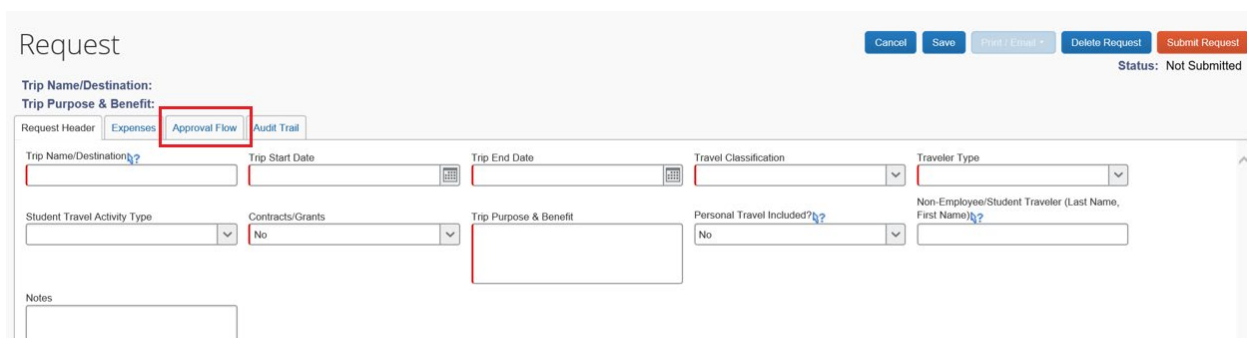


Concur Manual Routing for Foreign Travel Requests

Foreign travel requests must be manually routed through Concur to “TEES, 28Foreign One” desk and the Department Head. TEES Compliance reviews all of these requests prior to approval for export control requirements. For questions about this process, please contact Lisa Foster at lisa-foster@tamu.edu or Iana Greive at iana@tamu.edu.

To manually add TEES, 28Foreign One to the routing, click on the APPROVAL FLOW tab.



The screenshot shows the 'Request' form in Concur. At the top right, there are buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. Below these is the status 'Status: Not Submitted'. The form has several tabs: 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Approval Flow' tab is highlighted with a red box. Below the tabs, there are several input fields: 'Trip Name/Destination', 'Trip Start Date', 'Trip End Date', 'Travel Classification', 'Traveler Type', 'Student Travel Activity Type', 'Contracts/Grants', 'Trip Purpose & Benefit', 'Personal Travel Included?', and 'Non-Employee/Student Traveler (Last Name, First Name)'. A 'Notes' field is also present at the bottom left.

Click on the plus sign, add TEES 28Foreign One as close to the beginning of the routing as possible. Start typing TEES and a drop down box will appear, select TEES 28Foreign One.



The screenshot shows the routing configuration section. It has three rows, each with a label, a text input field, and a plus sign icon. The first row is labeled 'Request Approver:' and contains the text 'AKIN, LISA K.'. The second row is labeled 'Cost Object Approval:' and is empty. The third row is labeled 'Authorized Approver - Foreign1:' and contains the text 'TEES, 28FOREIGN ONE'. Below each row is the text '(this step may be skipped)'. The third row is highlighted with a red box.

Click “Save Workflow” .

Request F3D9 (CHERIAN, JOSH)

[Save Workflow](#) [Attachments](#) [Print / Email](#) [Send Back Request](#) [Approve](#)

Trip Name/Destination: Barcelona, Spain
PervasiveHealth
Trip Purpose & Benefit: Attending 11th EAI
International...

Status: Submitted & Pending Approval
Amount: \$2,071.99

[Request Header](#)  [Expense Summary](#) [Approval Flow](#) [Audit Trail](#)

