

# QUICK REFERENCE – TRAVEL REQUEST



## Getting Started

1. Log in to [www.pci-ctp.com](http://www.pci-ctp.com)
2. Select **Login to CONCUR**
3. You will be taken to the Concur home page.
4. If you are booking travel for another user, verify you have delegated in as them, and their name appears in the upper right.

NOTE: Your Concur **Profile** must be completely set up prior to creating Requests or booking Travel. Refer to the PCI – Getting Started Guide.

## Create a Travel Request

Create a **Request** in Concur, when an approved travel request is required before booking travel and to ensure that sufficient funds are approved and available on your Travel Card prior to booking any travel or paying any fees.

1. Click **Requests** along top of screen in black bar.
2. Select **Create New** then **New Request**.
3. In the **Request Header**, complete all required fields (red bar).
4. If cash advance is required for trip you will enter the amount and reason in the comment back **before moving to next step**.
5. Click the **Segments** tab to outline your trip segment costs for any Airfare, Rental Cars, or Hotel stays during your trip. If exact costs are not known, you can enter estimated amounts. Click **Save**.
6. Click the **Expense** tab to add all other estimated expenses you will incur during your trip (i.e. funds held by Hotel, baggage fees, parking, mileage, taxi, tolls, etc). Click **Save**.
7. When finished click **Submit Request**.
8. Click **Accept & Submit**.

## Recall a Request

You cannot change, cancel, or delete a Request once it has been submitted unless you **Recall** it first.

1. Click **Requests, Manage Requests**. Click the **Request Name**.
2. Click **Recall**, then **Yes** to confirm the recall.
3. **Cancel Request**, or make necessary changes, **Save**, and **Submit**.

## Close or Inactivate an Approved Request

1. Click **Requests, Manage Requests**.
2. Click **View**, then **Approved Requests**.
3. Click the **Request Name**.
4. Click **Close/Inactive Request** (orange button).

## For further assistance:

Contact **PCI Travel Office**:

- Email: [travelhelpdesk@pci-nsn.gov](mailto:travelhelpdesk@pci-nsn.gov)
- Website: [www.pci-ctp.com](http://www.pci-ctp.com)

Contact **Travel Coordinator**:

- Courtney Jackson
- Phone: 251-368-9136 ext. 2502
- Email: [cjackson@pci-nsn.gov](mailto:cjackson@pci-nsn.gov)

Contact **Travel Agent**:

- **Corporate Travel Planners (CTP)**
- Contact Information: 877-630-1228
- Online Help Desk: 877-727-5188
- After Hours Emergency: 877-392-3747 (Extra charge applies between the hours of 4:59pm – 7:59am CTS. Use only in emergencies).