'Expenses'. The 'Details' section has a 'Cash Advance Amount' field with the value '250.00' and a 'Currency' dropdown menu with 'US, Dollar' selected. There is a 'Cash Advance Comment' field with the text 'Per diem advance for student traveler'. A red asterisk indicates a required field.



7. Resolve any Exceptions under Alerts

Alerts: 2

Slavik, J 10/20-10/25 SEA \$1,806.00

Not Submitted | Request ID: 4XQX

Copy Request Submit Request

Alerts: 2

REQUEST

- The Business Travel Start Date is in the past. UA Policy requires preapproval for all trips. Please enter an explanation in the comment field detailing why the request was not submitted before the trip started. [View](#)
- You have stated the trip will include Personal Travel. Please attach an airfare comparison for the business dates of travel. The comparison must be obtained from the Travel booking tool in Concur. This will also be needed when the expense report is submitted. [View](#)

8. Select “Submit Request” followed by “Accept & Continue” on the Final Review pop-up window

Slavik, J 10/20-10/25 SEA \$1,806.00

Not Submitted | Request ID: 4XQX

Copy Request Submit Request

User Electronic Agreement - Request

By clicking on the 'Accept & Submit' button, I certify that:

This is a true and accurate estimation of expenses that will be incurred to accomplish official business for University of Alaska and this request is in compliance with University of Alaska Travel & Expense policy.

All university activities, including university-sponsored travel, are to be free of sexual or gender-based discrimination or misconduct. UA encourages all travelers to report any Title IX prohibited conduct experienced or observed. Title IX reporting options and resources are listed at each university's Title IX page.

Cancel Accept & Continue

9. Once submitted, the Cancel Request and Recall options are available, and the Status changes to “Submitted” with notes of “Submitted & Pending Approval [by <approval step>]”

Slavik, J 10/20-10/25 SEA \$1,806.00

Submitted & Pending Approval by your Supervisor | Request ID: 4XQX

More Actions Recall

Cancel Request Copy Request



SUBMITTED	10/20/2020
Slavik, J 10/20-10/25 SEA	
\$1,806.00	
Submitted & Pending Approval by your Supervisor Miles, Travis	

10. Depending on the user's email notification settings, the traveler and delegate receive an email notification of Request submission, return, and/or approval(s)
11. Once approved by all user's in the Approval Flow, status will change to "Ready to Book" or "Approved" and Book Travel or Create Expense Report are available actions on the Request

READY TO BOOK	10/20/2020
Slavik, J 10/20-10/25 SEA	
\$1,806.00	
Pending on-line Booking	

More Actions ▾	Book Travel
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APPROVED	08/25/2022
Slavik, J 8/25-8/26 FAI-JNU	
Approved	

More Actions ▾	Create Expense Report
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