

## Concur Travel Request Approval Flow for The College of Arts & Letters

*Please make sure to add the proper approval flow when creating a Concur Request or Expense*

Domestic Travel Does not include Alaska & Hawaii Submit 30 days before the first day of travel	
Travel Approver	Approval Flow
Traveler Enters Concur Request	Auto-Added
Dept ASC reviews the submission	Auto-Added
Sharon Hopkins-Bright reviews the submission	Auto-Added
Add: Dept Chair - Approves the submission/absence	Added <input type="checkbox"/>
Add: AD Bellon - Approves the submission/budget; If Traveler is a Dept Chair – Add Dean Meyer instead of AD Bellon	Added <input type="checkbox"/>
*Add: If the request is late, add Provost Carlos Nevarez	Added <input type="checkbox"/>

Then the Request/Expense goes through SacTravel/AP for review and approval

International Travel Includes Alaska & Hawaii Submit 45 days before the first day of travel	
Travel Approvers	Approval Flow
Traveler Enters Concur Request	Auto-Added
Dept ASC reviews the submission	Auto-Added
Sharon Hopkins-Bright reviews the submission	Auto-Added
Add: Dept Chair - Approves the submission/absence	Added <input type="checkbox"/>
Add: AD Bellon - Approves the submission/budget; If Traveler is a Dept Chair – Add Dean Meyer instead of AD Bellon	Added <input type="checkbox"/>
Add: Piramanayagam Prakasam - Approves the International request <b>(not expense)</b>	Added <input type="checkbox"/>
*Add: Provost Carlos Nevarez - Approves the request; Expense if late or no receipt	Added <input type="checkbox"/>
Kristen Tudor - Approves the request <b>(not expense)</b>	Auto-Added

Then the Request/Expense goes through International Travel/ SacTravel/ AP for review and approval

If an expense report has not been submitted within 60 days, it is considered late and will require Provost approval. After 90 days with no expense report submitted, travel will automatically close the request. If funding is granted retroactively, SacStateTravel must be notified so that travel request can be reactivated for an expense report to be submitted. A late statement will be required.

### UFSS/UEI Funded Travel

Please see Faculty Travel Website see Faculty Travel website at:

<https://www.csus.edu/college/arts-letters/internal/faculty-travel.html>

To see where your Travel Request is in the workflow, open the Request, click Request Details then Audit Trial.

To see where your Expense report is in the workflow, open the Expense Report, click Details then Report Details then Audit Trial.