

Relocation Concur Travel Request – Job Aid for Participants/Fellows

IMPORTANT TIP: Prior to creating and submitting your Concur Travel Request for your Relocation, please complete the following tasks:

- Be mindful of your relocation allowance on your appointment letter
- Contact Travel Central at travelcentral@orau.org and advise your estimated move dates.
- Be aware that Per diem maximum allowances for relocation are: Lodging - \$96, Meals & Incidentals are \$55 (75% for first and last day of travel). Current relocation for mileage is .17 per mile.
- Please visit our the Relocation section of the ORISE Travel Central website at [Relocation Guidance Link](#). for more details,

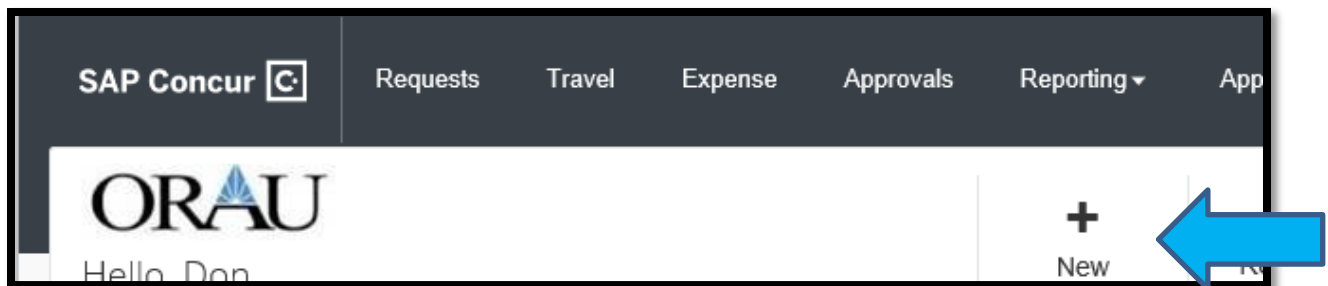
NOTE:

- A **red asterisk *** indicate a required field.
- Grey question marks “?” are **Tool Tips** to assist you. To see the Tool Tips, hover your cursor over the “?”.

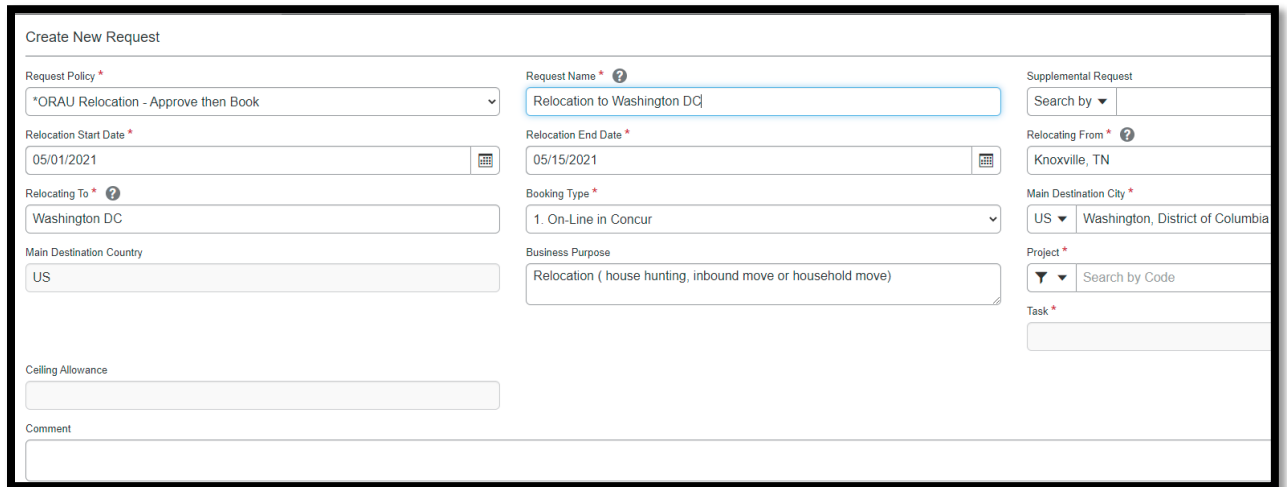
Create New Travel Request

1) Click on **Request Travel** in Zintellect, to get to the **Concur Home** page.

2) To create a new **Travel Request**, click on **New**:

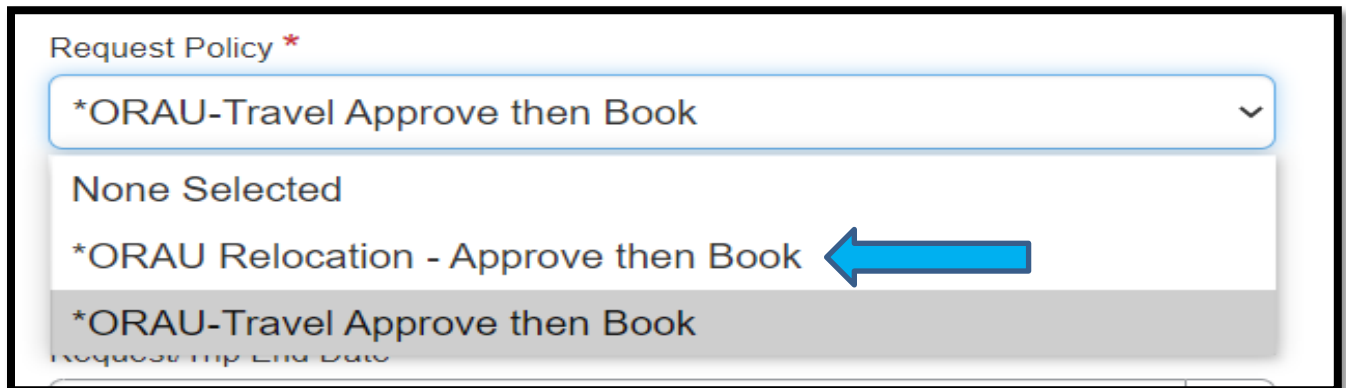


3) Click on **Start a Request** to open the **Create New Request** form:

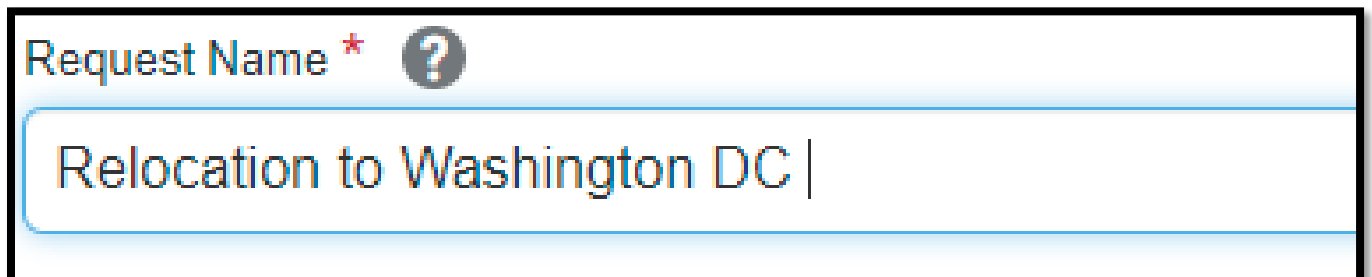


4) This **Create New Request** form includes basic trip information. Complete all sections as follows:

a. **Request Policy** – Select **ORAU-Relocation Approve then Book**



b. **Request Name** – Enter **Relocation** and the **City, State** you are relocating to:



- c. **Request Trip Start Date** – Enter the expected date the **Relocation** will begin or click on the calendar and select the **Trip Start Date**:

Request/Trip Start Date *


- d. **Request Trip End Date** – Enter the date the **Relocation** will be complete or click on the calendar and select the **Trip End Date**:

Request/Trip End Date *

- e. **Trip Type** – Select **Domestic Travel** or **International Travel**:

Trip Type *

Domestic Travel 

None Selected

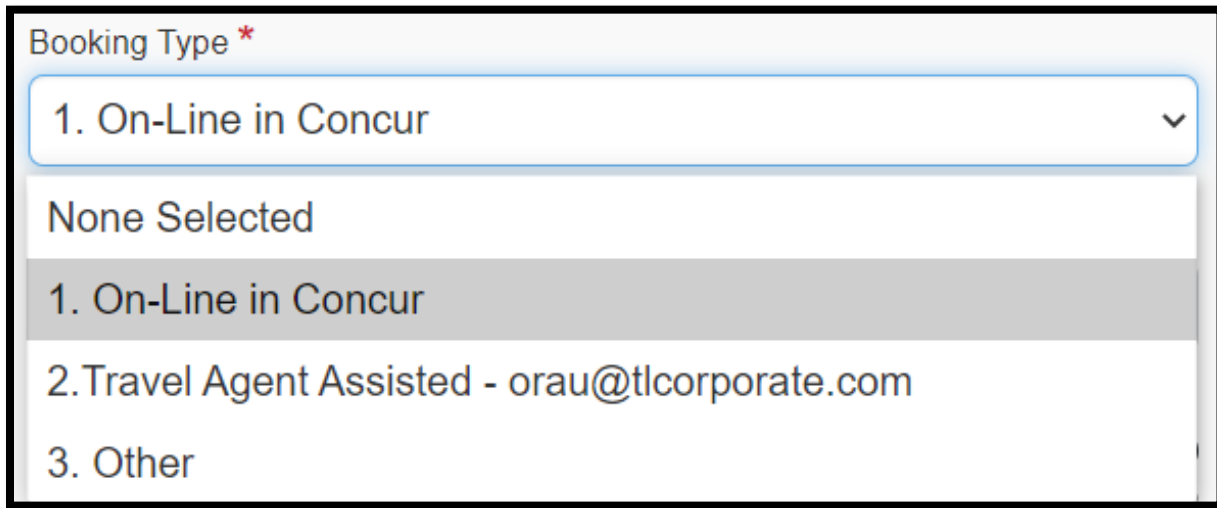
Domestic Travel

International Travel

Interview Travel

- f. **Booking Type** – Select how you will book your airfare:
- **On-Line in Concur:** (preferred option) It is recommended that all domestic bookings are booked via the **Concur Booking Tool**.
 - **Travel Agent Assisted:** Upon approval of this **Travel Request**, this option sends an automatic notification to our contracted travel agency who will contact you to complete the booking.

- **Other:** Select this option if you are booking your own airfare (not using Concur or Travel Agent), or if there is no airfare required for the trip. **Note:** You must ensure your program allows this option.



Booking Type *

1. On-Line in Concur

None Selected

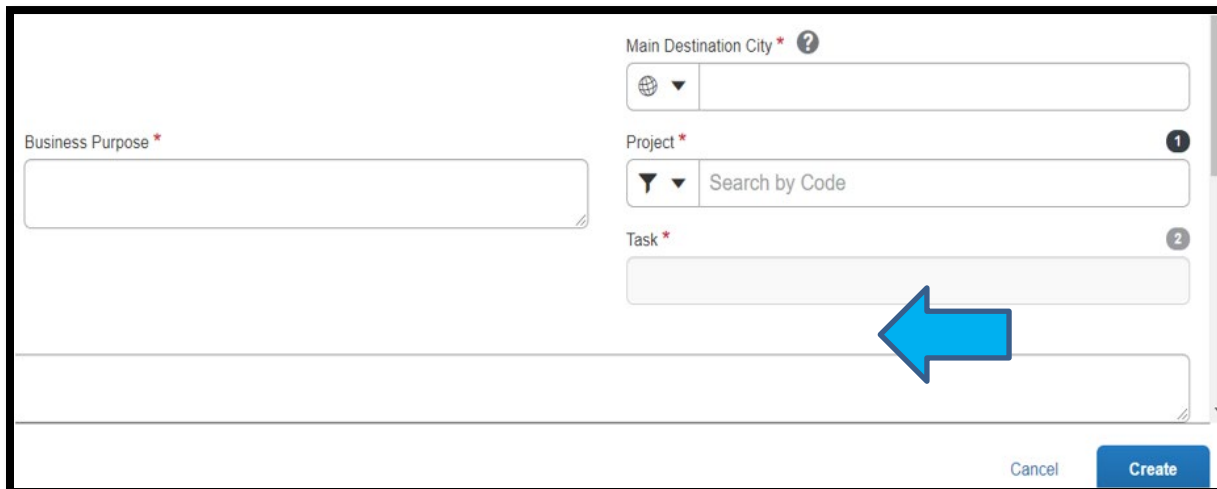
1. On-Line in Concur

2. Travel Agent Assisted - orau@tlcorporate.com

3. Other

- g. Business Purpose** - Enter **Relocation** to(destination city)
- h. Main Destination City** - Enter the destination
- i. Project** - Project Code will be pre-filled
- j. Task** - Task Code will be pre-filled
- k. Comments** - Enter any information your approvers should be aware for travel.

5) Click the Create button:



Business Purpose *

Main Destination City * ?

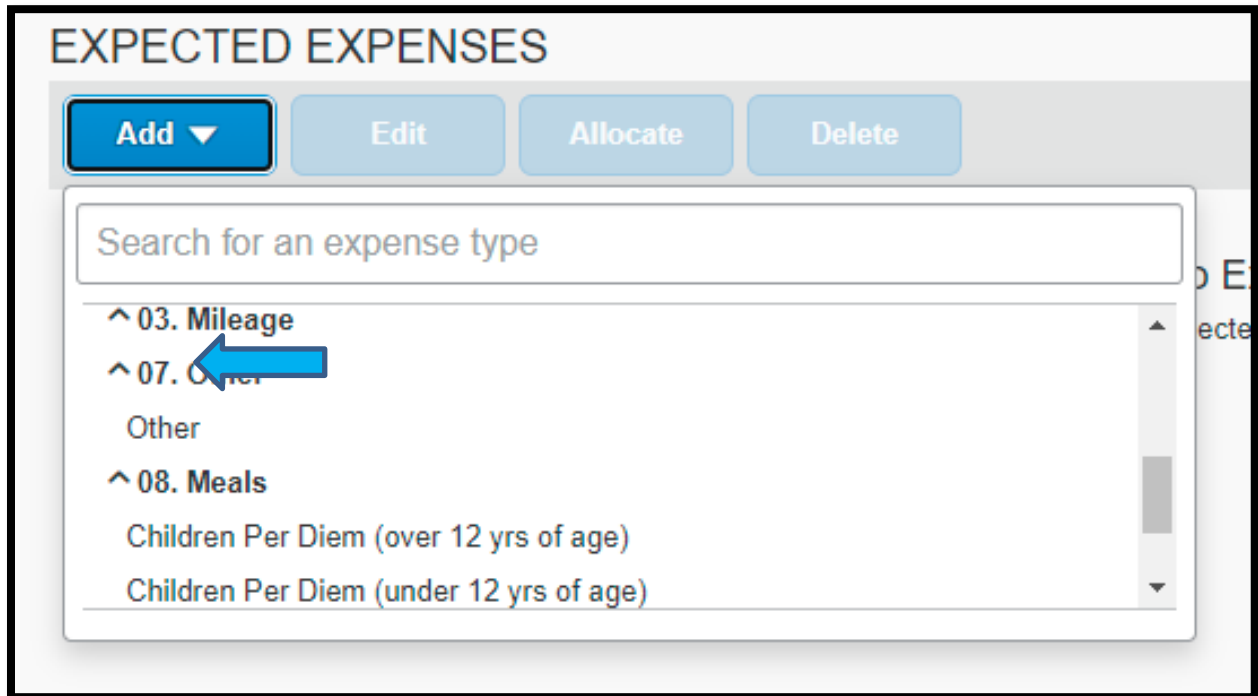
Project * 1

Task * 2

Cancel Create

Expected Travel Expenses

- 6) **Expected Travel Expenses:** For the purposes of **Relocation** only complete the **Expected Expenses** form as follows:
- Add:** Click the **Add** button to begin entering expected expenses for your trip.



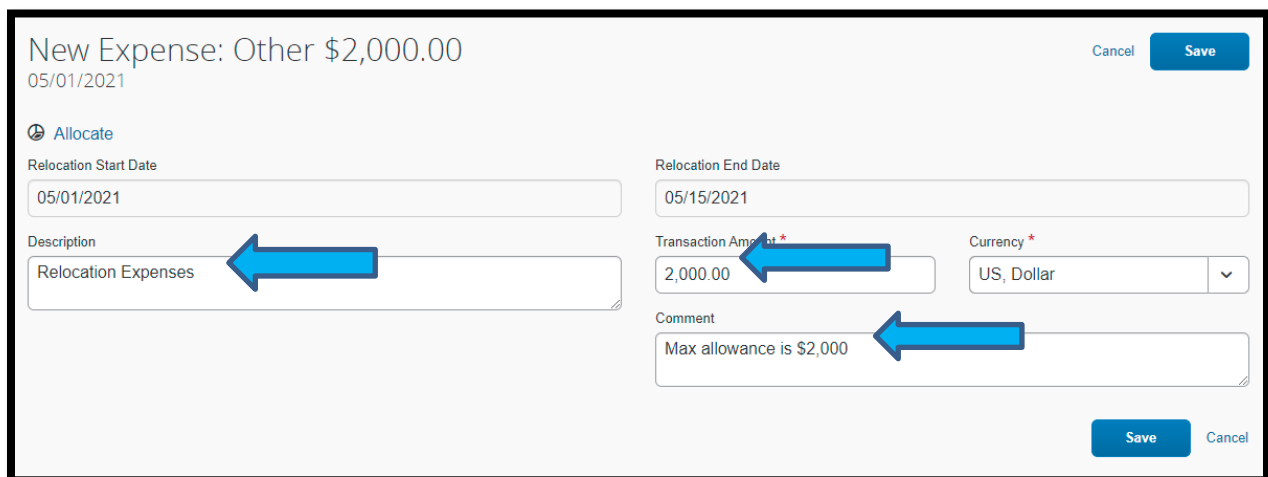
EXPECTED EXPENSES

Buttons: Add, Edit, Allocate, Delete

Search for an expense type

- ^ 03. Mileage
- ^ 07. Other (indicated by a blue arrow)
- Other
- ^ 08. Meals
 - Children Per Diem (over 12 yrs of age)
 - Children Per Diem (under 12 yrs of age)

- New Expense: Other**– Enter the maximum amount allowed for reimbursement found on your appointment letter. Click **Save**.



New Expense: Other \$2,000.00

05/01/2021

Allocate

Relocation Start Date: 05/01/2021

Relocation End Date: 05/15/2021

Description: Relocation Expenses (indicated by a blue arrow)

Transaction Amount: 2,000.00 (indicated by a blue arrow)

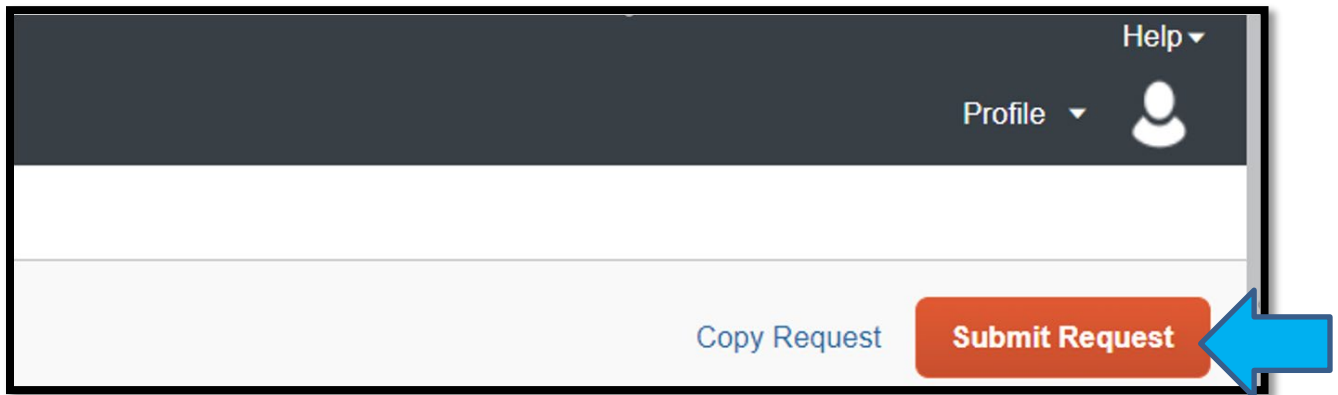
Currency: US, Dollar

Comment: Max allowance is \$2,000 (indicated by a blue arrow)

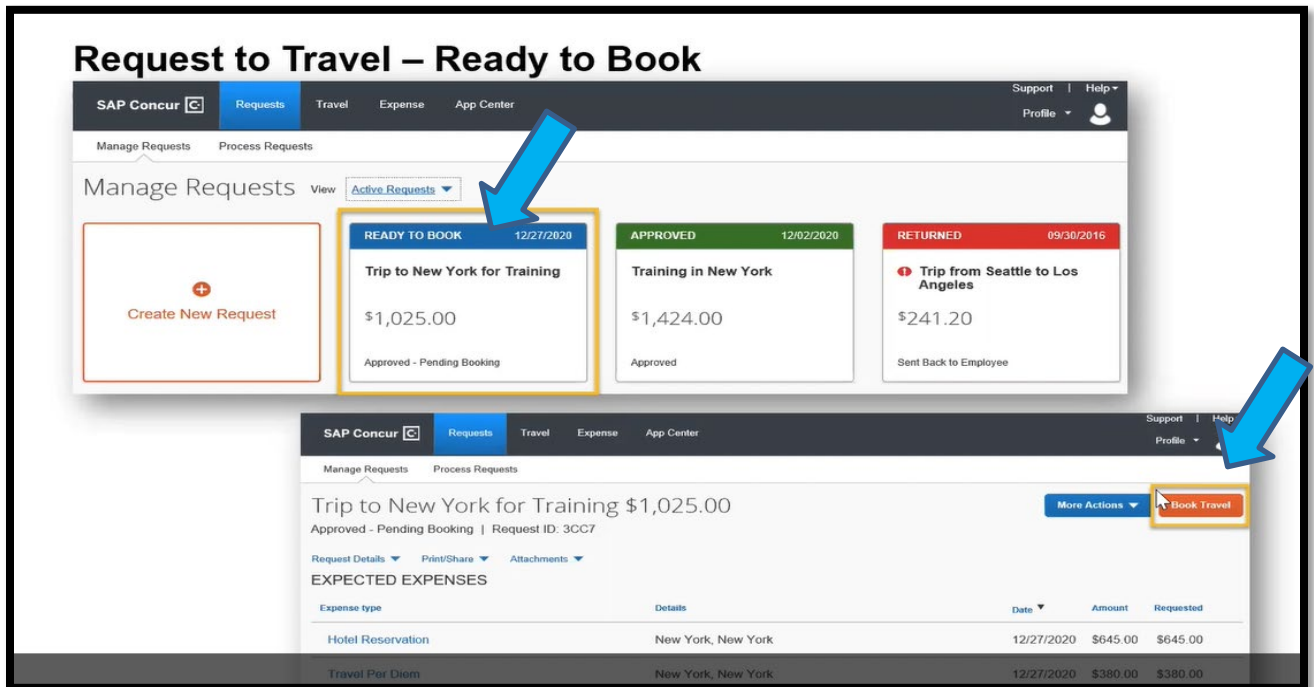
Buttons: Save, Cancel

IMPORTANT NOTE: Be advised, this does not mean you will have \$2,000 to spend freely. You are required to submit an Expense Report after travel is complete to provide details of expenses and copies receipts. Once approved, you will have up to the maximum allowable amount of expenses approved.

- 7) After entering all **Expected Travel Expenses** on the **Expected Expense** form, click the **Submit Request** button located at the top right corner.



Note: Once your **Travel Request** has been approved, you will receive an email notification that your trip is ready to book and the **Travel Request** will appear as **READY TO BOOK** on the Concur home page:



- 8) Booking Travel** - To book your travel, click on the **Ready to Book** and then the Book Travel block at the top right hand corner of the page. This will take you to the Travel page to start the booking process. See the **Job Aid – Concur Booking Tool**.

Note: If **Travel Agent Assisted** was selected in your **Travel Request**, the Travel Agency will contact you to complete the booking and travel arrangements.