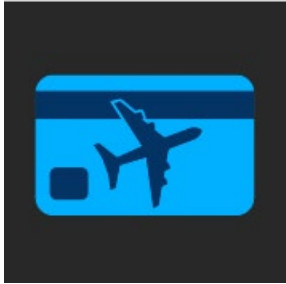


Professor Across Borders Travel Grant | International Travel Quick Guide

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. Hyunkyung 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.

Profile ▾

Profile Information System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Profile Options

Select one of the following to customize your user profile.

- Personal Information**
Your home address and emergency contact information.
- Company Information**
Your company name and business address or your remote location address.
- Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts
- System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**
How can we contact you about your travel arrangements?
- Setup Travel Assistants**
You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**
Carrier, Hotel, Rental Car and other travel-related preferences.

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 county 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 Hyunkyong 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:

Edit Request Header

Korea_PAB Request ID: 9RKJ

*Auxiliary Travel Request Policy

Trip Name * Korea_PAB *Trip name should be Your destination_PAB*

Trip Type * Travel International

Traveler Type * Faculty

Is Faculty classroom coverage required? No

Faculty Class Coverage Comment

Travel Start Date * 06/01/2024

Travel End Date * 06/30/2024

Destination City * Seoul, KOREA, REPUBLIC OF

Travel Business Purpose * 03. Professional Development

Event Name/Benefit to the University * PAB Travel grant/Professional Development

Does this trip contain personal travel? * No

PERSONAL & EMERG CONTACT- INT'L TRAVEL ONLY-CLICK BLUE TOOL TIP 35/500

Emergency Contact must be provided.

High Hazard? (For Int'l Travel Only) No

Group Trip? (For Int'l Travel Only) No

Business Unit * SBFDN

Fund * (GEN08) General-Sponsored Programs-CR

Department * (C1180) CEGE - International Education *Budget Approver*

Program * None

Project * (T808307) T808307-Prof. Across Borders

Approver * (00011344) Hyunkyong Oh

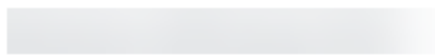
Class Code

Comment PAB grant funded by CISP.

25/500

Request Timelines (Approval workflow)

Request Timeline



Approval Flow

Edit



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>

To begin an Expense Report, click on Expense and Create New Report

Manage Expenses View Transactions Cash Advances

SAP Concur Requests Travel Expense App Center Help

Profile

Manage Expenses

REPORT LIBRARY View: Active Reports

+ Create New Report

Displayed reports: 2, Total: 2

When expense items come in, they will be placed in a new report. Turn off Expense Assistant

Create New Report

Create From an Approved Request

Click on Create From an Approved Request

Policy * %SUSB TEST Travel & ProCard Report Type * None Selected Report Date * 01/05/2022

Report Type * None Selected User/Traveler Type * None Selected Business Purpose * None Selected

Event Name/Benefit to the University *

Travel Start Date * MM/DD/YYYY Start Time * None Selected AM/PM * None Selected

Travel End Date * MM/DD/YYYY End Time * None Selected AM/PM * None Selected

Does this trip contain personal travel? * None Selected Business Unit * Fund * Department * Program * Project *

Cancel Create Report

Create From an Approved Request?

Click on Create From an Approved Request

Creating this report will discard any information you have already entered in the current window. Are you sure you want to continue?

Go back Create From an Approved Request

Available Requests

Select the Approved Available Request that was created prior to the trip, and click on Create Report

Request	Approved %	Remaining %
Travel Cash Adv 01/18	100%	\$1,000.00

Cancel Create Report

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 **Hyunkyung Oh**.

Report Timelines (Approval Workflow)

Report Timeline

Create a Domestic Travel Request | \$180.00

Approval Flow [Edit](#)

