

# CONCUR

## INTERNATIONAL TRAVEL REQUEST Steps and Checklist

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### **International Travel - Submit Request at least 60 DAYS PRIOR TO TRAVEL**

**DO NOT pay for any travel expenses until travel is officially approved by the University President via Concur.**

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

- \_\_\_ Complete the [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 and supporting documents are 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 by the President in Concur.

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

#### **Upload all supporting documents 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 International Travel must be approved by the Department Chair, Dean's Office, and President.**

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

- \_\_\_ **Foreign Travel Insurance is required.** All employees who travel Internationally on CSU business are required to purchase insurance through the [Foreign Travel Insurance Program \(FTIP\)](#) via the California State University Risk Management Authority (CSURMA) and report planned trips as soon as approved by Univ. President.
- \_\_\_ 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 direct billing is used, eliminating out of

pocket expense.

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

### **International Travel web links:**

Below are links to International Travel you will need to check before making travel arrangements. The links below can also be found on the University Travel website:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/travel.html>

**Foreign Per Diem Rates by Location** – This website shows you the maximum per diem rates allowed for lodging and meals for international travel.

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

**International Currency Converter** – All receipts will need to be converted to USD before they are submitted for reimbursement.

<https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1>

**Travel Advisories** – High Hazard warning list -

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

## CONCUR

### Supporting Documents needed for Domestic Travel Expense Claim Reimbursement

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#### **TRAVEL EXPENSE CLAIMS MUST BE COMPLETED WITHIN 60 DAYS AFTER LAST DAY OF TRAVEL.**

**When travel has commenced, please complete the Travel Expense Claim using Concur**

#### **ALL ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR REIMBURSEMENT, INCLUDING MEALS.**

Receipts should include all of the following: name of establishment, items purchased, date and time, show all taxes, fees, or tip, and proof of payment. Please note: Bank statements and confirmations will not be accepted. Save all your receipts.

**Using Concur, enter Expense Report and upload all documents and itemized receipts. See list below:**

- \_\_\_ Conference/Professional Development/Meeting Information. Detailed Agenda with meeting times/dates and breaks. If agenda is too large, please provide URL.
- \_\_\_ Conference /Meeting/ Registration receipt which must show paid in full/\$0.00 balance.
- \_\_\_ Conference submitted paper if presenting at a Conference or Meeting.
- \_\_\_ Copy of Conference name badge.
- \_\_\_ Transportation receipts (must show payment with zero balance – confirmations or itineraries are not acceptable) this includes, air, bus, train, taxi, shuttle, Uber, Lyft etc.
- \_\_\_ Mileage to and from Airport (if flying and claiming mileage). Provide maps to and from airport showing mileage. If driving instead of flying, provide maps to and from destination.
- \_\_\_ Parking receipt from Airport or other.
- \_\_\_ Hotel Folio/Receipt (must show payment info. and a \$0.00 balance – reservation confirmations are not acceptable)
- \_\_\_ Meal receipts for ALL claimed meals. (total meal allowance for Domestic Travel is \$55.00 per day unless meals are provided by the conference). Fully itemized receipts **ARE REQUIRED**. Alcohol is prohibited. Please purchase separately.

\_\_\_ Rental Car receipt (if applicable – reservation should be made with Enterprise so all insurance is covered)

\_\_\_ Gas Receipts for Rental Car (if applicable – rental car must be returned with appropriate amount of gas. State of CA will not pay for Enterprise/car rental company to fill car which will make the renter liable for gas refill).

\_\_\_ Other receipts or documents as necessary.

Once Expense Report is submitted using Concur, it will be routed as follows for approval - ECS Dean, Provost, and Accounts Payable -Travel for final approval. It typically takes about 1 week for approval and reimbursement to be issued.