# Create a New Request

The Request module is used to plan, organize, and request approvals for UA business travel. A Request provides a general estimate or plan for the trip including anticipated costs to UA. (The Report provides final documentation of the trip as it happens including a detailed itemization of costs and modifications made after Request approval.)

A Request is required for all business travel including trips partially or wholly paid by a third party (even when self-funded). Travelers should only have one Request per full time in travel status. A business justification in the Header is required if the Request is submitted after trip commencement.

1. Select "Start a Request" from New on the homepage or "Create New Request" in the Request module
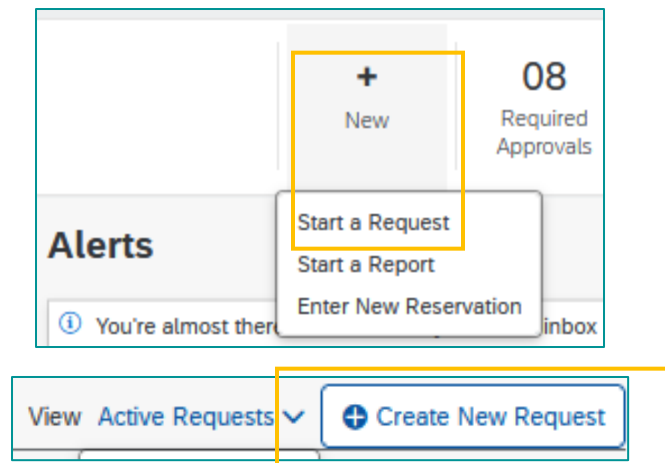
2. Enter the required Header information including dates and location of travel, business purpose, and funding source
3. Click "Create Request"

4. Click "Add" under Expected Expenses to enter airfare, lodging, and/or car rental expense information
   a. Select the expense type from the "Add Expected Expense" list
   b. Enter information in the required fields and "Save"
   c. Dates, times, and location for each are adjustable during booking with some restrictions
   d. Amount entered is the total estimated cost
5. Add additional expenses and Allocate to additional funding sources as needed

6. If needed, formally request a travel advance by selecting Add Cash Advance from the Request Details drop-down

Slavik, J 10/20-10/25/23 SE   Cancel Save Submit

Cash Advance Timeline   Manage Attachments

| Details | Expenses |

* Required field

Cash Advance Amount *
250.00

Currency *
US, Dollar

Cash Advance Comment
Per diem advance for student traveler

7. Resolve any Exceptions under Alerts

🛑 Alerts: 1   ⌄

Slavik, J 10/20-10/25/23 SE $1,774.00 🗑   Copy Request   Submit Request
Not Submitted | Request ID: 97MF

Alerts: 1   ⌃

REQUEST

🛑 You have stated the trip will include Personal Travel. Please attach an airfare comparison for the business dates of travel. The comparison must be obtained from the Travel booking tool in Concur. This will also be needed when the expense report is submitted. View

8. Select "Submit Request" followed by "Accept & Continue" on the Final Review pop-up window

Slavik, J 10/20-10/25/23 SE $1,774.00 🗑   Copy Request   Submit Request
Not Submitted | Request ID: 97MF

User Electronic Agreement - Request   ✕

By clicking on the 'Accept & Submit' button, I certify that:

This is a true and accurate estimation of expenses that will be incurred to accomplish official business for University of Alaska and this request is in compliance with University of Alaska Travel & Expense policy.

All university activities, including university-sponsored travel, are to be free of sexual or gender-based discrimination or misconduct. UA encourages all travelers to report any Title IX prohibited conduct experienced or observed. Title IX reporting options and resources are listed at each university's Title IX page.

Cancel   Accept & Continue

9. Once submitted, the Cancel Request and Recall options are available, and the Status changes to "Submitted" with notes of "Submitted & Pending Approval [by <approval step>]"

Slavik, J 10/20-10/25/23 SE $1,774.00

Submitted & Pending Approval by your Supervisor | Request ID: 97MF

More Actions ⌄ | Recall

Copy Request
Cancel Request

Request Details ⌄   Print/Share ⌄   Attachments 🔴 ⌄

Slavik, J 10/20-10/25/23 SE
10/20/2023 | 97MF

$1,774.00

[Submitted]

Submitted & Pending Approval by your Supervisor

10. Depending on the user's email notification settings, the traveler and delegate receive an email notification of Request submission, return, and/or approval(s)

11. Once approved by all user's in the Approval Flow, status will change to "Ready to Book" or "Approved" and Book Travel or Create Expense Report are available actions on the Request

Lasinski, J 4/1 - 4/6/24 SEA
04/01/2024 | 7WF7

$2,524.00

[Ready to Book]

Pending on-line Booking

More Actions ⌄ | Book Travel

Slavik, J 10/20-10/25/23 SE
10/20/2023 | 97MF

$1,774.00

[Approved]

More Actions ⌄ | Create Expense Report