

Good Morning Concur users:

Concur Travel and Expense has a number of time saving features. Last week we explored the Copy feature. Today's tip explains "Event Manager", which allows you to make one Request for many employees going on the same trip.

Contact the travel office to turn on **Event Manager** permissions in your Concur profile.

Once you have Event Manager turned on in your profile, go to the black navigation bar at the top of the Concur homepage working in your own profile, click on Request, Create New and see that you now have a "New Event Request" option. Click on New Event Request and create a travel Request, adding trip details in the Header tab, Segments tab: Air, Car, Hotel as needed, and any additional expenses on the Expenses tab. Go to the bottom right where the Generate & Notify location lives and start typing in names of your travelers, selecting from the results. Be sure to include your own name if you are a traveler and need your own Request to travel. (Otherwise you will be listed as simply the host and you will not see a Submit Request option.)

The screenshot shows the SAP Concur Request Center interface. At the top, the navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', 'App Center', and 'Locate'. The 'Requests' tab is active, and the 'Create New' dropdown menu is open, highlighting the 'New Event Request' option. Below this, the 'Request 63XL' form is displayed. The form includes fields for 'Request Name' (Event Request TEST), 'Request/Travel Start Date' (08/12/19), 'Request/Travel End Date' (08/12/19), 'Destination City' (Minneapolis St Paul Intl (airport - MSP), Minn), 'Destination Country' (UNITED STATES), 'Request/Trip Purpose' (Meeting), and 'Traveler Type' (Staff). The 'Business Purpose' is 'Event Manager TEST'. The 'Attendees' section at the bottom right shows a table with columns for 'Attendee Name', 'Request ID', 'Request Status', and 'Request Amount'. The table lists two attendees: Montgomery, Brooke A. (Request ID: 63302, Status: Not Submitted, Amount: \$598.00) and Stead, Brian K. (Request ID: 63328, Status: Not Submitted, Amount: \$598.00). A 'Generate & Notify' button is visible next to the attendees table, with a total amount of \$1,196.00. The interface also shows a 'Request Header' tab with sub-tabs for 'Segments' and 'Expenses'.

Continue to add your Travelers by typing in their name in the box. You should see your list of travelers under the Attendees section. Once your name list is complete, click Generate & Notify button again to send the Request to each traveler's Concur profile. Travelers will receive an email notification to log into Concur, review their Request and Submit for approval. You may add additional travelers at a later time as needed.

Request 63XL Cancel Save Attachments Print / Email Class/Reactivate Request Delete Request

Request Name: Enter Trip Destination and Date: Event Request TEST Status: Not Submitted Amount: \$59

Business Purpose: Event Manager TEST

Request Header Segments Expenses Audit Trail Travel Advisory

Request Policy

Request Name: Enter Trip Destination and Date: Event Request TEST

Request/Travel Start Date: 09/01/2019 Request/Travel End Date: 09/04/2019 Destination City: Minnesota St Paul Intl (Airport - MSP), Minn Destination Country: UNITED STATES Request/Trip Purpose: Meeting Traveler Type: Staff

Travel risk advisory - Low (Level 1)

Trip Type: Domestic Travel How will you book your trip?: 2-TIAC (recommended for intl. personal travel) Does this trip include personal travel?: No Personal Dates of Travel: Will you be absent any term other than summer? No Coverage Plan: Business Purpose: Event Manager TEST

Index: SBADIR SBADIR BAO Director-General Pa Banner Activity Code Banner Location Code Comments to Approver(s)

Cash Advance Policy Fixed Limit Amount

Attendees

Attendee Name	Request ID	Request Status	Request Amount
Montgomery, Brooke A.	63XL	Not Submitted	\$590.00

Business Purpose dropdown list:

- White, Adriana
- White, Alyssa (Inactive)
- White, Ariana
- White, Austin
- White, Brittany
- White, Christina
- White, Christopher
- White, Cody
- White, Coben
- White, Courtney
- White, Derek
- White, Elizabeth
- White, Eric
- White, Francis
- White, Hannah
- White, Jeffrey
- White, Julia

Attendees table highlighted with a red box. Business Purpose dropdown list highlighted with a red box and an arrow pointing to the Attendees table.