How to create a request for an Event

This aid will show you how to create a request for an event in Concur.

This Job Aid assumes you are familiar with creating a request in Concur.

Screenshots are provided to use as visual guides for certain steps.

1. Click **Requests** at the top of the page.

2. Click the **Create New Request** tile.

3. Fill in the fields listed below:

- **Request Type** – *UMD Event Request
- **Event Name –** Use a unique name that can easily be recognizable in the future
- **Event Start Date**
- **Event End Date**
- **Event Purpose**
- **Event Location**
- **Event Venue**
- **Location Type**
- **Campus**
- **KFS Account Number**

4. Click **Create** at the bottom-right.

5. Click **Add** under **Expected Expenses**
- **Expense Type list** – Search for and select an expected expense for the trip (Ex. Airfare)
- After you choose an expense:
    - **Amount** – <u>Estimate</u> the cost for the expense
- Click **Save**
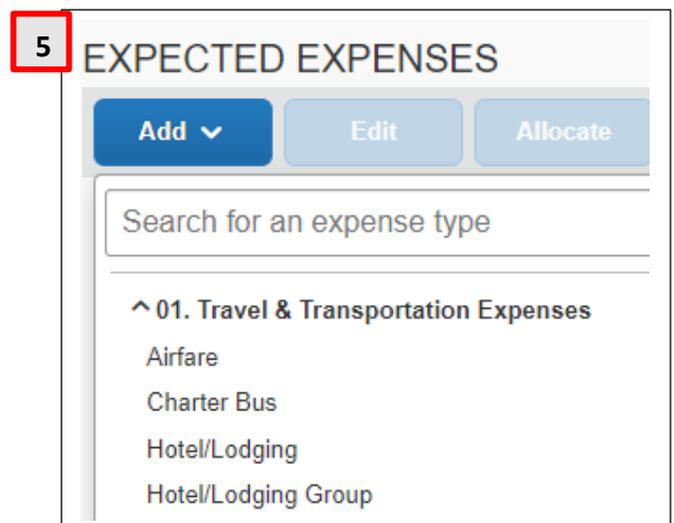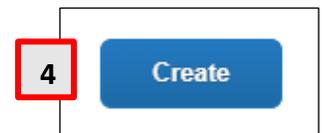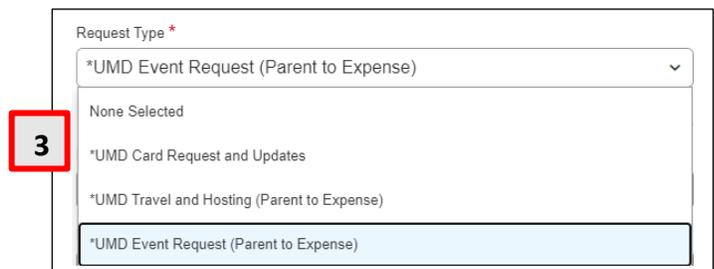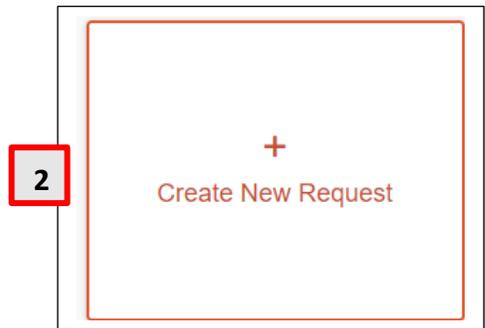
6. Repeat **Step 5** for each expected trip expense.

7. After adding all of the expected expenses for this trip, click **Submit Request** in the upper-right corner.
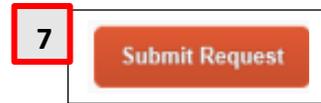
8. Review the confirmation/acceptance statement and click **Accept & Continue.**

- This request has now entered workflow for approvals.