

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Submit a Travel Request

# The purpose of this job aid is to show how to submit a travel request in Concur.

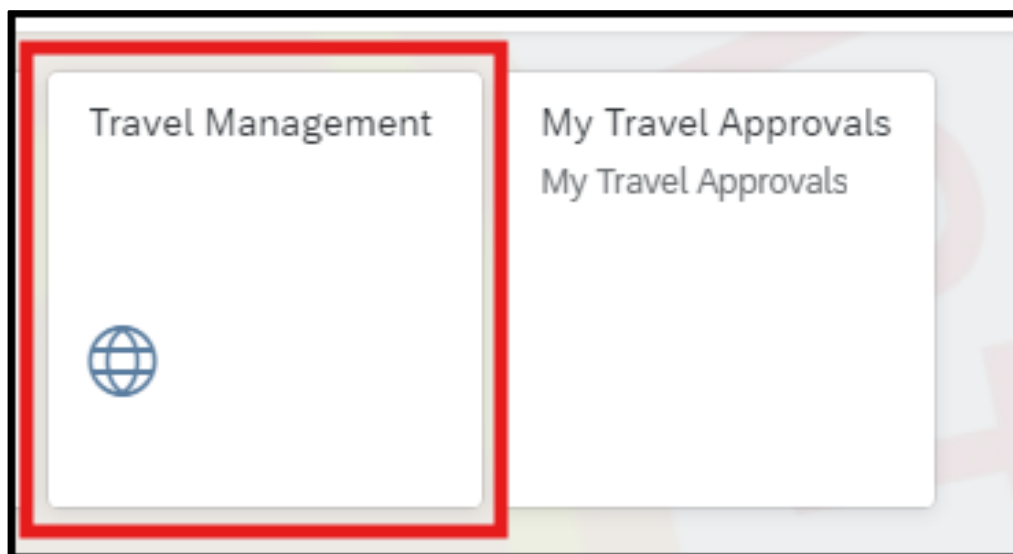
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



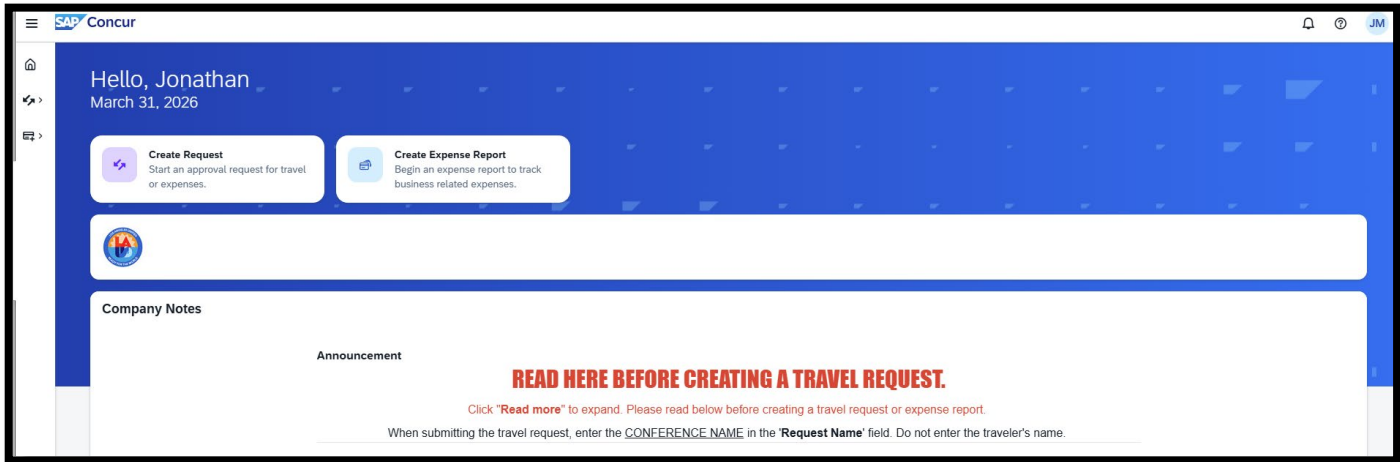
2

Click on the **Travel Management** tile.



3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



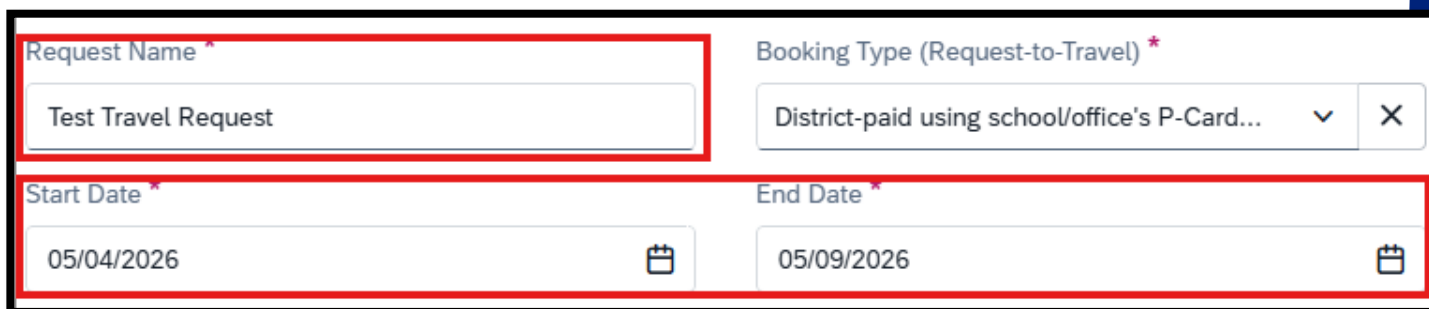
4

Click **Create Request**.



5

The **Start Date & End Date** should be the date of your departure and return from the trip. Enter the **NAME OF THE CONFERENCE** in **Request Name** field.



A screenshot of a travel request form. The 'Request Name' field contains 'Test Travel Request'. The 'Booking Type (Request-to-Travel)' dropdown is set to 'District-paid using school/office's P-Card...'. The 'Start Date' is '05/04/2026' and the 'End Date' is '05/09/2026'. Red boxes highlight the 'Request Name' and 'Start Date'/'End Date' fields.

6

If you select **Other—enter explanation in Request Purpose** under the **Freeze Justification field**, explain the reason in the **Purpose field**. Be specific such as presenting on behalf of LAUSD, required grant training, award recipient, PD, etc.



A screenshot of the 'Purpose' and 'Freeze Justification' fields. The 'Purpose' field is a text area with a character count of '0/48'. The 'Freeze Justification' field is a dropdown menu.

7

After filling out all the required fields, click **Create Request**.

The screenshot shows a form with the following fields and values:

- Type List: Certificated
- Start Date: 05/04/2026
- End Date: 05/08/2026
- Commitment Document Number: (empty)
- Main Destination City: San Diego, California
- Location Country/Region: TES (US)
- Purpose: Test Request for Job Aid (24/48)
- Do you need funding assistance?: No
- Employee ID: Mendez Jonathan (1)
- Freeze Justification: Other-enter explanation in R... (2)
- Job Assignment: 01113201 ASST ... (2)
- Cost Center: (3)

A red arrow points from the bottom right of the form to the **Save** button.

8

Click **Add** to add an expense type.

The screenshot shows the 'EXPECTED EXPENSES' section with the following elements:

- Buttons: Add, Edit, Delete, Allocate
- Icon: A document icon with a red minus sign and three dots above it.
- Text: **No Expected Expenses**
- Text: Add expected expenses and/or travel plans to this request to submit for approval.

A red arrow points to the **Add** button.

9

Search for your desired **Expense Type**, then click on the **expense**.

Add expected expenses and/or travel plans

person X Q Collapse All Sections

02. Transportation

Personal Car Mileage

10

For Personal Car Mileage, select **Travel Mileage** and add the total distance for the whole duration of the trip.

(Ex: 10 miles round trip for 4 days is 40 miles)

Business Purpose 24/48

Test Request for Job Aid

Mileage \*

Search by Text Q X

Non-Travel Mileage

Travel Mileage

Self-Paid

Currency \*

US, Dollar (USD) v X

11

Click **Save**.

The screenshot shows a form titled "New Expense: Personal Car Mileage" with a "Save" button highlighted in red at the top right. The form contains several fields: "Transaction Date" (04/01/2026), "Business Purpose" (Test Request for Job Aid), "Mileage" (Travel Mileage), "Distance", "Transaction Amount", "Currency" (US Dollar (USD)), "Payment type" (Self-Paid), and a "Comment" field. A "Save" button is also highlighted in red at the bottom left. A red arrow points from the bottom-left "Save" button to the top-right "Save" button.

12

Click **Add** again to add another expense type.

The screenshot shows a "Test Travel Request \$29.00" page. At the top, there are "Submit Request" and "Delete Request" buttons. Below the title, it says "Not Submitted | Request ID: 3XKF | 05/04/2026 - 05/08/2026". There are links for "Request Details", "Print", and "Attachments". A section titled "EXPECTED EXPENSES" contains an "Add" button highlighted in red. Below this is a table with columns: "Alert", "Expense type", "Details", "Date", "Amount", and "Requested".

<input type="checkbox"/>	Alert↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	✖	Personal Car Mileage		04/01/2026	\$29.00	\$29.00
						\$29.00

13

Search for another **Expense Type**, then click on the **expense**.

Add expected expenses and/or travel plans

hotel X Q Collapse All Sections

01. Travel Expenses

Hotel

14

For **Hotel** expense, enter the **Hotel City**, **Hotel Vendor**, **Total Amount**, **Hotel Business Purpose**, and **Payment Type**.

Check-In

Date: 05/05/2025 At: hh:mm A City: Palm Springs, California

Check-Out

Date: 05/07/2025 At: hh:mm A


Vendor: (Hilton Hotels) Hilton Hotels Comment: 0/2000

Business Purpose: 0/48 Total Amount: 600.00 Hotel Business Purpose: \*Hotel expense is less than \$300 USD per night

Payment type: LAUSD District Paid-P-Card, PO, Imprest

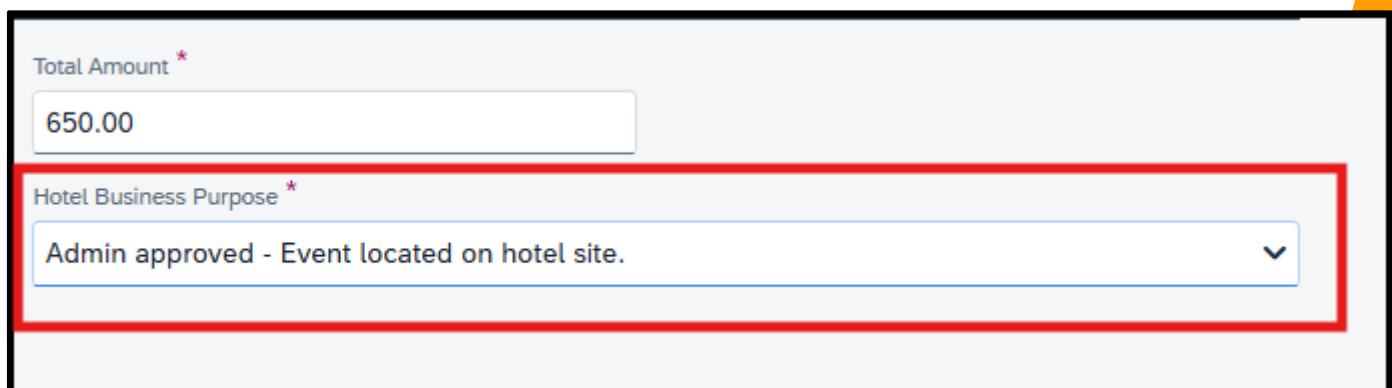
Save Cancel

If your Hotel vendor does not appear, select **Other Hotel**.



A screenshot of a web form showing a dropdown menu for 'Vendor \*'. The selected option is '(Other Hotel) Other Hotel'. The dropdown is highlighted with a red border. There is a small 'x' icon and a downward arrow icon on the right side of the dropdown.

If your Total Amount is **MORE than \$400 PER NIGHT**, you must obtain pre-approval from your administrator and select the correct **Hotel Business Purpose** statement. **Your request will be rejected if you enter inaccurate information.**



A screenshot of a web form showing two fields. The first field is 'Total Amount \*' with the value '650.00'. The second field is 'Hotel Business Purpose \*' with the selected option 'Admin approved - Event located on hotel site.'. The second field is highlighted with a red border. There is a downward arrow icon on the right side of the dropdown.

- **LAUSD Concur Virtual Card:** Reserved for booking Hotels or Airfare in Concur using the Concur Booking Tool. **Requires the Booking Type field in the header to be set to District–Paid Using Concur Travel Booking.**
- **LAUSD Concur District Paid P–Card, PO:** Hotel expense is paid with your school/office location’s P–Card, Purchase Order.
- **Self–Paid:** Traveler pays upfront, receives reimbursement after the trip.

Requests must be approved before making any travel arrangements.

Payment type \*

LAUSD District Paid-P-Card, PO, Imprest

None Selected

LAUSD Concur Virtual Travel Card

LAUSD District Paid-P-Card, PO, Imprest

Self-Paid

17

Click **Add** again to add another **expense**.

**TESTING \$900.70** Submit Request Delete Request

Not Submitted | Request ID: 3JJW

[Request Details](#) [Print](#) [Attachments](#)

**EXPECTED EXPENSES** Add Edit Delete Allocate

<input type="checkbox"/>	Alert↑↓	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↓↑
<input type="checkbox"/>	✖	Hotel	Santa Barbara, California	07/15/2025	\$900.00	\$900.00
<input type="checkbox"/>	✖	Personal Car Mileage		02/05/2025	\$0.70	\$0.70
						<b>\$900.70</b>

18

For **Per Diem**, enter the **Total Number Days of Trip**, **Number of Full Days**, **Number of Half Days**, **Number of Meals Provided** (only include lunch and/or dinner provided by third-party vendor). **Total Number Days of Trip** must equal **Number of Full Days + Number of Half Days**.

**New Expense: Per Diem** Save Cancel

[Allocate](#)

Required field \*

Business Purpose 24/48

Trip Start Date \*

Trip End Date \*

Total Number Days of Trip \*

Number of Full Days \*

Number of Half Days \*

Number of Meals Provided \*

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Click **Save**. The **Per Diem** rate will automatically calculate based on the information you provided.

The screenshot shows a form titled "New Expense: Per Diem". At the top right, there is a "Save" button and a "Cancel" button. The form contains several input fields: "Business Purpose" (with a value of "Test Request for Job Aid"), "Trip Start Date" (05/04/2026), "Trip End Date" (05/08/2026), "Total Number Days of Trip", "Number of Full Days", "Number of Half Days", "Number of Meals Provided", "Transaction Amount", "Currency" (US, Dollar (USD)), and "Payment type" (Self-Paid). A "Comment" field is at the bottom. Two red arrows point to the "Save" buttons at the top right and bottom left of the form.

20

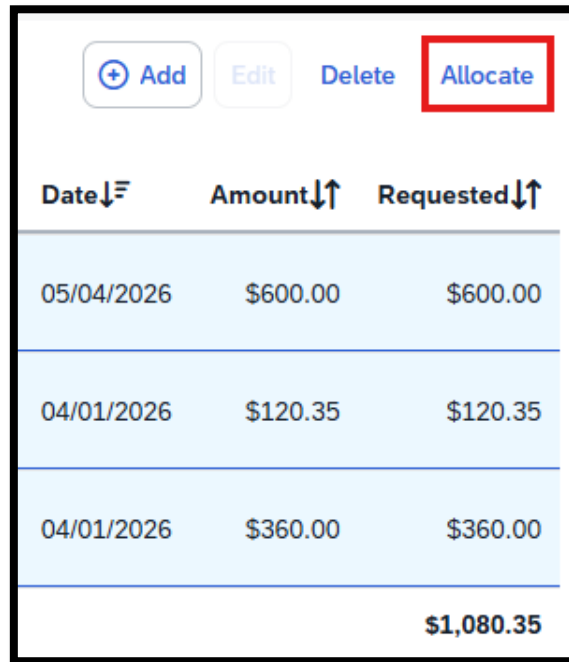
Once you've entered **all** your **expenses**, check the boxes to highlight each **expense type**.

The screenshot shows a table titled "EXPECTED EXPENSES". The table has two columns: "Alert" and "Expense type". The "Alert" column contains checkboxes, and the "Expense type" column contains the names of the expense types. A red box highlights the first column of checkboxes.

Alert	Expense type
<input checked="" type="checkbox"/>	Alert
<input checked="" type="checkbox"/>	Hotel
<input checked="" type="checkbox"/>	Personal Car Mileage
<input checked="" type="checkbox"/>	Per Diem

21

To add a **funding line**, click **Allocate**. The funding line is provided by the department funding your travel or your worksite.

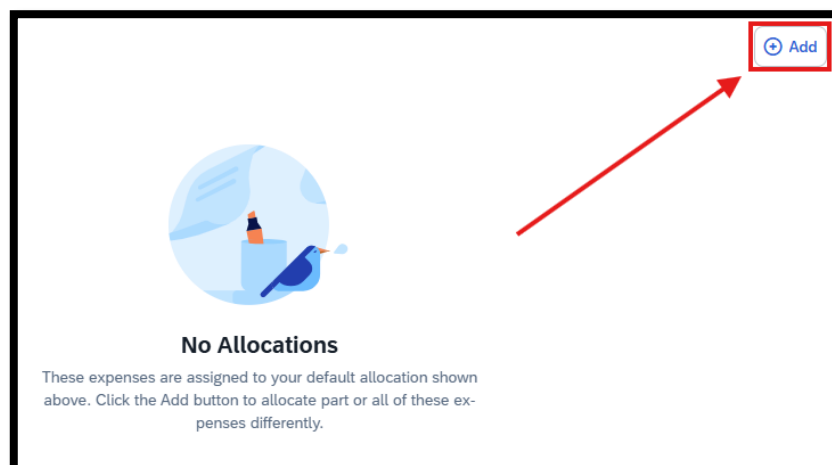


A screenshot of a user interface showing a table with three columns: 'Date', 'Amount', and 'Requested'. Above the table are four buttons: 'Add', 'Edit', 'Delete', and 'Allocate'. The 'Allocate' button is highlighted with a red border. The table contains three rows of data and a total row at the bottom.

Date	Amount	Requested
05/04/2026	\$600.00	\$600.00
04/01/2026	\$120.35	\$120.35
04/01/2026	\$360.00	\$360.00
		\$1,080.35

22

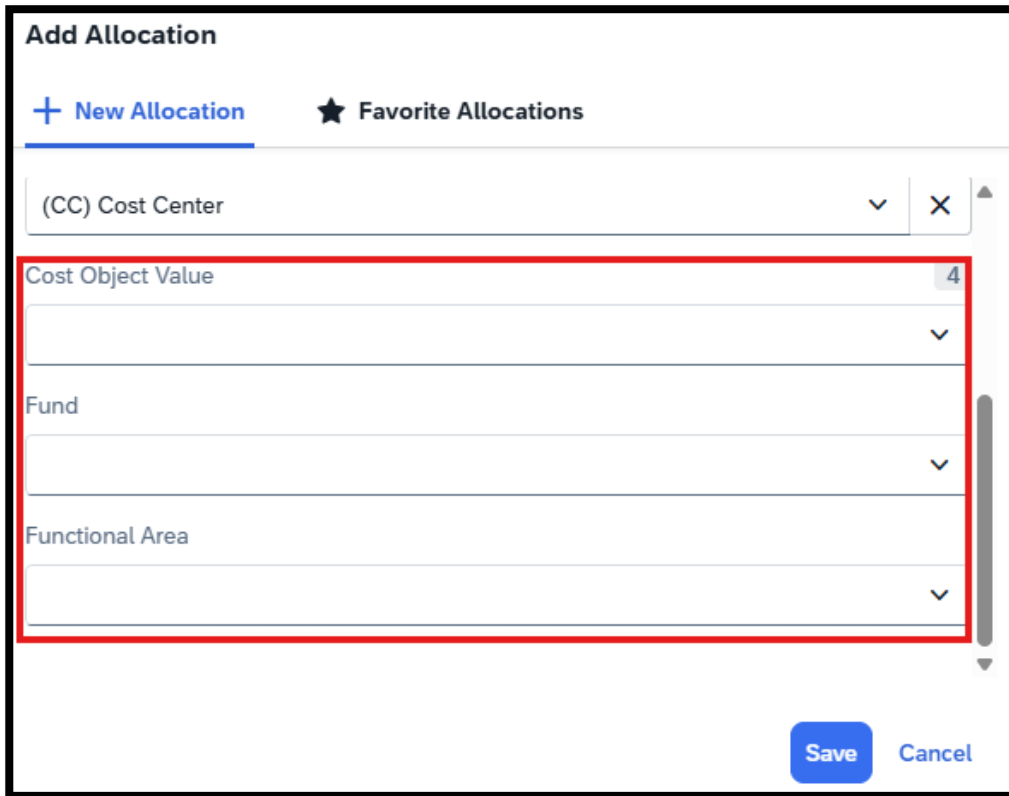
Click **Add**.



A screenshot of a 'No Allocations' screen. It features a blue circular icon with a document and a pencil. Below the icon, the text reads 'No Allocations' and 'These expenses are assigned to your default allocation shown above. Click the Add button to allocate part or all of these expenses differently.' In the top right corner, there is an 'Add' button with a plus sign icon, which is highlighted with a red border. A red arrow points from the center of the screen towards the 'Add' button.

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Scroll down to the last three fields (**Cost Object Value**, **Fund**, and **Functional Area**).



The screenshot shows a form titled "Add Allocation". At the top, there are two options: "+ New Allocation" (underlined) and "★ Favorite Allocations". Below this is a search bar containing "(CC) Cost Center" with a dropdown arrow and a close button (X). The main section of the form contains three fields, each with a dropdown arrow and a close button (X): "Cost Object Value" (with a small "4" in the top right corner), "Fund", and "Functional Area". These three fields are enclosed in a red rectangular box. At the bottom right of the form, there are two buttons: "Save" (in blue) and "Cancel".

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Type the full **funding cost center** number in the **Cost Object Value** field and select it.



This is a close-up view of the "Cost Object Value" field from the previous screenshot. The field is highlighted with a red border and contains the text "Contract Admin and Procurement Services". To the right of the text is a dropdown arrow and a close button (X). Below this field, the "Fund" field is visible, containing "GF-Unrestricted", and the "Functional Area" field is visible, containing "General Fund Sch Program".

25

Type the numerical code & select the **Fund**. Include hyphens.

Cost Object Value	4
Contract Admin and Procurement Services	▼ X
Fund	
GF-Unrestricted	▼ X
Functional Area	
	▼

26

Type the numerical code & select the **Functional Area**. Include hyphens.

Cost Object Value	4
Contract Admin and Procurement Services	▼ X
Fund	
GF-Unrestricted	▼ X
Functional Area	
General Fund Sch Program	▼ X

27

Click **Save**.

The screenshot shows the 'Add Allocation' form with the following fields:

- (CC) Cost Center:** (CC) Cost Center
- Cost Object Value:** 4, Contract Admin and Procurement Services
- Fund:** GF-Unrestricted
- Functional Area:** General Fund Sch Program

At the bottom right, there are two buttons: **Save** (highlighted with a red box and a red arrow) and **Cancel**.

28

Click **Save** again in the **Allocations window**.

The screenshot shows the 'Allocations' window with the following details:

- Amount:** \$1,080.35
- Allocated:** \$1,080.35 (100%)
- Remaining:** \$0.00 (0%)
- Default Allocation Code:** Default

Below the summary, there is a table of allocations:

Logical System	Company Code	Cost Object Type	Cost Object Value	Fund	Percent %
ECC Production Client	LAUSD	Cost Center	Contract Admin and Procurement Services	GF-Unres	100

At the bottom right, there are two buttons: **Save** (highlighted with a red box and a red arrow) and **Cancel**.

29

Upload the required documents. Click **Attachments** → **Attach Documents**.

The screenshot shows a web interface for a request titled "TESTING \$1,080.70". The status is "Not Submitted" and the Request ID is "3JJW". There are three menu items: "Request Details", "Print", and "Attachments". The "Attachments" menu is open, and the "Attach Documents" option is highlighted with a red rectangular box. Below the menu, there is a section titled "EXPECTED EXPENSES" with a table of expense types. The table has two columns: "Expense type" and "Details". The rows are: "Hotel" (Santa Barbara, California), "Personal Car Mileage", and "Per Diem".

Expense type	Details
<input type="checkbox"/> Hotel	Santa Barbara, California
<input type="checkbox"/> Personal Car Mileage	
<input type="checkbox"/> Per Diem	


30

You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.


The screenshot shows a dialog box titled "Document Upload and Attach". It features a large blue dashed-line box for dropping a file. In the center of this box is an icon of a document with an upward arrow and a hand cursor. Below the box, the text reads: "Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file." At the bottom center of the dialog is a button labeled "Upload and Attach". In the bottom right corner, there is a "Close" button.

31

**Yellow Warning Signs** will not prohibit you from submitting your **request**.

 **Warning:** The Expense occurs during a week-end. [View](#)

EXPENSE | Hotel | 05/09/2026 | \$1,500.00 |

 **Warning:** Hotel expenses are not to exceed \$400 per night, including related taxes and fees.

32

**Red Error messages** will prohibit you from submitting your **request**. You will need to correct the error before submitting your **request**.

EXPENSE | Hotel | 05/08/2026 | \$600.00 |

 **Error:** This transaction has not been allocated. Please click on the 'Allocate' button and add request allocation. [View](#)

**33**

Click **Submit Request** to submit your request for approval.

**Test Travel Request \$1,980.35**

Not Submitted | Request ID: 3XKF | 05/04/2026 - 05/09/2026

Request Details ▾ Print ▾ Attachments ▾

**EXPECTED EXPENSES** ⊕ Add Edit Delete Allocate

<input type="checkbox"/>	Alert↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Hotel	San Diego, California	05/04/2026	\$1,500.00	\$1,500.00 <small>Allocated</small>
<input type="checkbox"/>		Personal Car Mileage		04/01/2026	\$120.35	\$120.35 <small>Allocated</small>
<input type="checkbox"/>		Per Diem		04/01/2026	\$360.00	\$360.00 <small>Allocated</small>
						<b>\$1,980.35</b>

**34**

If the **request** goes through **budget check** successfully, the system will indicate who the request is **pending with**. Budget check should take 2-5 minutes. Go to **Request Details** → **Edit request Header**.

**Test Travel Request \$1,980.35**

Not Submitted | Request ID: 3XKF | 05/04/2026 - 05/09/2026

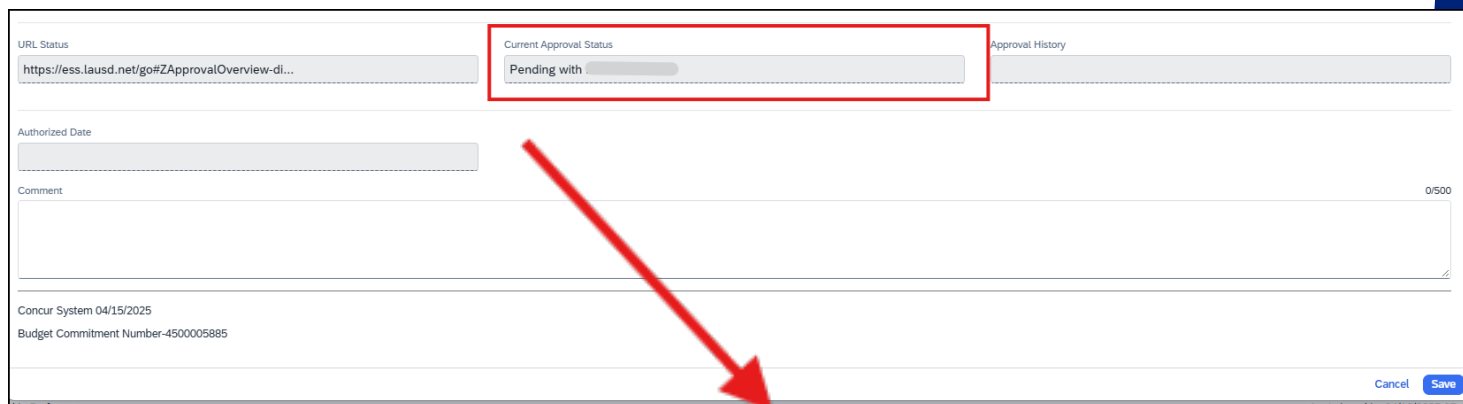
**Request Details** ▾ Print ▾ Attachments ▾

- Request
- Edit Request Header**
- Request Timeline
- Audit Trail
- Allocation Summary

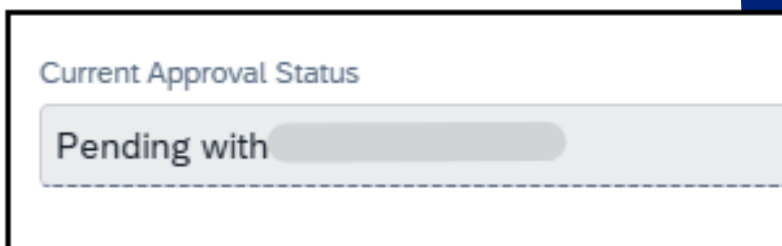
**EXPECTED EXPENSES**

<input type="checkbox"/>	Expense type↓↑	Details↓↑
<input type="checkbox"/>	Hotel	San Diego

Scroll down to **Current Approval Status**. It will state the name of the approver.



The screenshot shows a web application interface with several fields. The 'Current Approval Status' field is highlighted with a red box and contains the text 'Pending with [redacted]'. A red arrow points from this field to a zoomed-in view of the same field shown below. Other fields include 'URL Status' (https://ess.lausd.net/go#ZApprovalOverview-di...), 'Authorized Date', 'Comment' (0/500), 'Concur System 04/15/2025', and 'Budget Commitment Number-4500005885'. There are 'Cancel' and 'Save' buttons at the bottom right.



This is a zoomed-in view of the 'Current Approval Status' field. It shows the text 'Current Approval Status' above a text input field containing 'Pending with [redacted]'. The field is outlined with a black border.