

Submitting Travel : Domestic and International

Start
Identify what travel is
being submitted

Domestic

Must submit **45 days**
before first day of travel

Step 1:
Submit travel request forms: using
either Concur or paper packet,
dependent on funding.
[Refer to page 2-3]
Concur: full "Approved" status by COE
Paper: after COE approval & ASC
approval, traveler will be emailed a TA#

Step 2:
Before travel occurs:
Notify travel coordinator if there are
changes to plans/original request

Step 3:
Travel Occurs



Step 4:
After Travel: **submit** travel claim
paperwork on Concur or paper packet
(same medium as travel request)

Step 5:
Ensure reimbursement is received

Step 6:
After reimbursement is received & no
other claims need to be made, if
paperwork was processed via Concur,
traveler will need to go back to their
request and "close" it

**DO NOT "CANCEL" ONLY
"CLOSE"**

Then travel
process is
complete

International


Must submit **90 days**
before first day of travel

Step 1:
Submit travel insurance request with
Risk Management

Step 2:
Submit travel request forms: using
either Concur or paper packet,
dependent on funding.
[Refer to page 2-3]
Concur: full "Approved" status by COE
Paper: after COE approval & ASC
approval, traveler will be emailed a TA#

Step 3:
Before travel occurs:
Notify travel coordinator if there are
changes to plans/original request

NOTE:
Make sure to receive
copy of bound
insurance from Risk
Management



Step 4:
Travel Occurs

Step 5:
After Travel: **submit** travel claim
paperwork on either Concur or paper
packet
(same medium as travel request)

Step 6:
Ensure reimbursement is received

Step 7:
After reimbursement is received & no
other claims need to be made, if
paperwork was processed via Concur,
traveler will need to go back to their
request and "close" it

DO NOT "CANCEL" ONLY "CLOSE"

Submitting Travel : Funding Source Part 1

Start:
Travel with
stateside funding

Step 1
Identify the Stateside Funding Source Travel:
Dean's Travel Award, Stateside, or Split Funding
Fully Auxiliary Funding (ASC & CSFPF) in page 3 of guide

Step 2
Begin inputting all expected expenses in Concur [per diem meals now required]

Step 3 Attach:
i. Travel estimate form
ii. University related travel form (signed by Dept. Chair)
iii. Conference flyer (w/ dates)
iv. Conference registration chart
v. Any additional documentation for funding or conference related (ie. conference hotel rate)

NOTE
All travel with stateside funding will be processed on Concur. Any travel that only has Auxiliary funding or travel for students will be processed via paper.

Complete the following steps depending on the funding source

Dean's Travel Award

Split Funding

Stateside

When steps above are completed, submit request for approval in Concur.

Step 3 Attach:
• Invitation letter to present

Step 4 In the Header of request:
• comment APA citation
• enter chartfield:
◦ **Division** -> 10237
◦ **Dept** -> 10370
◦ **Fund** -> THEFD
◦ **Program** -> 5278

Step 4 In the Header of request:
• enter stateside funding:
◦ **Division, Dept, Fund, Class, Program**
• enter comment:
◦ additional funding chartfield, account #, and amount
◦ Note amount from each funding source
• If split with ASC or CSFPF:

Note
Comment PI of grant + administrator

Travel Request ends

Submit on Concur

Submitting Travel : Funding Source Part 2

