Foreign Travel Process

☑ ***Concur Homepage***
   Start on homepage to create a new foreign travel request

☑ ***NEW***
   Push the "New" field at the top of the page and select "Start a Request". The required fields are marked with a red asterisk.

☑ ***Destination Field***
   Provide a Location where the trip will occur. Add an identifier such as a date to be able to locate.

☑ ***Provide start and end dates.***

☑ ***Travel Classification***
   Indicate the type of travel from the drop down.

☑ ***Traveler Type***
   Select traveler type from the drop down.

☑ ***Contracts & Grants***
   Default to "NO"

☑ ***Trip Purpose &Benefit***
   Enter a detailed description of the trip. Include how the trip benefits the system or University. (limited to 500 characters)

☑ ***Foreign Country***
   You may enter up to 4 countries if you need more, add in the notes section. The listed countries in this field will determine if you need special routing through Risk Management.

☑ ***Department/Sub Department***
   Start by typing the department code. As you type a list will filter down.

☑ ***Account Field***
   Enter an account number for Insurance billing.

☑ ***Create Request***
   Press button at the bottom of the page and then press approve and yes for final confirmation.