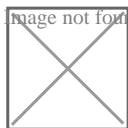# Concur Request: Adding Segments [1]

When you create a new request, you start with the general request-specific page (the **Request Header** tab) and then move to the **Segments** tab to add the applicable travel segments. In virtually all cases, when working with requests:

- The fields are larger and easier to navigate.
- Required fields are now marked with a red asterisk instead of a red band at the left edge of the field.

NextGen UI

In the NextGen UI for Concur Request, the header page is called **Create New Request**. The fields are larger and easier to navigate.
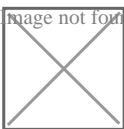

Adding Segments to a Request

In the NextGen UI for Concur Request, you will use the **Expected Expenses** page for adding a segment to a request. Instead of selecting an expense type in the **Add** list, you select the applicable segment type from the **Add** list.


To get started, click the **Add** button to view the list of expense types and segment types, and then select the applicable segment type.

NOTE: In the search box at the top of the list, you can enter all or part of a segment type name. The list of available expense types and segment types shown will be filtered to show only those with matching text.

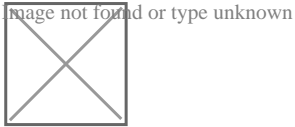Clicking a segment type opens the page for the selected segment type.
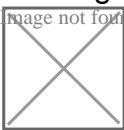
Complete the fields and click **Save**. The segment type is added to the **Expected Expenses** list.

Image not found or type unknown
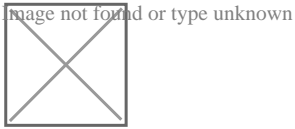
Navigating Between Expected Expenses and Segments

If a request contains multiple expected expenses and/or segments, on the expected expense or segment details page, left and right navigation arrows are displayed to the left of each expected expense or segment name in the request. The navigation arrows allow you to quickly navigate between the expected expenses and/or segments in the request without having to return to the **Expected Expenses** page.

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