Creating a Request

C. CONCUR   Requests   Travel   Expense   App Center

Profile ▾ 👤

Maine's Public Universities
UNIVERSITY OF MAINE SYSTEM

Hello, Sarah

Select Requests

| + New | 01 Authorization Requests | 00 Available Expenses | 00 Open Reports |

TRIP SEARCH

👤 Booking for myself | Book for a guest

✈️ 🚗 🛏️ 🕐

Flight Search

| Round Trip | One Way | Multi City |

From ❓
Departure city, airport or train station
Find an airport | Select multiple airports

To ❓
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do

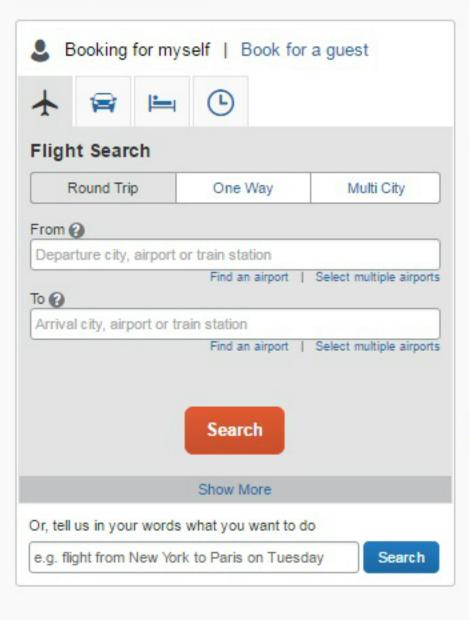e.g. flight from New York to Paris on Tuesday   **Search**

MY TRIPS (0)   →

You currently have no upcoming trips.

ALERTS

ℹ️ University of Maine System (Inc) is giving **TripIt Pro** to all employees. **Activate Subscription**   No thanks

ℹ️ You haven't signed up to receive e-receipts.❓ Sign up here

COMPANY NOTES

Important News and Information:

Short's Travel: 1-844-617-7044 M-F 8am-5pm EST (also available 24/7 for emergencies - fees apply outside normal business hours)

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1) **Do you need a UMS Travel Card?** Click here to download an application and click here for an acceptance agreement.

2) **Save on Multi-City Airfare!** American, United and Delta Airlines announced major changes impacting rates when combining multi-city airfare. Learn how to save on airfare using Concur and Shorts Travel Management, **click here!**

Read more
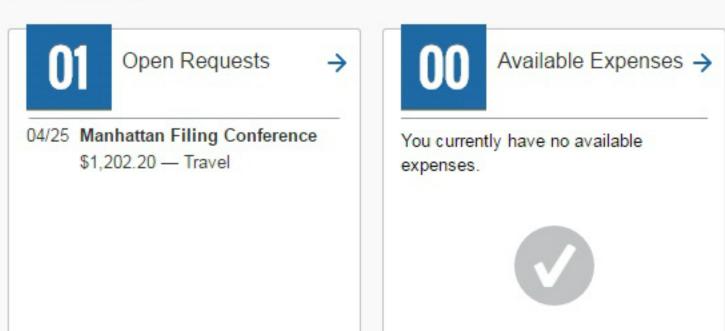
MY TASKS

01 Open Requests →	00 Available Expenses →	00 Open Reports →
04/25 **Manhattan Filing Conference** $1,202.20 — Travel	You currently have no available expenses. ✓	You currently have no open reports. ✓

Manage Requests   New Request   Quick Search

All Requests (1)

Delete Request   Copy Request   Close/Inactivate Request

Select New Request

View ▾

Request Name		Begins With			Go

	Request Name	**Request ID**	**Status**	**Request Dates** ▾	**Date Submitted**	**Total**	**Approved a...**	**Remaining ...**	**Action**
☐	Manhattan Filing Conference	3MKM	Approved	04/25/2016	04/19/2016	$1,202.20	$1,202.20	$1,202.20	Expense
				04/29/2016					

Request

Status: Not Submitted

Request Name:

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage					(UMS05) University of Maine	(5400983) Coop Ext Svc CES

Fund	Operating Unit	Program	Project	Class	Comment	Main Destination City
(00) Unrestricted E&G						

Name your request "Instate Mileage"

Cash Advance

Cash Advance Amount		Cash Advance Comment
	USD	

Note: You must name the request "instate mileage" or "instate travel" but you may include a fiscal year, if desired for your own clarity

Request

Cancel Save Print / Email ▾ Delete Request Submit Request

Status: Not Submitted

Request Name:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name
`Instate Mileage`

Start Date
`07/01/2016`

End Date

Purpose

Travel Type

Business Unit
`(UMS05) University of Maine`

Department
`(5400983) Coop Ext Svc CES`

Fund
`(00) Unrestricted E&G`

Program

Project

Class

Comment

Main Destination City

‹	July 2016 ▾					›
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

Set Start Date as 7/01 of current year

Cash Advance

Cash Advance Amount

`USD`

Request

Request Name:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017			(UMS05) University of Maine	(5400983) Coop Ext Svc CES

Fund	Operating Unit		Project	Class	Comment	Main Destination City
(00) Unrestricted E&G						

◀ June 2017 ▾ ▶

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	**30**	1
2	3	4	5	6	7	

Today

Set End Date as 6/30 of next year

Cash Advance

Cash Advance Amount		Cash Advance Comment
	USD	

Request

Cancel Save Print / Email ▾ Delete Request Submit Request

Request Name:

Status: Not Submitted

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017	Field Work		(UMS05) University of Maine	(5400983) Coop Ext Svc CES

Adjunct and Teaching Travel
Admissions Recruiting
Athletic Recruiting
Athletic Team Travel
Conference/Training
Development Work
Employee Recruiting
Event
Field Work
Non-Travel Expense Reimbursement
Off-site Meeting
Research
Student Recruiting
Travel StudyTrip

Fund	Operating Unit	Program	Class	Comment	Main Destination City
(00) Unrestricted E&G					

Purpose is Field Work

Cash Advance

Cash Advance Amount		Cash Advance Comment
	USD	

Request

Cancel   Save   Print / Email ▾   Delete Request   Submit Request

Status: Not Submitted

Request Name:

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name
Instate Mileage

Start Date
07/01/2016

End Date
06/30/2017

Purpose
Field Work

Travel Type
In-State

- In-State
- International
- Out-of-State

Business Unit
(UMS05) University of Maine

Department
(5400983) Coop Ext Svc CES

Fund
(00) Unrestricted E&G

Operating Unit

Program

Project

Comment

Main Destination City

Travel type is In-State

Cash Advance

Cash Advance Amount
[   ] USD

Cash Advance Comment

Request

<div style="text-align: right">Cancel   Save   Print / Email ▼   Delete Request   Submit Request</div>

Request Name:

<div style="text-align: right">Status: Not Submitted</div>

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name
Instate Mileage

Start Date
07/01/2016

End Date
06/30/2017

Purpose
Field Work ▼

Travel Type
In-State ▼

Business Unit
1 (UMS05) University of Maine ▼

Department
2 (5400983) Coop Ext Svc CES ▼

Fund
3 (00) Unrestricted E&G ▼

Operating Unit
4 ▼

Program

Project

Class

Type to search by: ○ TEXT ● CODE

(Code) Text

(UMS05-5400983-22) University of Maine Coop Ext Svc CES Restricted Federal FY

(UMS01) University of Maine at Augusta
(UMS02) Univ of Maine at Farmington
(UMS03) Univ of Maine at Fort Kent
(UMS04) University of Maine at Machias
(UMS05) University of Maine
(UMS06) University of Southern Maine
(UMS07) Univ of Maine at Presque Isle
(UMS08) UMS Governance & Univ Services

Cash Advance

Cash Advance Amount
[ ] USD ▼

Cash Advance Comment

Business Unit is UMS05 ➡

Request

Cancel   Save   Print / Email ▾   Delete Request   Submit Request

Status: Not Submitted

Request Name:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017	Field Work	In-State	**1** (UMS05) University of Maine	**2** 5400983

Fund**(Required field)**	Operating Unit	Program	Project	Class	Comment	
3	**4**					Type to search by: ○ TEXT ● CODE

(Code) Text

(UMS05-5400983-22) University of Maine Coop Ext Svc CES Restricted Federal FY

Department will vary depending on the project or grant that you work with →

(5400983) Coop Ext Svc CES

Cash Advance

Cash Advance Amount		Cash Advance Comment
	USD	

Request

Cancel | Save | Print / Email ▾ | Delete Request | Submit Request

Status: Not Submitted

Request Name:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017	Field Work	In-State	**1** (UMS05) University of Maine	**2** (5400983) Coop Ext Svc CES

Fund	Operating Unit	Program	Project	Class	Comment	Main Destination City
3 22	**4**					

Type to search by: ○ TEXT ● CODE

(Code) Text

(UMS05-5400983-22) University of Maine Coop Ext Svc CES Restricted Federal FY

(22) Restricted Federal FY

USD ▾

← Enter the appropriate fund code for your work

Request

Cancel | Save | Print / Email ▾ | **Delete Request** | **Submit Request**

Status: Not Submitted

Request Name:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017	Field Work	In-State	(UMS05) University of Maine	(5400983) Coop Ext Svc CES

Fund	Operating Unit	Program	Project	Class	Comment	Main Destination City
(22) Restricted Federal FY			5600050			

Type to search by: ○ TEXT ○ CODE ◉ EITHER *

(Code) Text

(5600050) Umces Smithlever

Cash Advance

Cash Advance Amount		Cash Advance Comment
	USD	

Select or manually type in the appropriate program or project

* Note: If the number does not show for selection,
   type it in and select "EITHER" in the "Type to search by:" field

Request

Cancel Save Print / Email ▾ Delete Request Submit Request

Status: Not Submitted

Request Name:

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name
Instate Mileage

Start Date
07/01/2016

End Date
06/30/2017

Purpose
Field Work

Travel Type
In-State

Business Unit
(UMS05) University of Maine

Department
(5400983) Coop Ext Svc CES

Fund
(22) Restricted Federal FY

Operating Unit

Program

Project
(5600050) Umces Smithlever

Class

Comment

Main Destination City

Entering a comment is only necessary if requested by your supervisor
Main Destination City may be left blank

Cash Advance

Cash Advance Amount
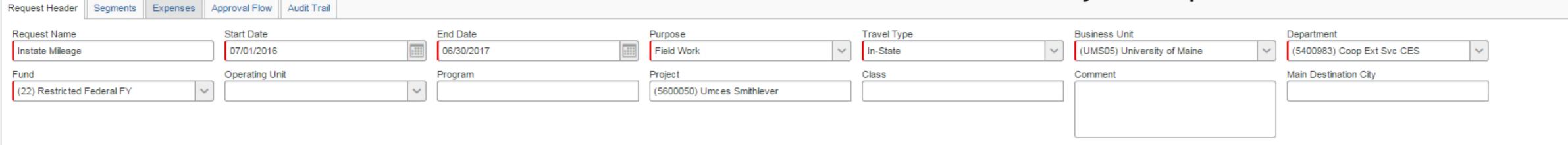
USD

Cash Advance Comment

Request

Cancel Save Print / Email ▾ Delete Request Submit Request

Save your request

Request Name:

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name	Start Date	End Date	Purpose	Travel Type	Business Unit	Department
Instate Mileage	07/01/2016	06/30/2017	Field Work	In-State	(UMS05) University of Maine	(5400983) Coop Ext Svc CES

Fund	Operating Unit	Program	Project	Class	Comment	Main Destination City
(22) Restricted Federal FY			(5600050) Umces Smithlever			

Cash Advance

Cash Advance Amount

[ ] USD

Cash Advance Comment

Request

Cancel Save Print / Email ▾ Delete Request Submit Request

Status: Not Submitted

Select the Expenses tab

Request Name:

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

Request Name
Instate Mileage

Start Date
07/01/2016

End Date
06/30/2017

Purpose
Field Work

Travel Type
In-State

Business Unit
(UMS05) University of Maine

Department
(5400983) Coop Ext Svc CES

Fund
(22) Restricted Federal FY

Operating Unit

Program

Project
(5600050) Umces Smithlever

Class

Comment

Main Destination City

Cash Advance

Cash Advance Amount

USD

Cash Advance Comment

Request 3PP3

Request Name: Instate Mileage

Request Header | Segments | Expenses | Approval Flow | Audit Trail

＋ New Expense   Delete   «

Expense Type: _____

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

☐ Date	Expense Type	Amount	Requested

1 - Air Travel	2 - Lodging	3 - Ground & Water Transport	7 - Dues & Fees	11-Participant Cost
Airfare	Hotel - Individual	Car Rental	Conference Registration Fees	Participant Cost
	Hotel-Group (Attendees Required)	**4 - Food & Entertainment**	9 - Personal Expenses	Participant Food
	Other Accomodations	Travel Meal Expense		Participant Registration
				Participant Travel
				Mileage

Select "Mileage" ➡ Mileage

Note: Do not use "Participant Travel" except for non-employee travel

TOTAL AMOUNT   TOTAL REQUESTED
$0.00 $0.00

Request 3PP3

Attachments ▾ | Print / Email ▾ | Delete Request | Submit Request

Status: Not Submitted

Request Name: Instate Mileage

Request Header | Segments | **Expenses** | Approval Flow | Audit Trail

+ New Expense | Delete | «

☐	Date	Expense Type	Amount	Requested

Expense Type
Mileage ▾

Transaction Date
07/01/2016 🗓

Description

Travel Type
In-State ▾

Transaction Amount
0.00 | USD ▾

‹ **July 2016 ▾** ›

S	M	T	W	T	F	S
26	27	28	29	30	**1**	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

Set Transaction Date as the Start Date (7/01)

	TOTAL AMOUNT	TOTAL REQUESTED
	$0.00	$0.00

Save | Allocate | Cancel

Request 3PP3

Request Name: Instate Mileage

Status: **Not Submitted**

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

+ New Expense   Delete   «

	Date	Expense Type	Amount	Requested

Expense Type
Mileage ▾

Transaction Date
07/01/2016 📅

Description

Travel Type
In-State ▾

Transaction Amount
500.00   USD ▾

Comment

Enter an estimate for the year's travel.
Ex: 500.00, 1000.00, etc.

TOTAL AMOUNT   TOTAL REQUESTED
$0.00 $0.00

Save   Allocate   Cancel

Request 3PP3

Attachments ▾ | Print / Email ▾ | Delete Request | Submit Request

Status: Not Submitted

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

+ New Expense | Delete | «

| ☐ | Date | Expense Type | Amount | Requested |

Expense Type
Mileage ▾

Transaction Date
07/01/2016 📅

Description

Travel Type
In-State ▾

Transaction Amount
500.00 | USD ▾

Comment

Save your request

TOTAL AMOUNT $0.00   TOTAL REQUESTED $0.00

Save | Allocate | Cancel

Request 3PP3

Request Name: Instate Mileage

| Request Header | Segments | Expenses | Approval Flow | Audit Trail |

＋ New Expense   Delete   «

☐	Date	Expense Type	Amount	Requested

TOTAL AMOUNT	TOTAL REQUESTED
$0.00	$0.00

Expense Type
Mileage ▾

Transaction Date
07/01/2016 📅

Description

Travel Type
In-State ▾

Submit your request

Transaction Amount
500.00   USD ▾

Comment

Save   Allocate   Cancel