

How to search for an account in Concur:

Pre-trip authorization:

### New Authorization Request

#### Request Header

Destination	Policy FAMIS	Trip Start Date	Trip End Date
Purpose & Benefit	System Member 06 TEXAS AGRILIFE RESEARCH	Account <b>(Required field)</b>	Travel Classification
Traveler Type	Personal Travel Included? <a href="#">?</a> No	Type to search by: <input type="radio"/> Text <input type="radio"/> Code <input checked="" type="radio"/> Either (Code) Text	
Contracts/Grants No	Foreign Risk Acknowledgement <a href="#">?</a>	Foreign Country1	Foreign Country2
Foreign Country3	Foreign Country4		

In the System Member field, select system member.

In the Account field, place cursor in field, select "either". Then can type any of the following formats:

06 DEPT 123456-98765

06\*123456    or    06\*123456-98765    or    06\*98765

06\*DEPT

Expense report:

### Create a New Expense Report

Report Header			
Destination	Trip Start Date	Trip End Date	Report Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	04/04/2012
Policy	Purpose & Benefit	Report Key	System Member
FAMIS	<input type="text"/>	<input type="text"/>	(06) TEXAS AGRILIFE RESEARCH
Department / Sub-Department	Account	Account Attributes	Personal Travel Included?
(TAES) TAES ADMINISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Reference Number	Travel Classification	Notes	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Famis External VID			
<input type="text"/>			

In the System Member field, select system member.

In the Department/Sub-Department field, select department/sub-department.

In the Account field, either use the drop down to select one of the available accounts listed or you can type in the actual account number.