

CONCUR / General Funds / UFSS Funds

DOMESTIC TRAVEL REQUEST Steps and Checklist

Domestic Travel - Submit Request at least 30 DAYS PRIOR TO TRAVEL

DO NOT pay for any travel expenses until travel is officially approved via Concur.

Below are steps and required documents to submit a Concur Travel Request.

- ___ Due to California State law, the CSU is prohibited from approving state-funded or state-sponsored travel to certain States. Check the [Banned State list](#) before booking any travel. If travel is to a banned State, please contact Suzy in the ECS Dean's Office for assistance.
- ___ Complete [Essential Travel Expense Justification \(TEJ\) Funding Request Form](#) and work with your Dept. Chair to determine the account used to fund your travel. **Funding information is required to complete the Travel Requests.**
- ___ Dept. ASC provides account information. Add this information to the form and send to Dept. Chair for approval.
- ___ Approved TEJ Funding Request form sent to ECS Dean's Office for review.
- ___ If driving, a current Driver's Authorization must be on file with Risk Management prior to travel. Please complete the [Driver's Authorization Forms](#) if needed. You will not be reimbursed for mileage if forms are not current with Risk Management. (Forms are Checklist, DAP, VOA, and STD 261)

Once TEJ form has been approved by the Department Chair, and sent to the ECS Dean's Office, enter Travel Request in Concur.

Do Not make any travel arrangements until travel has been officially approved in Concur.

- ___ Using Concur, enter request and estimated expenses for hotel, airfare, meals, etc. and upload all supporting documents in Concur. See list below.

Upload all supporting documents in Concur that apply to your travel:

- ___ Conference registration information.
- ___ Conference / Meeting information including a detailed Agenda, dates, and venue. If agenda is large, please provide URL.
- ___ Abstract or Conference submitted Paper if presenting at a Conference or Meeting.
- ___ Letter of Acceptance / Letter of Invitation
- ___ Other documents as needed

ALL Domestic Travel must be approved by the Department Chair, Dean's Office, and Accounts Payable Travel.

Once approval has been received via Concur, make travel arrangements.

- ___ Your Dept. ASC can use the ProCard to purchase your Conference Registration.
- ___ Airfare can be purchased through Concur, eliminating out of pocket expense.
- ___ Use Enterprise Rent-a-Car. This is a University contracted supplier and you can use direct billing, eliminating out of pocket expense.

If you have questions, or require assistance, contact Suzy in the ECS Dean's Office or your Dept. ASC