Step-by-Step Guide
Requesting Approval for International Travel with Concur Request

What is Concur Request?

Concur Request is a module in Concur that is used for international travel pre-approval. All university-related international travel must be approved using the Concur Request module prior to booking the trip. This applies whether funded by CU or by an outside entity. With Concur Request, the University can consistently and thoroughly assess the risk and benefit of international trips in order to enhance the safety of university travelers. Furthermore, Concur Request contains important information about regulatory compliance and export controls.
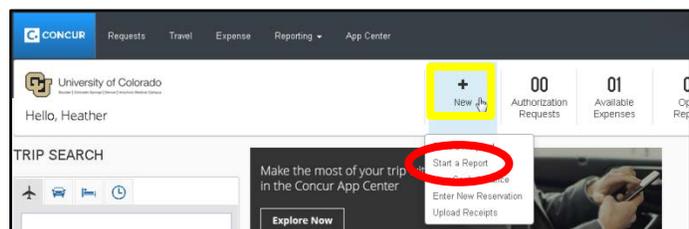
> Christopherson Business Travel (CBT – CU's approved travel agency) is available to provide a preliminary trip itinerary which will help in completing the request. (However, they won't book the trip until the request is fully approved.)

Entering an International Travel Request

1. Begin by accessing Concur via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **Concur Travel & Expense System**.

> Are you entering this international travel request on someone's behalf? If so, you must first act as that person's **delegate**.
> Refer to the Step-by-Step Guide Acting as a Delegate or Travel Arranger for further information.

2. There are a couple of ways to start entering an international travel request within Concur. One way is to use the buttons located in the top section of your Concur home page. Hover your mouse over the **New** button and select **Start a Request**.

The REQUEST HEADER appears:

3. Enter a name for your international travel request.

4. Use the dropdown to select your **Main Destination Country** and, in the next field, enter your destination city. If you anticipate travelling to more than one city and/or country, enter where you plan to spend the majority of your travel time.

5. Provide the travel dates and purpose of the trip.

6. Use the dropdown to select whether you will take information and/or equipment that is subject to export control. If you are unsure which to select, select *Yes* so your campus' Export Control office will be notified about your trip.

7. Your email address automatically populates; you can enter a phone number if you wish. Your campus export control office and Christopherson Business Travel will use these to contact you, if needed.

8. Fully explain the reason for your trip in the **Comments** area. If grant funds are being used for the trip, also explain how this trip relates to the grant.

9. Provide the primary SpeedType that will be used to fund this trip, whether it is grant funded, and a cost estimate. For trips that will be paid for by another entity, enter your department's default operating SpeedType.

10. Click **Save** (upper right corner of your screen) and a message will appear under the **Report Header** tab. This message contains a link to your campus export control office, which includes important regulatory compliance and export control information.

(mandatory) **Select the SEGMENTS tab:**

11. Click the **Air Ticket** button (airplane icon).

12. Use the radio buttons along the top of the section to select whether your trip is **Round Trip**, **One Way**, or **Multi Segment** – *Multi Segment* will be most common for international trips.

    Note: If there is a layover or plane change at any part of your flight, select *Multi Segment*.

13. List the air segments of your trip so they match your preliminary trip itinerary, beginning at the top of this section. Enter your departure and destination airports, as well as your departure date (departure/arrival time is optional).

    Remember: Christopherson Business Travel (CBT) is available to provide a preliminary trip itinerary.

14. Continue entering your air itinerary details to completely document your air travel, including your return flights.

If travelling to another country by a mode of transportation other than flight, still enter the details under the **Air Travel** section and provide the transportation mode in the comments.

(optional) If desired, you can complete the **Car Rental** and **Hotel Reservation** sections of this travel request. (They are represented by the car and bed icons along the top of this section.) They are not required to complete an international travel request.

Select the APPROVAL FLOW tab:

Your international travel request will first route to your HR supervisor for approval, and then to the designated International Travel Approver (officer) for your HR organizational unit. (The International Travel Approver's name will automatically appear once approved by your HR supervisor.)

If your request includes travel to a high-risk destination, it will also route to the appropriate chancellor/president for approval. (This person's name will automatically appear once approved by your International Travel Approver.)

15. You can add additional approvers, if needed, by clicking the **+** icon to right of each approver field.

Request Submission:

16. You can include additional documentation to your request, such as your trip budget, as attachments. To do so, use the **Attachments** dropdown (upper right corner of your screen) to select *Attach Documents*. Attach your documentation file by clicking **Browse and Attach**.

17. Only the traveler can submit her or his international travel request. If you prepared this request on behalf of the traveler, notify the traveler the request is ready for submission.

18. Click **Submit Request** to send your request to your approver(s).

19. The Final Review window opens.

    To review the export control and regulatory compliance information, click the link for your campus.

20. If you agree with the statement, click **Accept & Submit**.

The approvers listed under the Approval Flow will receive an email notification that an international travel request is pending approval.

Once your request is fully approved:

- Christopherson Business Travel (CBT) will be notified that your international travel request has been approved. This lets the agents know it is now okay to assist with booking your trip.

- You will receive an email notification that includes important information, such as international medical and evacuation insurance. **It is at this time that your trip can be booked through Christopherson Business Travel (CBT).**

Adding or changing destinations will require submission of a new request.