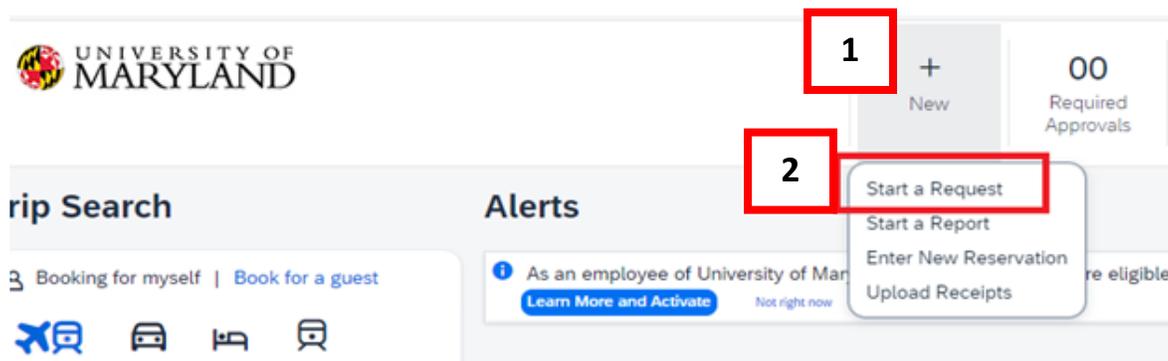


How to create a request for an Event

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.



1. Click **+ New** at the banner near the top of the page.

2. Click the **Start a 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

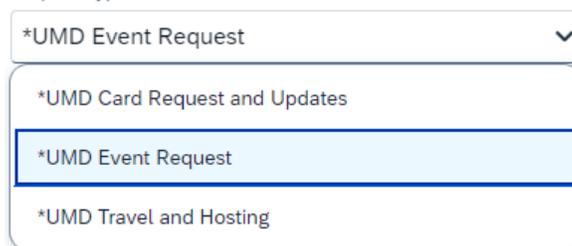
Event Location

Event Venue

Location Type

Worktag Number replaces your KFS Account Number

Request Type *


 A screenshot of a dropdown menu titled 'Request Type *'. The menu is open, showing several options: '*UMD Card Request and Updates', '*UMD Event Request' (which is highlighted with a blue border), and '*UMD Travel and Hosting'. The current selection in the dropdown is '*UMD Event Request'.

4. Click **Create Request** 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** – Estimate the expense cost
- Click **Save**

6. Repeat **Step 5** for each expected trip expense.

7. After adding all 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.

