College Concur Workflow for Travel Pre-Approval

Traveler (Initiator)

- Confirm funding information through Dept. Coordinator/ Dept. Chair
- Submit travel request
  - How to create a New Travel Request
  - How to create Request Header

Travel Coordinator
(Carol Yeh)

- Ensures that travel is aligned with University Policies and Procedures, adhere to College-Specific guidelines, and Chart fields are correct. "Notify" Dept. Chairs

Department Chair

- Verify travel is allowable and meets the University Policy. Confirm budget/ account information and approve travel

Budget Analyst

- Alicia will review chart fields and funding sources
- Will "notify" the Dean the request or expense report is ready for review

Dean

- Gives final approval on travel request and TR# is issued