



| The European Synchrotron



SAP Concur



for event participants

Travel request without
online booking

The following slides explain:

- How to fill-in the travel request, **without online booking**

Pre-requisites:

The ESRF recommends that beforehand, you looked at:

- Introduction to SAP Concur for ESRF event participants
- First connection to SAP Concur for ESRF event participants

CREATION OF THE REQUEST HEADER (1/2)

From the home page, click on « Start a Request »



+
Start a
Request

+
Start a Claim

+
Enter
Reservation

09
Authorisation
Requests

01
Available
Expenses

04
Open Claims

Trip Search

Please update if ESRF event

Event ▼



Please note **ESRF closest airports** are Lyon (LYS) and Geneva (GVA) (+ Grenoble-GNB, only seasonal activity)

Mixed Flight/Train 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](#)

Company Notes

Dear **ESRF users and visitors**,

Several **SAP Concur user guides** are available, for scientific users and for visitors participating to conferences or workshops.

[Read more](#)

My Tasks

09 Open Requests →

15/02 **Trip from Amsterdam to Lyon**
€259.72 — Travel

16/01 **Trip from London to Lyon**
€33.00 — Travel

01 Available →

Expenses

16/11 **Il Pane Di San Saba**
€10.00

04 Open Claims →

01/12 **Mobile Expense Claim 2023...**
€1.90

01/12 **Conference at ESRF**

CREATION OF THE REQUEST HEADER (2/2)

Change the Request Policy from default value « Experiment » to « Event »

The screenshot shows the 'Create New Request' form with the following fields and annotations:

- Request Policy ***: A dropdown menu with 'Event' selected. An orange arrow points to this field from the instruction box above.
- Request Name ***: A text input field.
- Start Date ***: A date picker with format 'DD/MM/YYYY'.
- End Date ***: A date picker with format 'DD/MM/YYYY'.
- Start Time ***: A time picker with format 'HH:mm'.
- End Time ***: A time picker with format 'HH:mm'.
- Main Destination Country**: A text input field.
- Event ***: A dropdown menu with a list of events: 'None Selected', '11th International Workshop on Radiation Safety at Synchrotron R', '13th January 2023', '16th meeting of the ESRF MAC', and '17th meeting of the ESRF MAC'. An orange arrow points to this dropdown from the instruction box below.
- Travelling with**: A text input field.
- Total Posted Amount**: A text input field with a Euro symbol (€).
- Total Approved Amount**: A text input field with a Euro symbol (€).
- Comment**: A text area.
- Buttons**: 'Cancel' and 'Create Request' buttons at the bottom right. An orange arrow points to the 'Create Request' button from the instruction box below.

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

Select the appropriate Event name, from the list

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

Click on « Add » and select your travel expenses

For example: a return train ticket from Geneva to Grenoble (purchased by yourself)

The screenshot displays the SAP Concur interface for managing travel requests. The main window shows the 'Workshop ESRF' request details, including the status 'Not Submitted' and 'Request ID: 4CC9'. Below the details, there are buttons for 'Request Details', 'Print', and 'Attachments'. The 'EXPECTED EXPENSES' section features an 'Add' button, which is highlighted by an orange arrow from the instruction box above. An orange line also connects the instruction box to the 'Add' button.

The 'Add expected expenses and/or travel plans' dialog box is open, showing a search bar with the placeholder text 'Search for an expense type'. Below the search bar, the dialog lists expense types under two main categories:

- 02. Transportation**
 - Air Ticket
 - Bus-Metro-Shuttle
 - Car Rental
 - External contribution
 - Fuel
 - Parking
 - Private car – full rate
 - Private car – low rate
 - Railway Ticket
 - Taxi
 - Tolls/Road Charges
- 03. Meals**
 - Meals in France
 - Meals outside France

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

Reminder: Do not select
this box

New Expense: Railway Ticket

Cancel Save

Round Trip One Way Multi City

Outbound

Click here ONLY if you require bookings via ESRF Travel Agency

From *

To *

Date * 05/01/2024 Depart at *

Comment

Return

Date * 10/01/2024 Depart at *

Comment

Amount * Currency * Euro


Save Cancel

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

TRAVEL EXPENSES

Now, the train ticket is added to the travel request

Click again on « Add », for all extra travel expenses


Workshop ESRF € 63.00 


Not Submitted | Request ID: 4CC9 [Copy Request](#) [Submit Request](#)


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

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Railway Ticket	Geneva, SWITZERLAND - Grenoble, Isère : Round Trip	05/01/2024	€ 60.00	€ 60.00
<input type="checkbox"/>		Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 63.00


Comment 

 Tram ticket in Grenoble
EXTERNE,Test externe 04/12/2023

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

CHANGES / CANCELLATION

For changes or cancellation, select the item first


Workshop ESRF € 63.00 

Not Submitted | Request ID: 4CC9

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

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Railway Ticket	Geneva, SWITZERLAND - Grenoble, Isère : Round Trip	05/01/2024	€ 60.00	€ 60.00
<input checked="" type="checkbox"/>		Bus-Metro-Shuttle		05/01/2024	€ 3.00	€ 3.00
						€ 63.00

[Copy Request](#) [Submit Request](#)

Click on « Edit »
for changes

Click on « Delete »
to remove the expense

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

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.

Manage Requests

Request Library

View **Active Requests** [Create New Request](#)

Trip from Amsterdam to Lyon 15/02/2024 4CC3 € 259.72 Returned Sent Back to Employee	Trip from London to Lyon 16/01/2024 4C99 € 33.00 Not Submitted	ESRF Experiment 05/01/2024 4C9C € 183.00 Submitted Submitted & Pending Approval SUPERVISEUR, Test superviseur	Workshop ESRF 05/01/2024 4CC9 € 63.00 Submitted Submitted & Pending Approval SUPERVISEUR, Test superviseur
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Complement: check your emails regularly and follow your notifications