SAP Concur

for event participants

Travel request without online booking

The European Synchrotron | ESRF

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

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From the home page, click on « Start a Request »

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

Create New Request ✕

* Required field

Request Policy *
Event ▾

Request Name * ❓

Start Date *
DD/MM/YYYY 📅

End Date *
DD/MM/YYYY 📅

Start Time *
HH:mm 🕐

End Time *
HH:mm 🕐

Main Destination Country

Event * ❓
None Selected ▾

Travelling with

| None Selected |
| 11th International Workshop on Radiation Safety at Synchrotron R |
| 13th January 2023 |
| 16th meeting of the ESRF MAC |
| 17th meeting of the ESRF MAC |

☐ Tick here if your trip includes private steps❓

Total Posted Amount
€

Total Approved Amount
€

Comment

Cancel **Create Request**

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

Select the appropriate Event name, from the list

Click « Create » to validate (or « cancel » to go back)

Click on « Add » and select your travel expenses

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

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

Reminder: Do not select this box

New Expense: Railway Ticket

Cancel | Save

Round Trip | One Way | Multi City

Outbound

* Required field

☐ Click here ONLY if you require bookings via ESRF Travel Agency

From *

To *

Date *: 05/01/2024 | Departure time | Depart at *: HH:mm

Comment

Return

Date *: 10/01/2024 | Departure time | Depart at *: HH:mm | Comment

Amount *

Currency *: Euro

Save | Cancel

Click « Save » to validate (or « cancel » to go back)

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Now, the train ticket is added to the travel request

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

Workshop ESRF € 63.00 🗑
Not Submitted | Request ID: 4CC9

Copy Request   Submit Request

Request Details ⌄   Print ⌄   Attachments ⌄

EXPECTED EXPENSES

Add   Edit   Delete   Allocate

☐	Alerts⇅	Expense type⇅	Details⇅	Date⇅	Amount⇅	Requested⇅
☐		Railway Ticket	Geneva, SWITZERLAND - Grenoble, Isère : Round Trip	05/01/2024	€ 60.00	€ 60.00
☐	💬	Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 63.00

ℹ Comment   ✖

💬 Tram ticket in Grenoble
   EXTERNE,Test externe 04/12/2023

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

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For changes or cancellation, select the item first

Workshop ESRF € 63.00 🗑

Not Submitted | Request ID: 4CC9

Copy Request **Submit Request**

Request Details ⌄   Print ⌄   Attachments ⌄

EXPECTED EXPENSES

Add **Edit** **Delete** Allocate

☑	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓=	Amount↓↑	Requested↓↑
☐		Railway Ticket	Geneva, SWITZERLAND - Grenoble, Isère : Round Trip	05/01/2024	€ 60.00	€ 60.00
☑	🗩	Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 63.00

Click on « Edit » for changes

Click on « Delete » to remove the expense

Once all foreseen expenses are reported, please click on « Submit Request »

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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.

Manage Requests

Request Library

View Active Requests ∨   ⊕ Create New Request

Trip from Amsterdam to Lyon
15/02/2024 | 4CC3

€ 259.72

Returned

Sent Back to Employee

Trip from London to Lyon
16/01/2024 | 4C99

€ 33.00

Not Submitted

ESRF Experiment
05/01/2024 | 4C9C

€ 183.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

Workshop ESRF
05/01/2024 | 4CC9

€ 63.00

Submitted

Submitted & Pending Approval
SUPERVISEUR, Test superviseur

Complement: check your emails regularly and follow your notifications

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