Step by Step

Process

UC San Diego Triton Travel

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SUBMIT A TRAVEL REQUEST

Submit a Travel Request in Concur. This is a preauthorization and does not issue payment.

BOOK TRAVEL

Once your Trip Request ID is generated, use it to book travel (airfare, hotel, train, car rental) in Concur.

DURING THE TRIP

Pay for your expenses with one of our University Card Products and use the SAP Concur for Mobile App to keep track of your receipts.

SUBMIT A TRAVEL EXPENSE REPORT

Once you return from your trip, submit a travel expense report to reconcile your card transactions and to seek reimbursement.