Follow the below instructions to obtain your awarded funds for international travel destinations. Steps 1-2 must be done PRIOR to your trip and Step 3 to be done AFTER the completion of your trip. If you have any questions, please contact CISP Faculty Director, Dr. Hyunkyoung Oh (hkoh@csusb.edu).

Step 1. Sign and return the completed “travel grant acceptance form” to the Center for International Studies and Program, CGI-301. (AdobeSign)

Step 2. Submit a “Travel Request” Through Concur 60 days before your trip date.

Log in to Concur from MyCoyote and click “plane icon.”

The first-time user will need to set up a profile on Concur. Click on Profile and then on Profile setting to enter your personal information.

Please ensure your name has been entered as exactly as it appears on your passport.

Be sure to click on the E-Receipt Activation and verify your email.

For further tutorials, please go to the following website: https://www.csusb.edu/travel/concur
Key things to remember:

- Trip name should include the following: Destination_Name of Grant (ex. Korea_PAB)
- Trip type is International.
- Request policy is *Auxiliary Travel Policy. Auxiliary travel policy can be found from the website: 310.0Travel_Policy.pdf (csusb.edu)
- Travel Business Purpose is 03. Professional Development
- Clearly state the business purpose in the “Event Name/Benefits to the University” field.
- Indicate “Grant name, funded by CISP” in the comment section.
- If your trip includes personal travel, please indicate the dates in the comment section.
- Attach a detailed itinerary (even if the itinerary may change) that includes layovers. If the itinerary information does change after your request has been granted, please upload an updated itinerary, and notify Risk Management of the change. (riskmanagement@csusb.edu or 909-537-3937)
- Emergency contact field must be filed.
- If your trip is to a country listed on the CSURMA High Hazardous & War Risk Country, please attach a document that describes how you will mitigate the risks. Pay special attention to U.S. Department of State travel warning and advice. https://travel.state.gov/content/travel/en/international-travel.html
- Select fund information: SBFDN GEN08 C1180 None T808307
- Add Hyunkyoung Oh as an Approver on the request header, which later shows as the Budget Approver in the approval workflow.
- If you are requesting 80% cash advance, enter 80% of the out-of-pocket cost in the cash amount section. (Please note Concur calculates automatically 80% of the total travel budget, please deduct university prepaid expenses)
- For international lodging, please include the name and address where you are staying.
- For more information: click International Professional Travel Approval Process Guidelines

Sample Concur travel request header:
**Request Timelines (Approval workflow)**

**Request Timeline**

**Approval Flow**

- **Supervisor/Manager Approval**
- **Budget Approval**
- **Dean or VP Approval**
  - Binkley, John H.
- **User-Added Approver**
  - Mohamed, Ayube R.
- **International Approval-President Morales**
  - Morales, Thomas D.
- **Risk Approval (for International Trips only)**
  - Warren, Lynniece G.
- **Request Administrator Approval (Accounts Payable Only)**

Please contact Manorama Sinha manorama.sinha@csusb.edu if you cannot find the appropriate approver’s name.

**SEPT 3.** Submit Travel Expense report through Concur within 30 days after completion of trip.

Log in to Concur from MyCoyote, click “plane icon.”

Click on the expense tab, click on Expense, and create a new report.

**Click on create from an Approved Request and select the approved PAB travel request (to bring in all the information to the report header, from the approved request).**

For further tutorials, please go to the following website: [https://www.csusb.edu/travel/concur](https://www.csusb.edu/travel/concur)
Key things to remember:

- Trip name should be the same as request name: Destination_Name of Grant (ex. Korea_PAB)
- For international travel, per diem is used for meals/incidental and lodging. Itemized receipts are not needed for these two expenses UNLESS per diem is exceeded and there is a documented business reason for exceeding the limit.
- Itemized receipts for all expenses in excess of 25.00 or more are required EXCEPT above 2 expenses (meals/incidental and lodging).
- Before entering your expenses, an itinerary must be added to the expense report.
- If your trip included personal travel, please indicate the dates in the comment section.
- Cost object approval is Hyunkyoung Oh.

Report Timelines (Approval Workflow)