

**From:** [PCBO Subscription](#)  
**To:** [pcbodist@covote.csusm.edu](mailto:pcbodist@covote.csusm.edu)  
**Subject:** [Pcbodist] New Concur Feature: Request ID Required  
**Date:** Tuesday, November 28, 2023 1:56:31 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATT00001.txt](#)

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## Partners in Campus Business Operations

### New Concur Feature: Request ID Required

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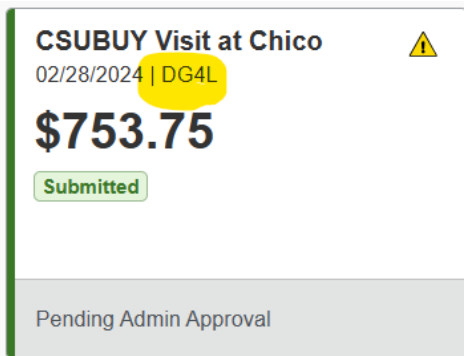
***Sent on behalf of: CSUSM Travel Office***

Hello PCBO Community,

The Travel Office would like to communicate a new feature in Concur. When booking travel in Concur (flight, train, rental car, hotel), **Concur will now require the Travel Request ID before finalizing the trip reservation.** This small change will remind users to submit a travel request before booking travel in Concur.

Once the travel request is created and submitted in Concur, the user will be able to copy the Request ID and paste it into the trip reservation when prompted. *The travel request does not need to be fully approved, just submitted.*

Below is an example of what the Request ID will look like after submitting a travel request for approval.



Below is what it will look like when Concur prompts the user to enter the Request ID while booking flight, train, car, or hotel in Concur. You will not be able to proceed without a Request ID.

The screenshot shows a web interface for booking a trip. At the top, there are tabs for "Travel" and "Expense". Below these are "Templates" and "Tools". A modal error message from "us2.concursolutions.com" is displayed, stating: "This field cannot be blank: Request ID (Please look at your request in Concur for Request ID # (4 digits))". The main form is titled "Trip Book" and includes a note: "The trip name and description are for your record keeping convenience." There are two input fields: "Trip Name" (with the example "Trip from San Diego to Sacramento") and "Trip Description (optional)" (with the note "Used to identify the trip purpose"). Below these is a "Request ID" field, which is highlighted in yellow and has a tooltip that says "Request ID (Please look at your request in Concur for Request ID # (4 digits)) [Required]". At the bottom of the form, it states: "You may HOLD this reservation until: 11/18/2023 10:00 pm Pacific".

As always, please continue to remind your departments that an approved travel request is required before the start of the trip, regardless of where reservations are booked.

Please email [traveloffice@csusm.edu](mailto:traveloffice@csusm.edu) with any questions

Thank you!  
CSUSM Travel Office