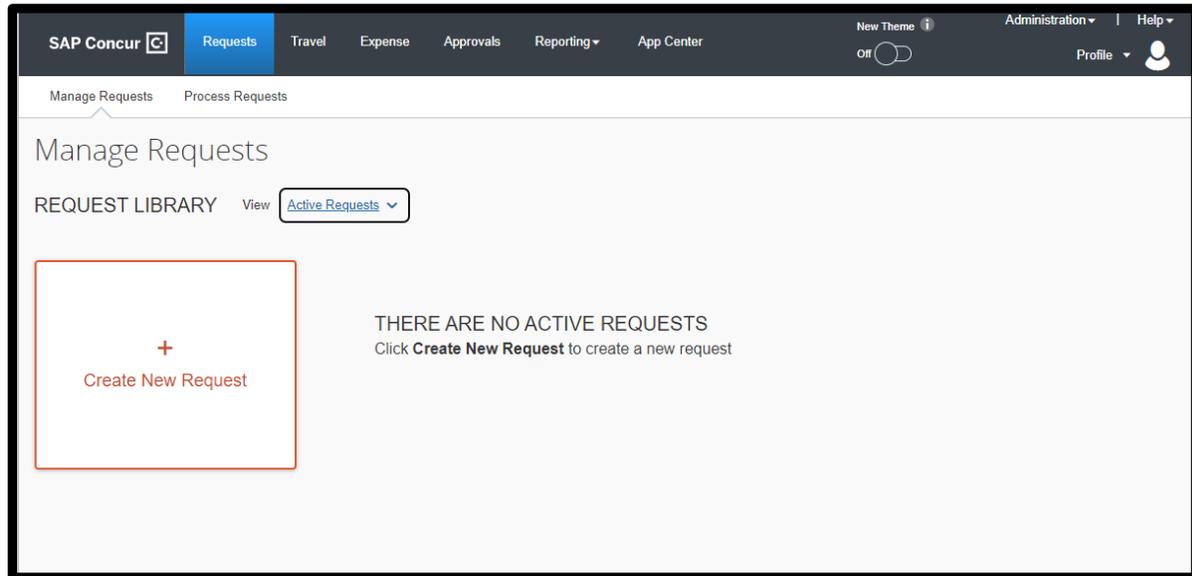


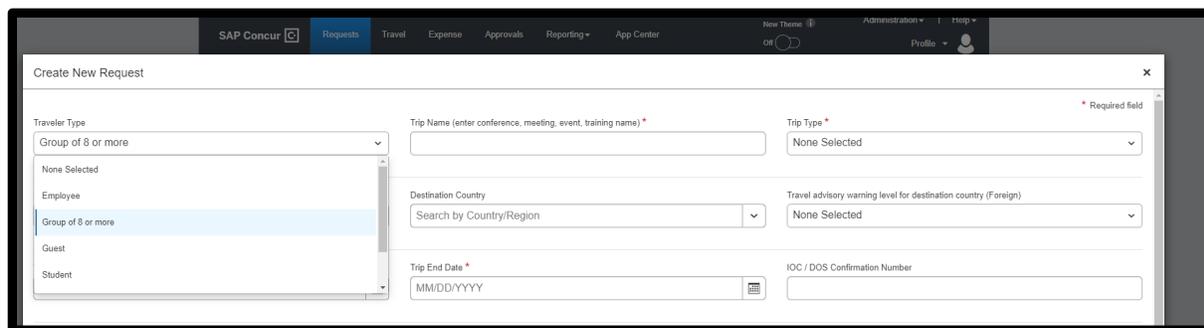
## How to create a Group Travel Request

Use this guide to submit a Travel Request when a Group of 8 or More are traveling for Official University Business.

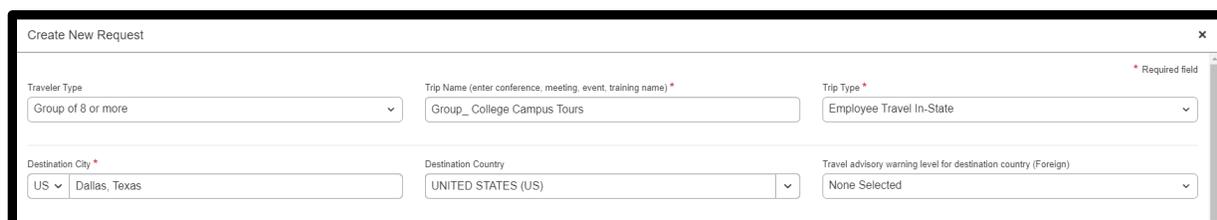
1. Choose iTravel+ Profile for Full-Time employee traveling, and then click on the Request tab.



2. Choose Group of 8 or more as the Travel Type.



3. Add in required fields: Trip name, Trip Type, Destination City.



4. Add additional required fields: Trip Dates, DOS confirmation number, Business Purpose, Benefit University, Speed type, Justification, comment section(detailed information on trip). Click Create Request.

The screenshot shows a web form for creating a travel request. It includes the following fields:

- Trip Start Date \***: 04/10/2023
- Trip End Date \***: 04/14/2023
- IOC / DOS Confirmation Number**: 123456
- Business Purpose \***: Attend Meeting, Conf, etc.
- Benefit to University \***: 5-Professional development that will align with job requirements
- Does this trip include personal Travel? \***: No
- Personal Dates of Travel**: (empty)
- Speedtype \***: (31050059) DES-Procurement
- Justification \***: University Campus Tours for High School students.

At the bottom right, there are "Cancel" and "Create Request" buttons.

5. Click Add button to choose Expenses associated with Group travel.

The screenshot shows the SAP Concur interface with an "Add Expected Expense" dialog box open. The dialog box has a search bar and a list of expense types:

- 01. Travel Expenses**
  - Air Ticket
  - Car Rental
  - Errors and Exceptions
  - Hotel Reservation
  - Incidentals
  - Meals
  - Public Transport
  - Tx St Grant Meals Actuals
- 03. Mileage**
  - BRO to/from EDI (Trip - 131.8)
  - BRO to/from HRL (Trip - 51)
  - EDI to/from BRO (Trip - 131.8)
  - EDI to/from HRL (Trip - 86.4)
  - EDI to/from RGC (Trip - 102.8)

The background shows a "Group\_College" request with an "Add" button under the "EXPECTED EXPENSES" section.

6. Add Hotel Reservations Line for Group Lodging. Comments should include the daily room rate, number of rooms, and number of days.

The screenshot shows the SAP Concur interface for a 'Hotel Reservation' request. The header includes navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main title is 'Hotel Reservation \$5,960.00'. The form contains the following fields:

- Check-In:** Date (04/10/2023), At (hh:mm A), City (Dallas, Texas).
- Detail:** Hilton Garden Inn.
- Check-Out:** Date (04/14/2023), At (hh:mm A).
- Comment:** Group lodging for student Campus Tour 149.00/night x 10 rooms x 4/nights.
- \*Request Payment Type:** University Paid.
- Amount:** 5,960.00.
- Currency:** US, Dollar.

Buttons for 'Save' and 'Cancel' are present at the top right and bottom left.

7. Incidental line for the Hotel Taxes of each room.

The screenshot shows the SAP Concur interface for a 'New Expense: Incidentals' request. The header is identical to the previous screenshot. The main title is 'New Expense: Incidentals \$1,192.00' with a date of '04/10/2023'. The form contains the following fields:

- Type of Incidental:** Other.
- Justification:** Hotel taxes 149 x 20%.
- Travel Start Date:** 04/10/2023.
- Travel End Date:** 04/14/2023.
- Request Payment Type:** University Paid.
- Amount:** 1,192.00.
- Currency:** US, Dollar.
- Comment:** Hotel taxes 149 x 20% = \$29.80/room x 10 rooms = \$298.00 x 4 days = \$1192.00.

Buttons for 'Save' and 'Cancel' are present at the bottom left.

8. Incidental for Group Travel Meals, breakdown per individual per day must be added to the comment section (not to exceed GSA Per Diem).

The screenshot shows the SAP Concur 'Manage Requests' interface for a request titled 'Incidentals \$10,557.00'. The form is for a travel request dated 04/10/2023. The 'Type of Incidental' is set to 'Other' and the 'Justification' is 'Group meals for student travel'. The 'Travel Start Date' is 04/10/2023 and the 'Travel End Date' is 04/14/2023. The 'Request Payment Type' is 'University Paid', the 'Amount' is 10,557.00, and the 'Currency' is 'US, Dollar'. The 'Comment' section contains a detailed breakdown of the meal expenses: 'Group Travel GSA rate Dallas TX', '1st day \$51.75 x 30 students x 4 staff', '2nd day \$69.00 x 30 students x 4 staff', '3rd day \$69.00 x 30 students x 4 staff', '4th day \$69.00 x 30 students x 4 staff', '5th day \$51.75 x 30 students x 4 staff', and '310.00 x 34 attendees = \$10,557.00'. There are 'Save' and 'Cancel' buttons at the bottom left and top right of the form.

9. Incidental line for additional expenses that will be incurred during the trip.

The screenshot shows the SAP Concur 'Manage Requests' interface for a request titled 'New Expense: Incidentals \$340.00'. The form is for a travel request dated 04/10/2023. The 'Type of Incidental' is set to 'Other' and the 'Justification' is 'Entrance fee to Museum of fine arts'. The 'Travel Start Date' is 04/10/2023 and the 'Travel End Date' is 04/14/2023. The 'Request Payment Type' is 'None Selected', the 'Amount' is 340.00, and the 'Currency' is 'US, Dollar'. The 'Comment' section contains the text: 'entry fee to museum \$10/each 30 students x 4 staff = \$340.00'. There are 'Save' and 'Cancel' buttons at the bottom left and top right of the form.

10. Verify Group travel expenses, add any supporting documents through Attachments link and submit request for approval.

The screenshot displays the SAP Concur 'Requests' interface. At the top, there is a navigation bar with 'Requests' selected, and other tabs for 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. A user profile dropdown is visible in the top right corner. Below the navigation bar, there are tabs for 'Manage Requests' and 'Process Requests'. A yellow alert banner indicates 'Alerts: 1'. The main heading is 'Group\_ College Campus Tours \$18,049.00', with a status of 'Not Submitted' and 'Request ID: 3LDP'. There are 'Copy Request' and 'Submit Request' buttons. Below this, there are links for 'Request Details', 'Print/Share', and 'Attachments'. The section is titled 'EXPECTED EXPENSES' and includes buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. A table lists the expenses with columns for Alerts, Expense type, Details, Date, Amount, and Requested.

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	...	Hotel Reservation	Dallas, Texas	04/10/2023	\$5,960.00	\$5,960.00
<input type="checkbox"/>	...	Incidentals	Hotel taxes 149 x 20%	04/10/2023	\$1,192.00	\$1,192.00
<input type="checkbox"/>	...	Incidentals	Group meals for student travel	04/10/2023	\$10,557.00	\$10,557.00
<input type="checkbox"/>	...	Incidentals	Entrance fee to Museum of fine arts	04/10/2023	\$340.00	\$340.00
					<b>\$18,049.00</b>	

The footer of the interface features the SAP logo on the left and logos for 'ctm' and 'CORPORATE TRAVEL PLANNERS' on the right.