

Approval process and guidelines

International travel that is funded either by State or Auxiliary funds, requires additional information be included in the Concur Travel Request and seek authorization. The Travel Request should be submitted at least 30-45 days before the trip start date, so that the required international travel insurance can be issued in a timely manner. Listed below are some guidelines to be aware of when submitting an international travel request in Concur, and the approval workflow.

An international travel request should include the following information in addition to the fields on the Concur request header.

- Clearly state **the business purpose** of your international travel in the “benefit to the university” field or in the comment box. If there is not sufficient space, please attach the business purpose/benefit to the university to the request.
- If your trip **includes students**, please attach a list of student travelers to the request. The list should include the following:
 - The student contact information that includes an email address, a phone number,
 - Additionally, please include the student’s emergency contact name, email and phone number.
- If your trip is **high hazard**, please attach a document that specifies the safety measures you will be taking when traveling in a high hazard country. Also, please include if you will be visiting any tourist locations or if you are planning to attend local events such as concerts, sporting events, etc.
- If your **trip includes personal travel**, please attach a document that outlines specific dates of the personal travel and the business travel. *Please note: insurance coverage is provided for up to 14 days of personal travel IF the personal travel is included in the itinerary that is submitted on the Concur travel request.*
- An estimate of airfare and departure and arrival locations must be included in the request, **please attach a detailed itinerary (even if the itinerary may change)** that includes any layovers or excursions to the request. If the itinerary information does change after your request has been submitted and approved, please update the itinerary in the request by attaching the updated version to the approved request.
- For **international lodging**, please **include specific information about where you are staying** while in another country. Provide the name and address for each location in the International Lodging Allowance comment field in the Concur travel request. Feel free

to attach a document with multiple locations if needed. Simply put in the comment box “please see attachment”.

Approval Workflow International travel should be approved by the below approvers. Please note that the **Provost** is supposed to be added as a user added approver only for Academic Affairs and Colleges.

- **Travel Approval:** Supervisor/Reports to from Absent Management
- **Budget Approval:** Approver in DACS for that Division or Department
- **Dean or VP Approval:** The area VP. For Academic Affairs/Colleges, this approver is the Dean. If the approver is the VP, the Provost is not required to be added as a user added step below
- **User Added Approver:** Provost. This step is needed to be added only for all Academic Affairs/Colleges
- **International Approval- President Morales:** Campus President
- **Risk Approval:** Risk management
- **Request Administrator Approval:** Accounts Payable

Screenshot From Concur

Edit Approval Flow



Supervisor/Manager Approval

This approver will auto populate, and it is the employee's supervisor

+ Add Step

Budget Approval

This is the budget approver and is added on the header

+ Add Step

Dean or VP Approval

Delete

This is the area VP/Dean. If the approver is the VP, Provost is not required to be added as a user added approver step below

+ Add Step

User-Added Approver *

Delete

Click on Add Step and add the Provost only for all Academic Affairs and Colleges

+ Add Step

International Approval-President Morales

All international travels needs to be approved by the campus President

+ Add Step

Risk Approval (for International Trips only)

This approver will auto populate with the Risk approver name

+ Add Step

Request Administrator Approval (Accounts Payable Only)

This is Accounts Payable approval and the box will be blank

+ Add Step

Cancel

Save

Foreign travel insurance

- The traveler will have to work with the campus Risk Management Office to obtain the coverage for foreign travel.
- All such approvals should be obtained 30 days ahead of the trip