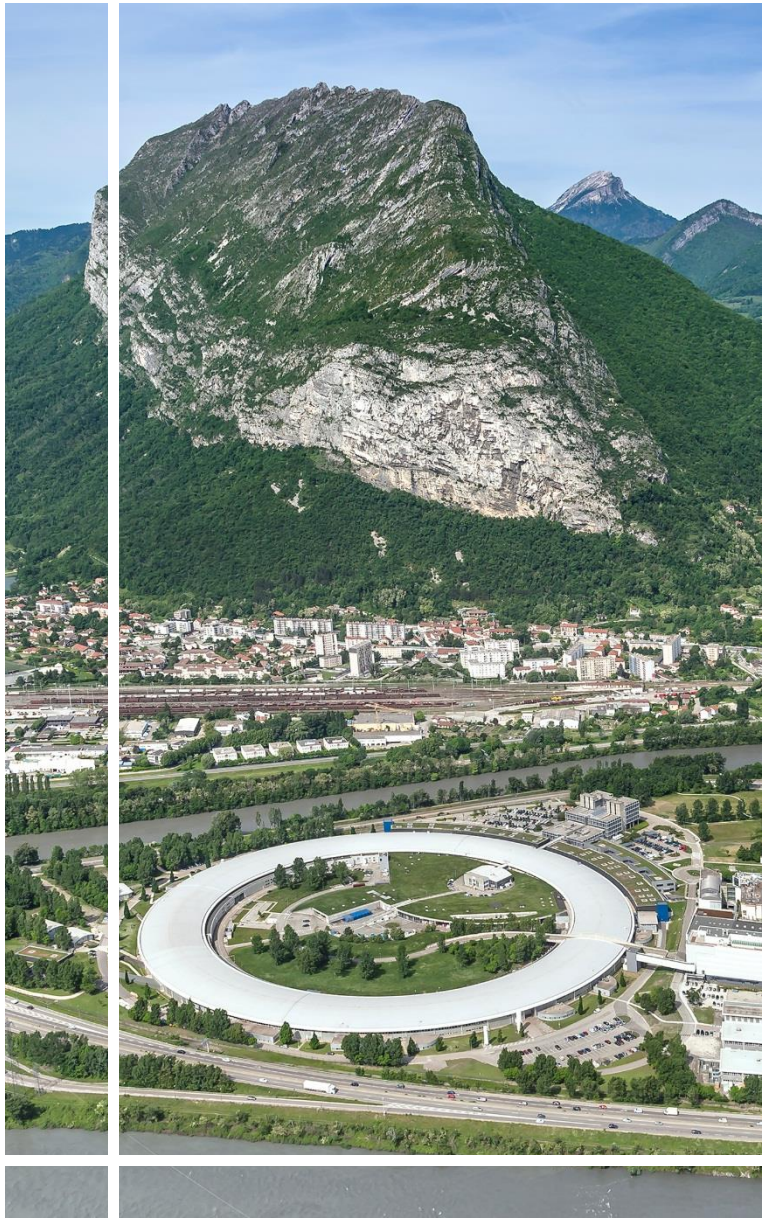
ESRF
The European Synchrotron



SAP Concur

for Experimental users

Online booking &
Travel Requests

OBJECTIVES AND PRE-REQUISITES:

The following slides explain:

- How to make an online booking
- How to submit your travel request

Pre-requisites:

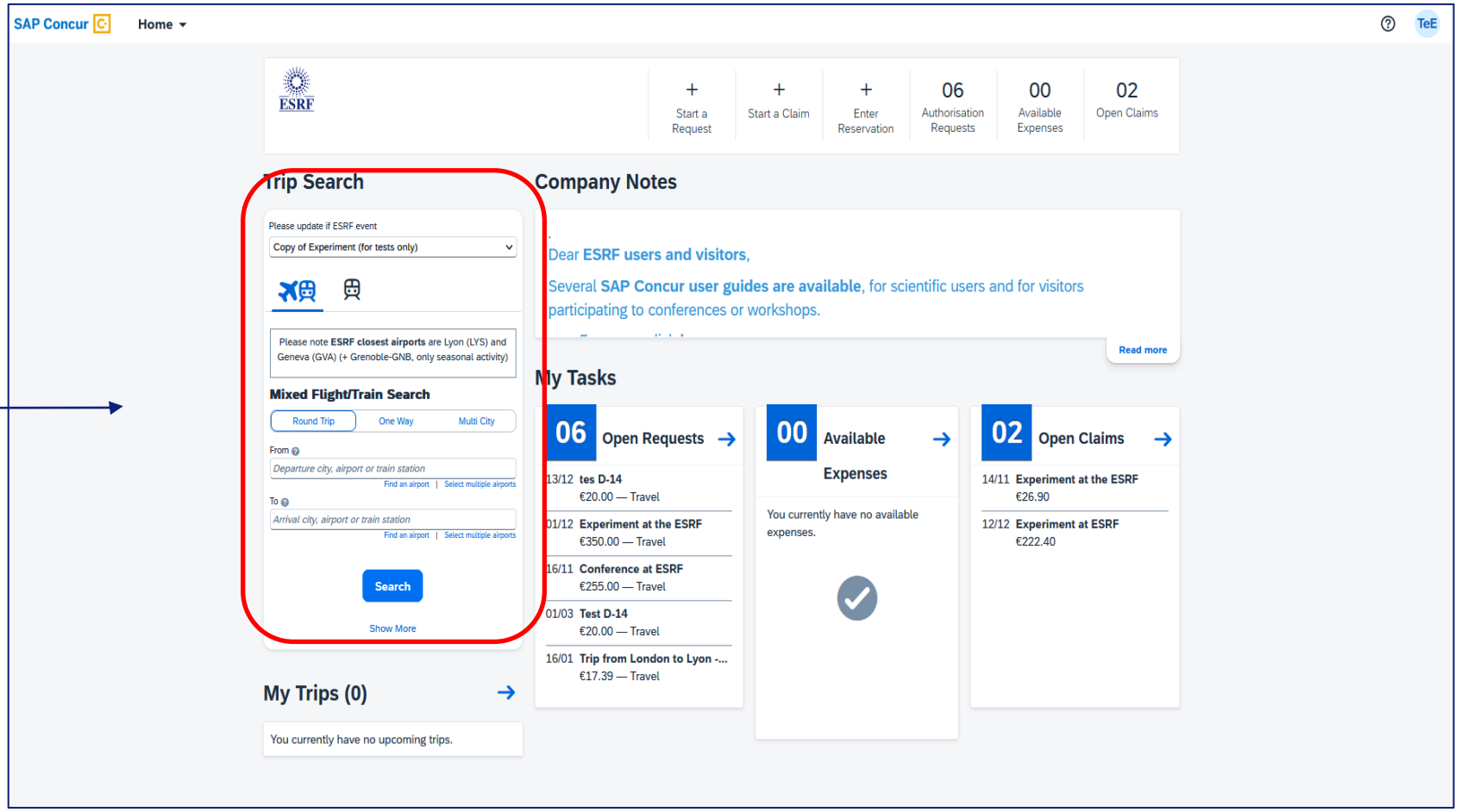
The ESRF recommends that beforehand, you looked at:

- Introduction to SAP Concur for ESRF users
- General information of SAP Concur for ESRF users – First connection

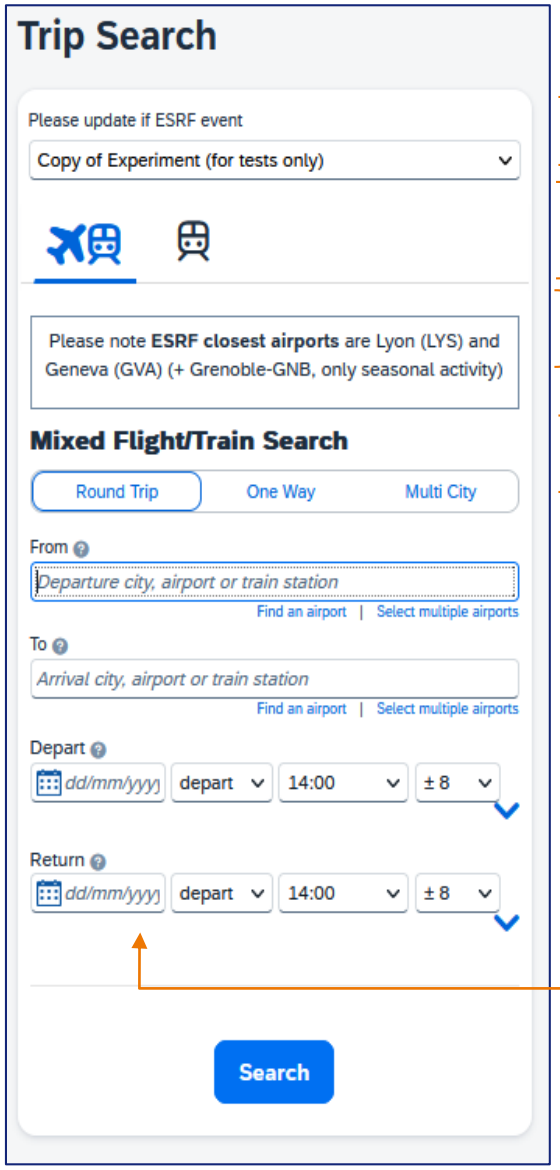
Trains outside of France cannot be booked online via SAP Concur. Please refer to the « Travel request without online booking » handbook

SAP CONCUR - HOME PAGE

From the home page, online booking starts with « Trip Search »



SAP CONCUR – TRIP SEARCH (1/4)



Default value is Experiment (i.e travel policy for experimental user)

Default value is Airplane or train search

Reminder

Default value is “Round Trip”

Departure/arrival: to be filled-in by traveler

By default, the application researches flights to/from both Lyon (LYS) and Geneva (GVA)

Dates: to be filled-in by traveler (minimum D-14)

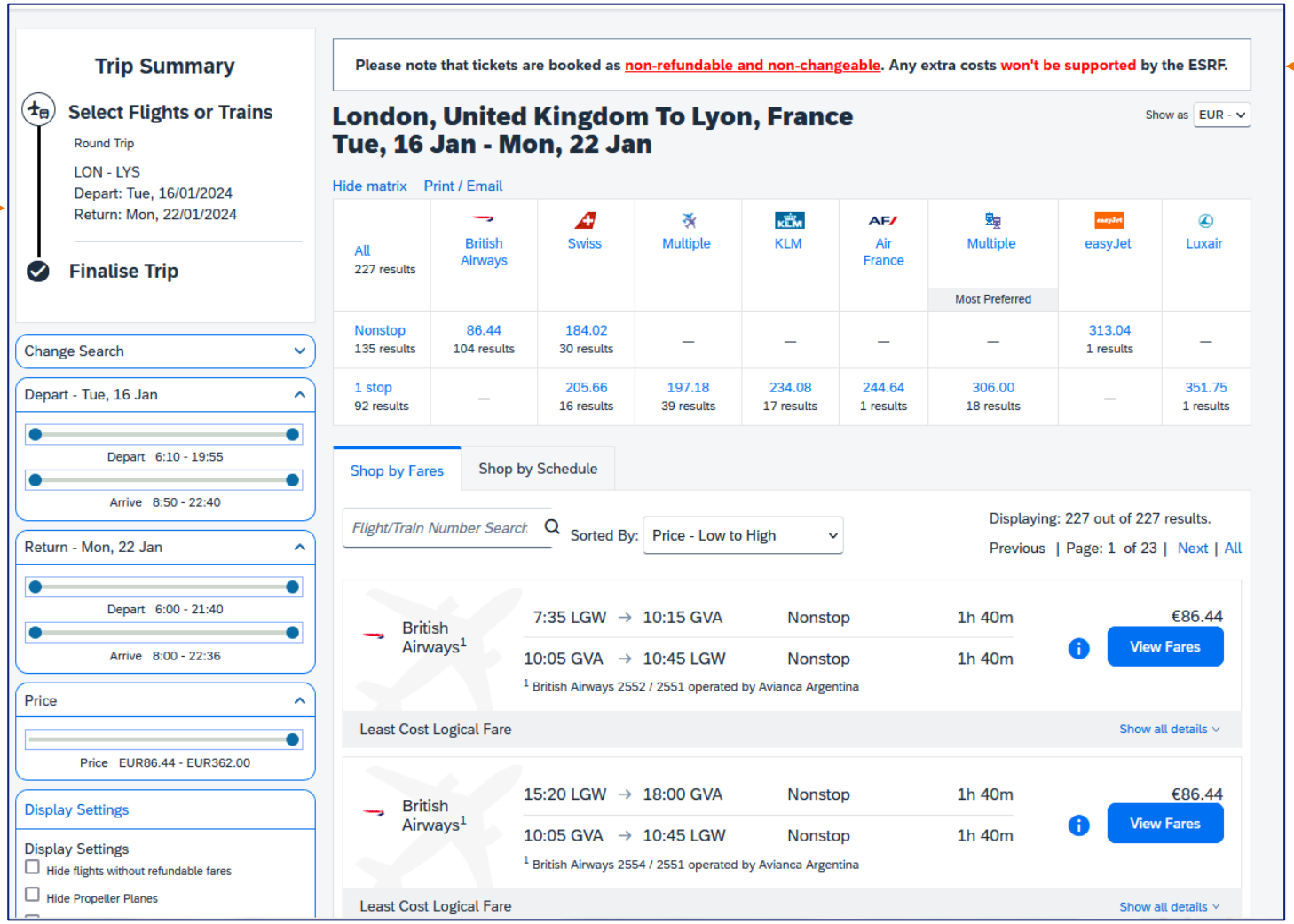
By default, the application will report available tickets from 6:00 to 22:00 for flight. For train you must indicate an approximate schedules.

Fill-in « From », « To », « Depart » and « Return » dates

And then, click « Search »

SAP CONCUR – TRIP SEARCH (2/4)

For example: London-Lyon (or Geneva), from 16 to 22 Jan. 2024



Reminder

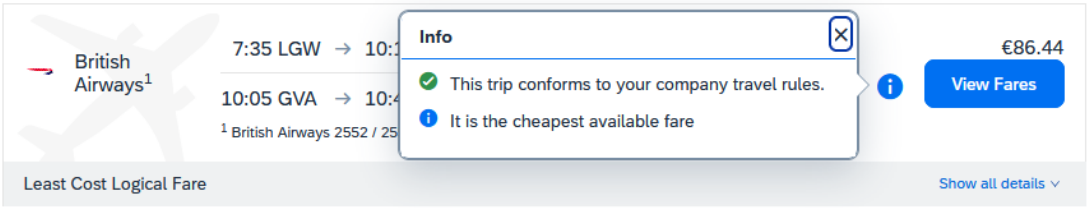
Travel options…

You can adjust the desired schedule

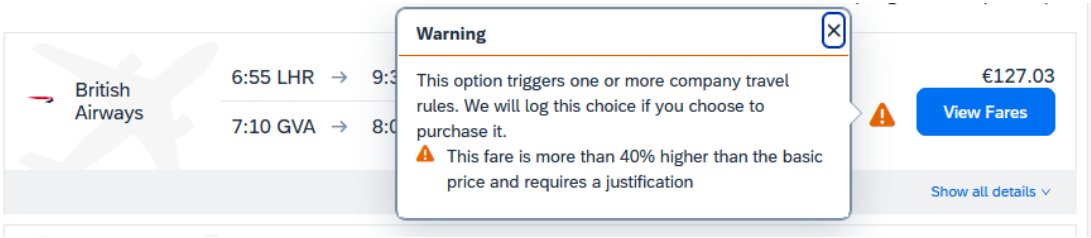
SAP CONCUR – TRIP SEARCH (3/4)

TRAVEL SUGGESTIONS ARE COMPLIANT WITH ESRF TRAVEL POLICY:

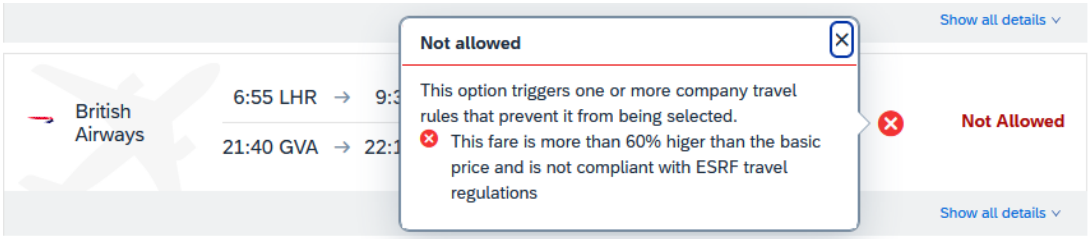
Great!
You chose the most economical fare, compliant with ESRF travel policy



These tickets require justification and are subject to ESRF prior agreement

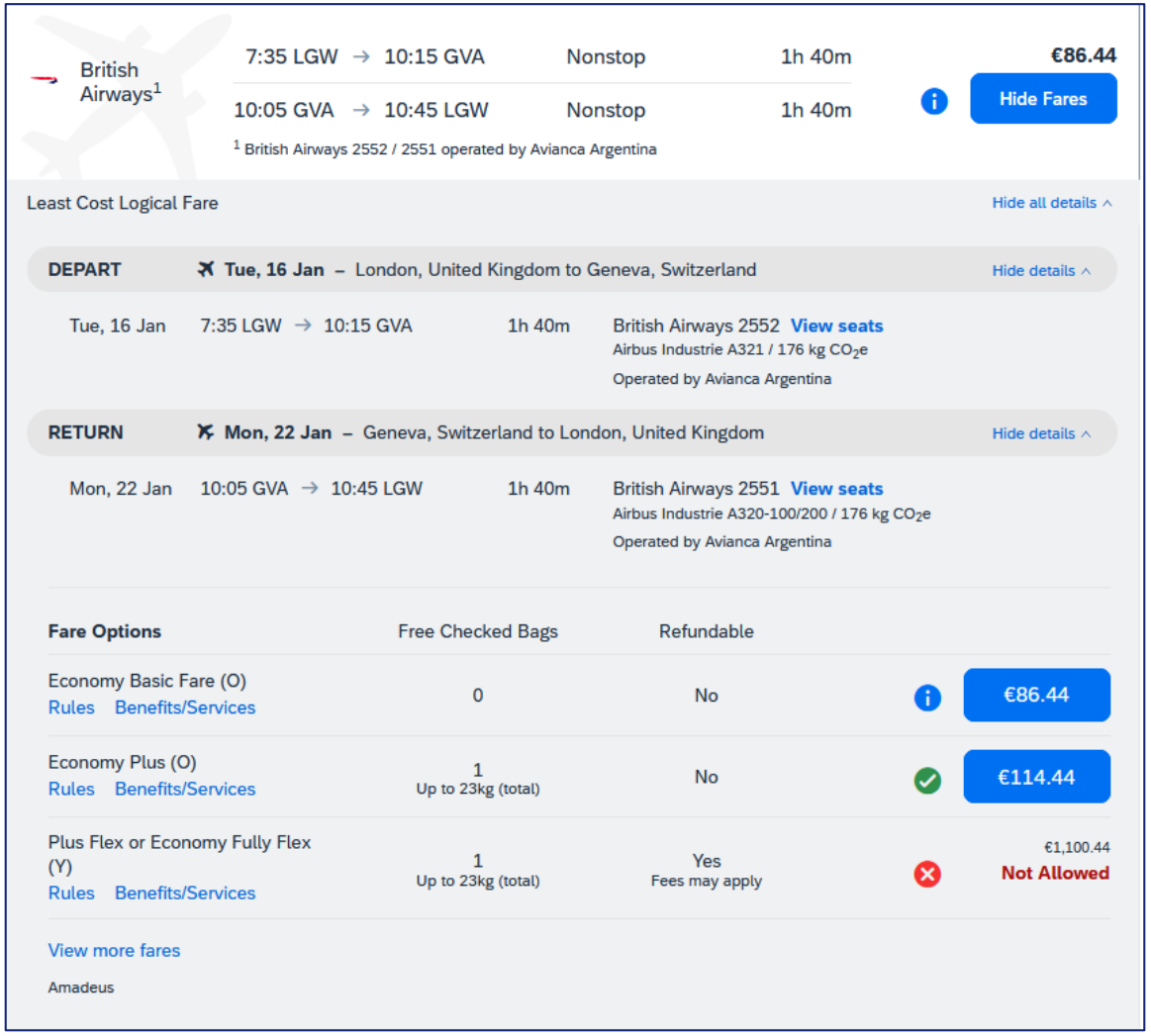


Sorry, these tickets are not authorized by ESRF travel policy



SAP CONCUR – TRIP SEARCH (4/4)

Select your tickets, by clicking on **Hide Fares**

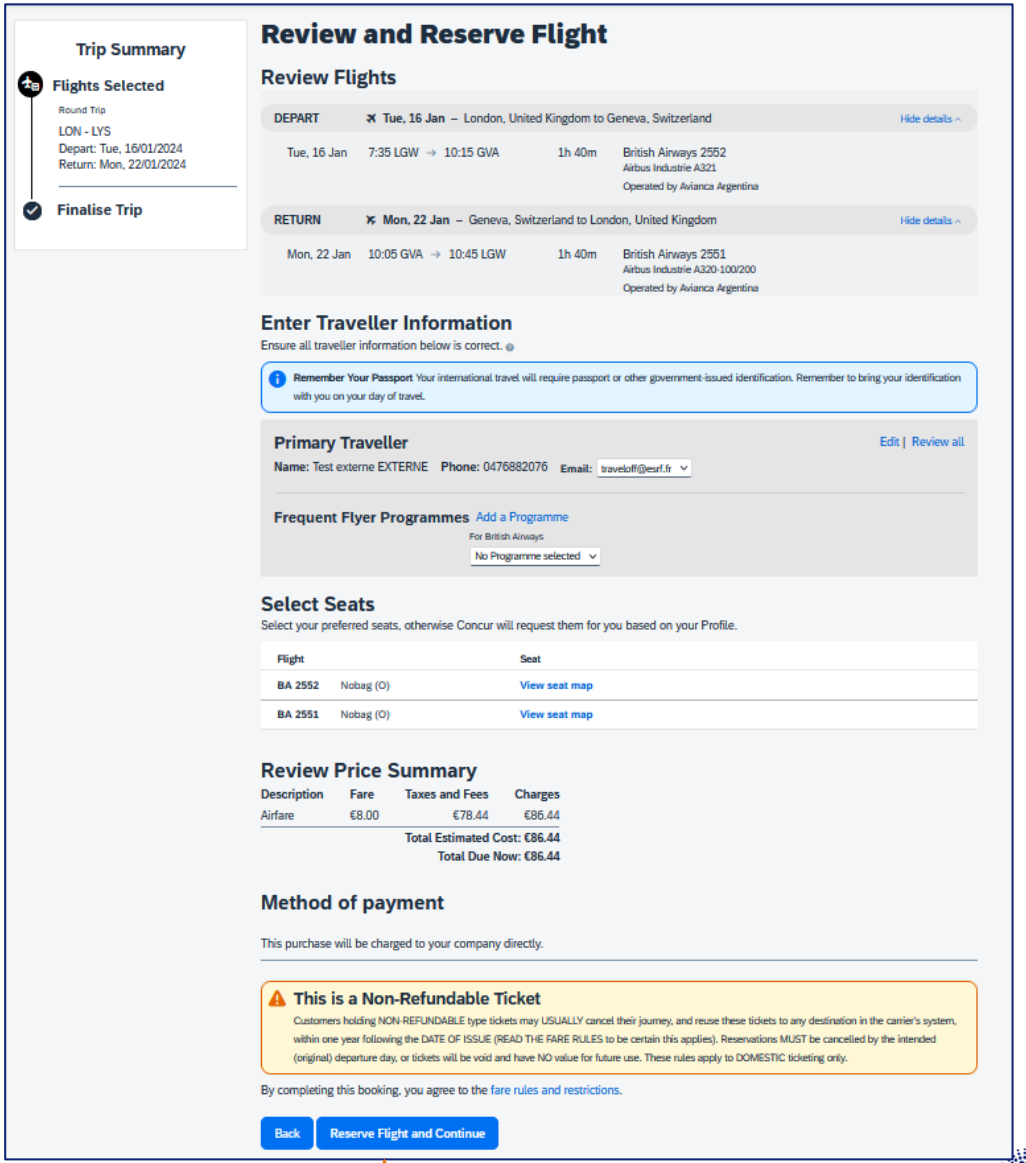


Luggage Y/N?

SAP CONCUR – BOOKING CONFIRMATION (1/4)

The flights you selected:

Traveler's data, automatically reported in Concur (can be completed by the traveler)



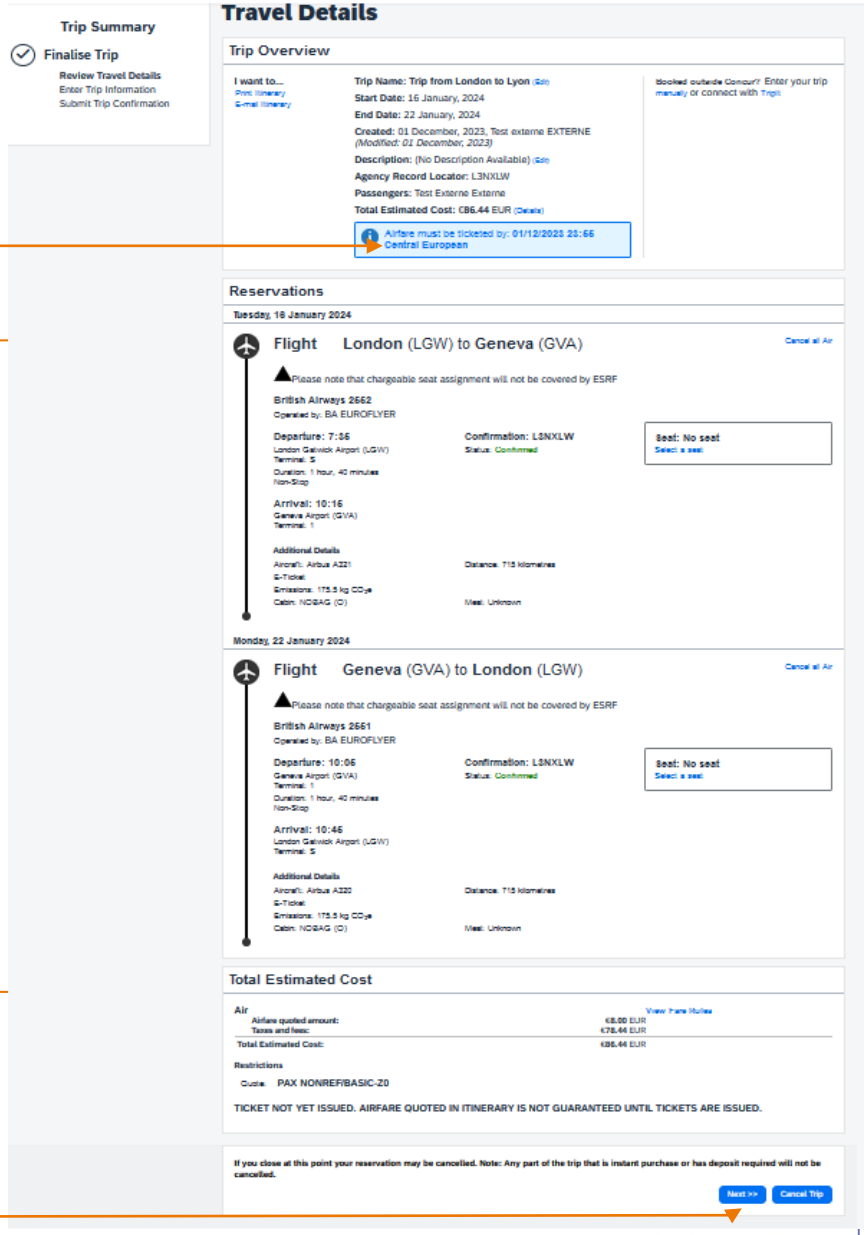
If ok, click here for next step

SAP CONCUR – BOOKING CONFIRMATION (2/4)

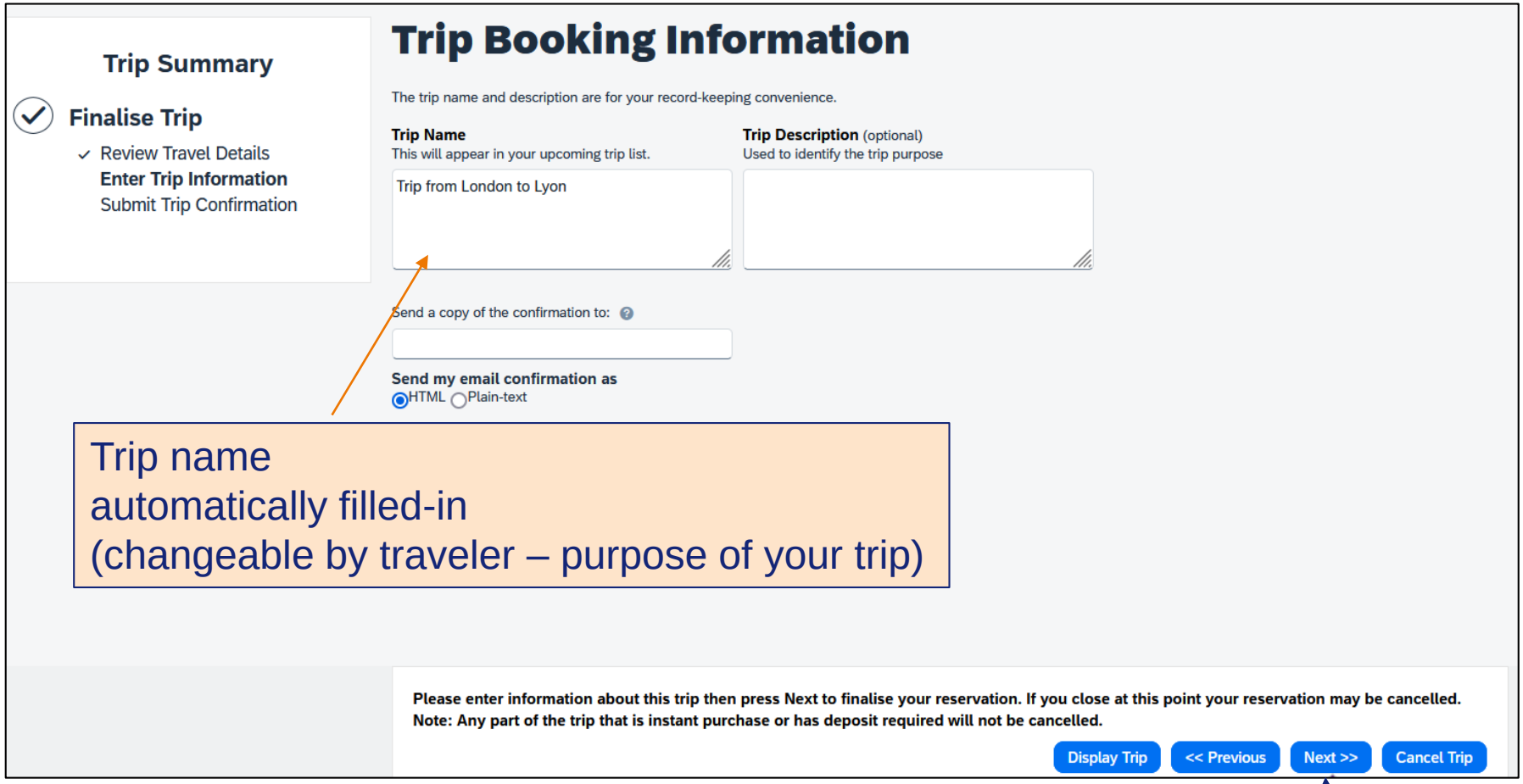
Flight option end date
(your flight is pre-booked until this date, your travel request must be validated before this date).

Flight details

If ok, click here for next step



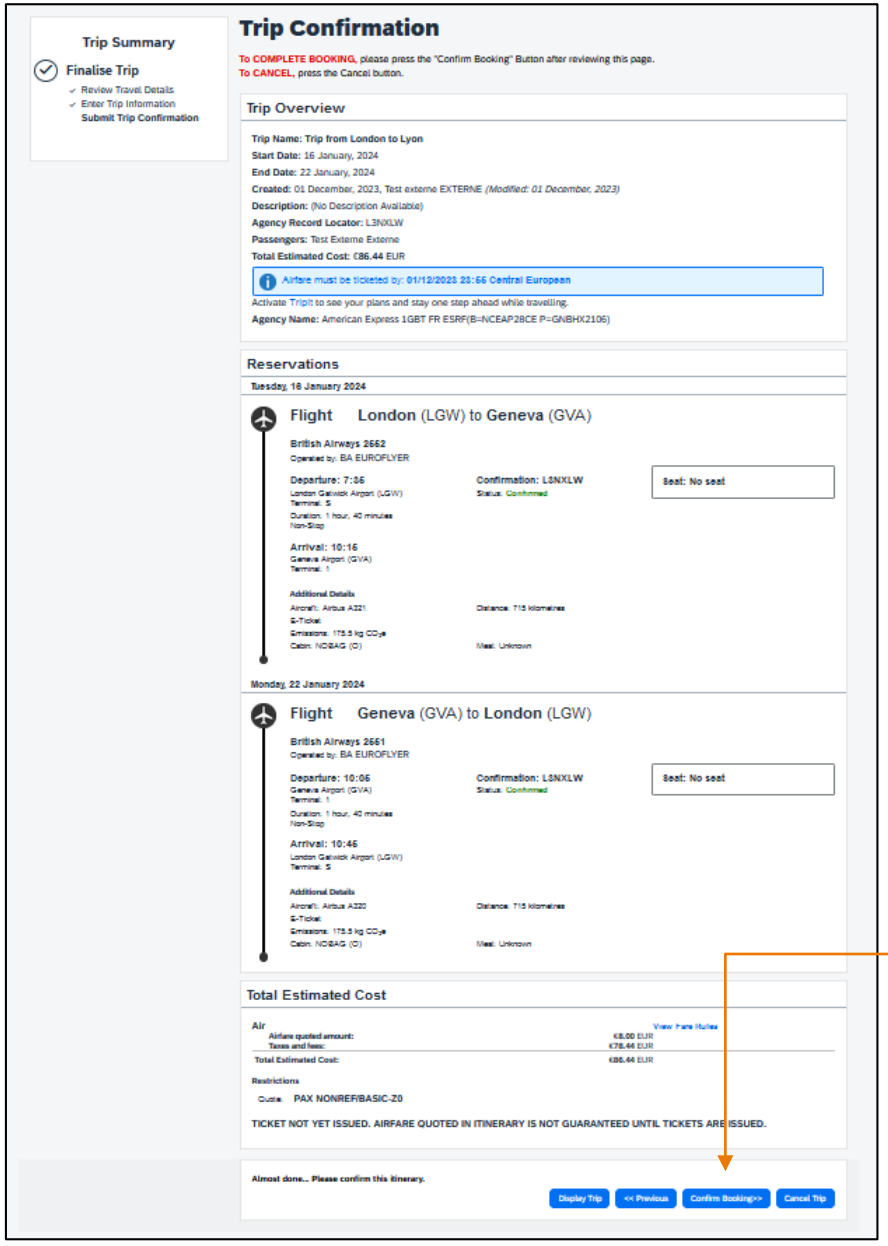
SAP CONCUR – BOOKING CONFIRMATION (3/4)



Trip name
automatically filled-in
(changeable by traveler – purpose of your trip)

If ok, click here for next step

SAP CONCUR – BOOKING CONFIRMATION (4/4)



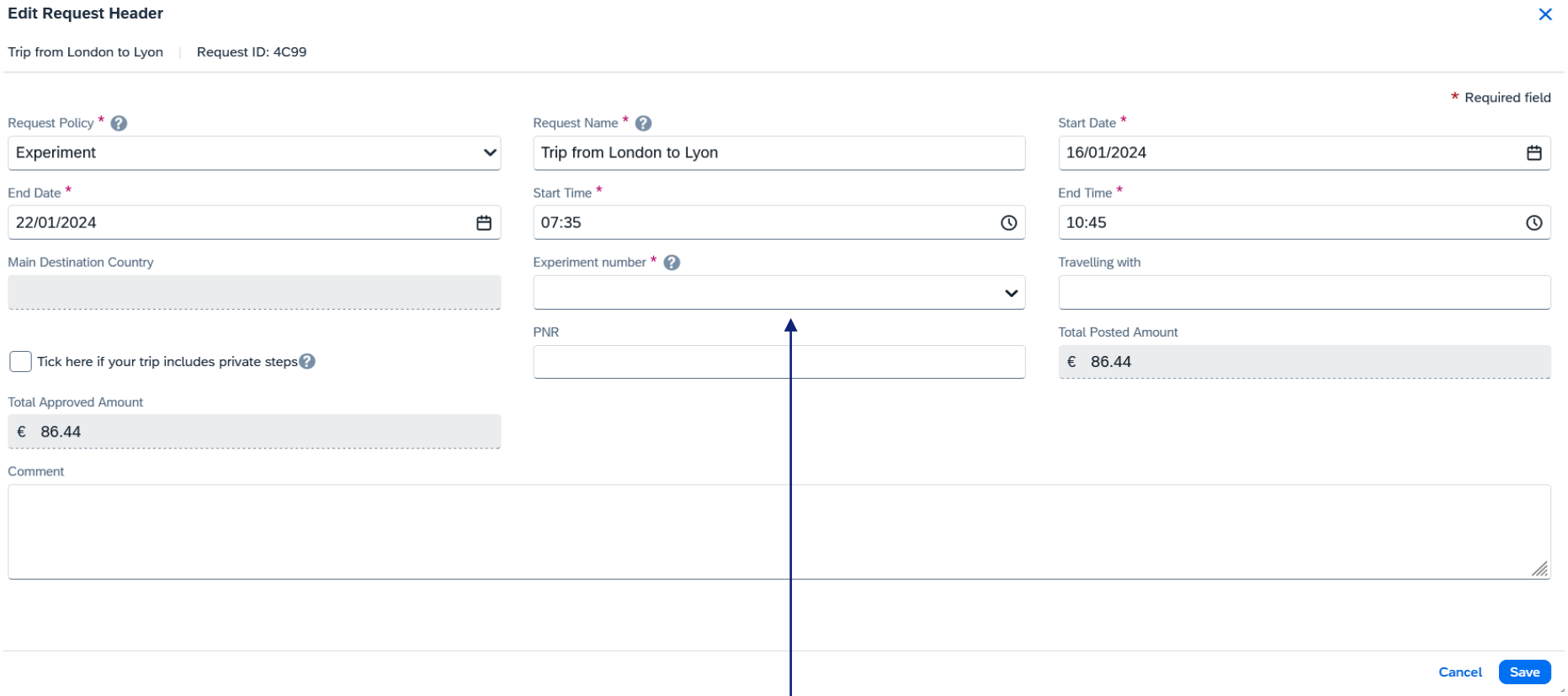
Final review of the booking:

If ok, click on “Confirm bookings”

SAP CONCUR – CREATION OF THE REQUEST HEADER

Now, your online booking needs to be approved by ESRF

You can see below the header of your travel request (automatically filled-in)



Complete your experiment number (ex : CH-6402)

Click “Save” for next slide

SAP CONCUR – TRAVEL EXPENSES

As booked online, your flight expense is automatically reported,

« Air ticket (Self-Booked) » is the ticket you pre-booked

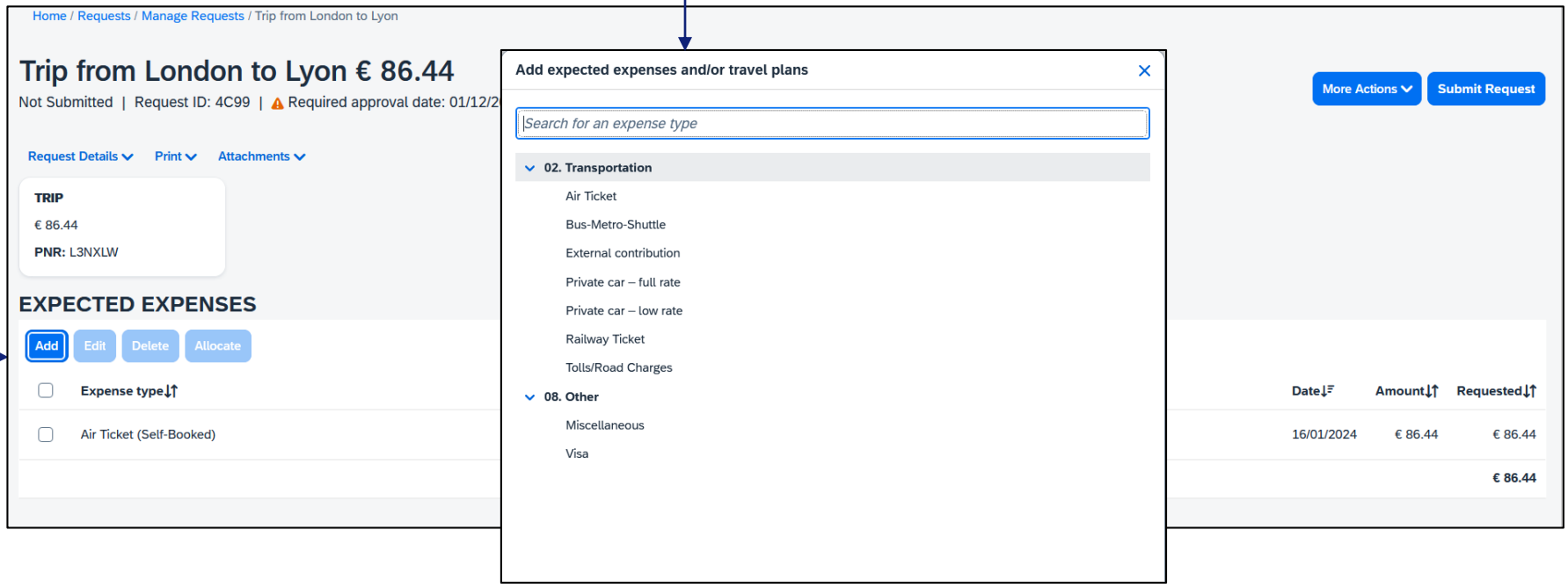
You are requested to add the extra travel expenses you would like to be reimbursed by the ESRF, such as shuttle, bus,…

(see next slides)

SAP CONCUR – ADD TRAVEL EXPENSES

Click on « Add »

And then, select the extra travel expenses

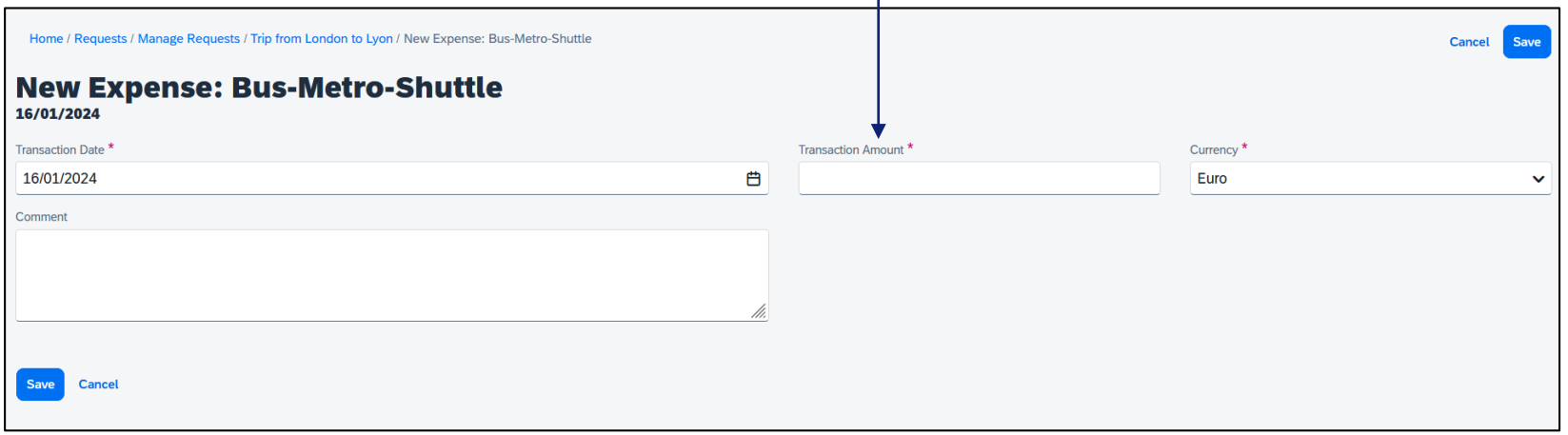


For example: « Bus-Metro-Shuttle », for the transfer from Lyon airport to the ESRF

SAP CONCUR – ADD TRAVEL EXPENSES

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

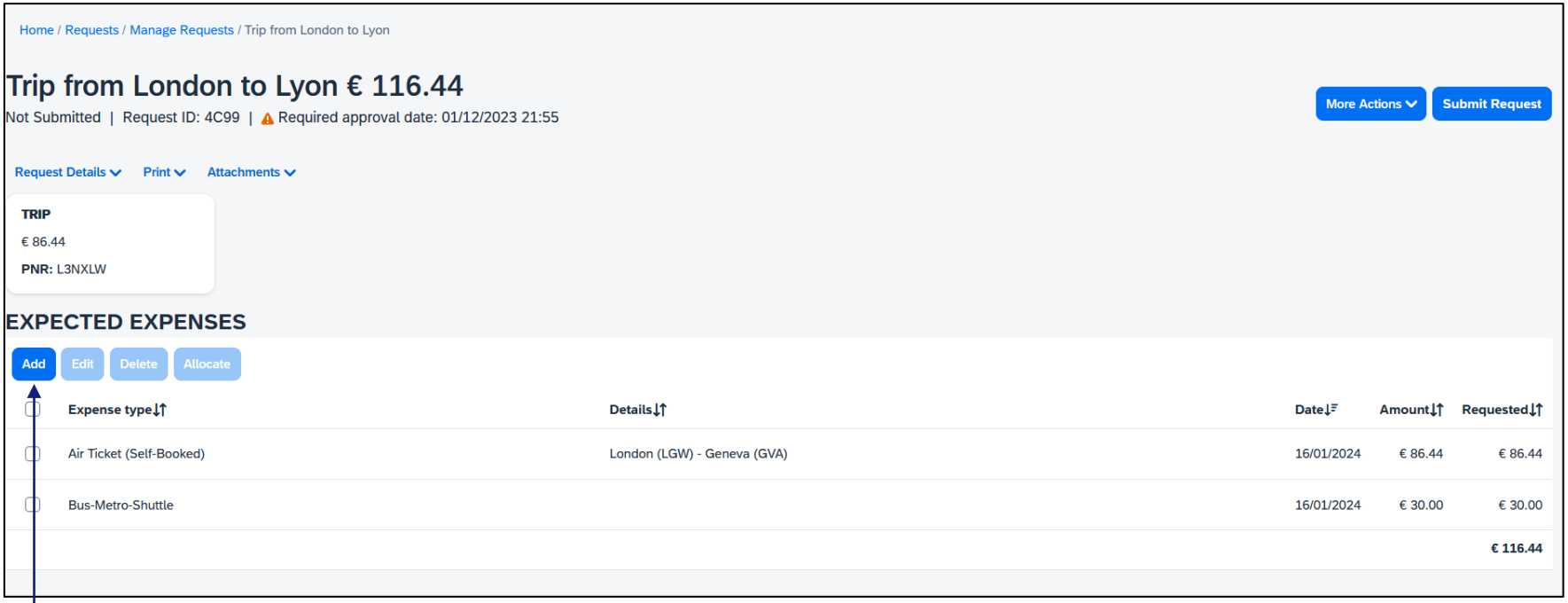
For this item, fill-in the ticket price



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

SAP CONCUR – ADD TRAVEL EXPENSES

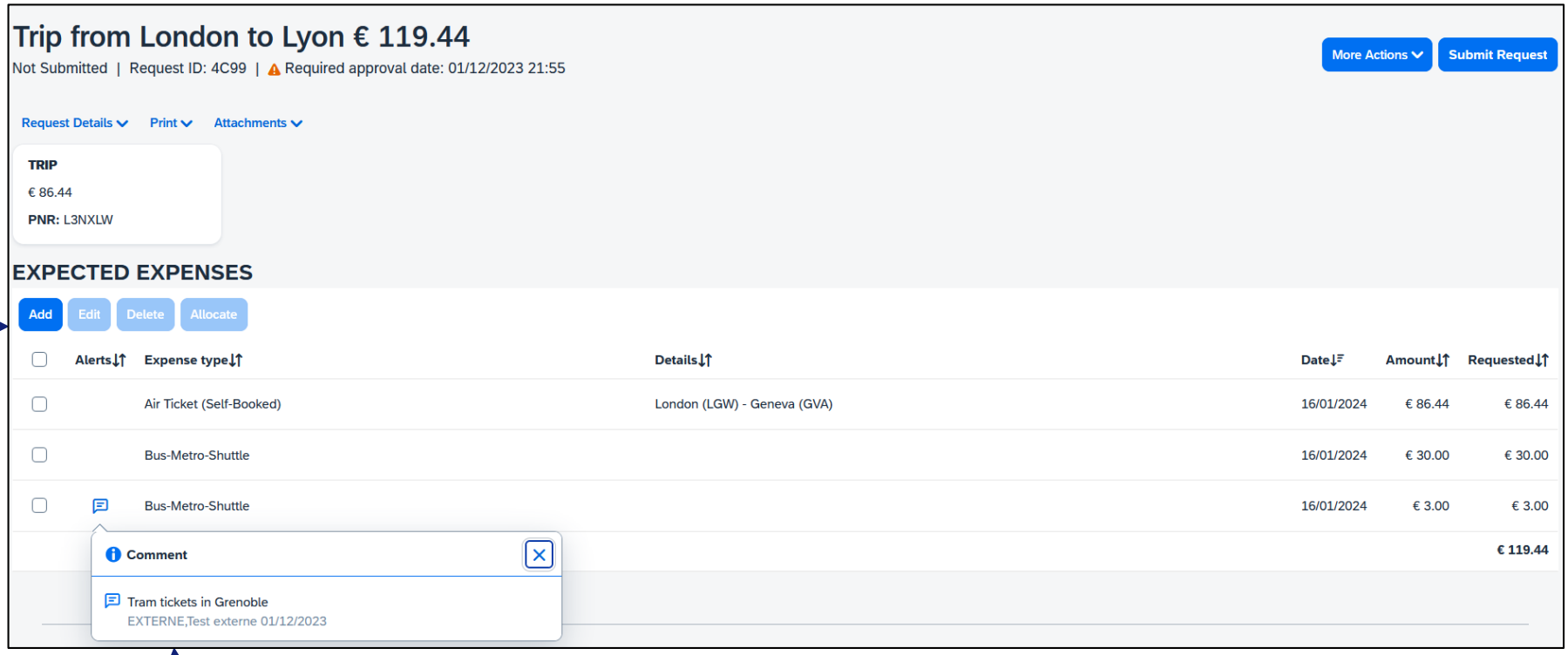
Now, the shuttle ticket is added to your travel request



Click again on « Add », for extra travel expenses

SAP CONCUR – ADD TRAVEL EXPENSES

Click again on « Add », for extra travel expenses



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

SAP CONCUR – CHANGES / CANCELLATION

For changes or cancellation, click to select the item, first

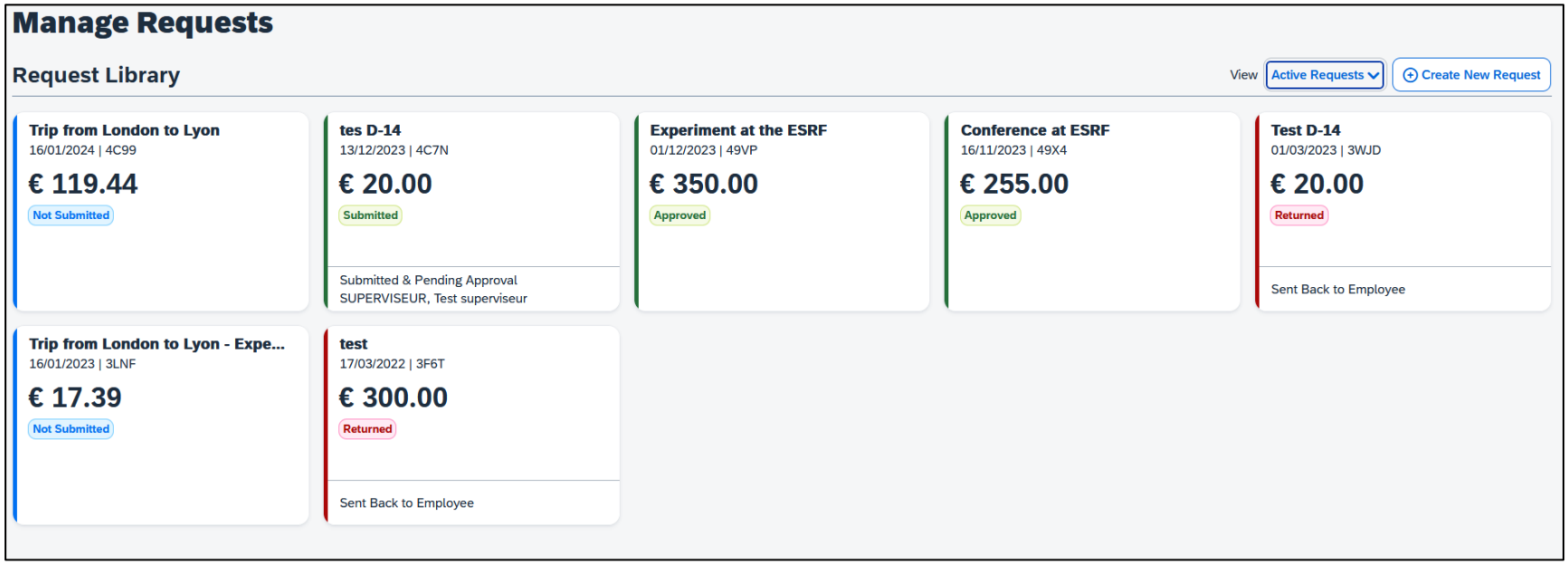
Click on « Edit » for changes

Click on « Delete » to remove the expense

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

SAP CONCUR – 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.



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