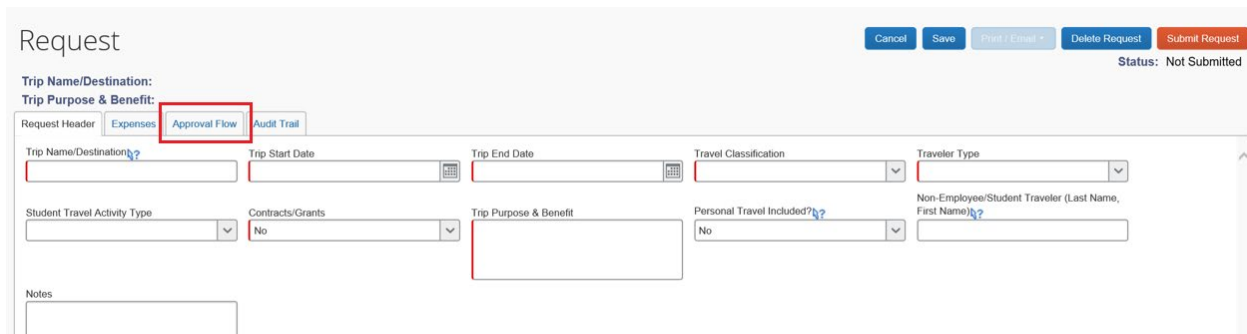


Concur Manual Routing for Foreign Travel Requests


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 Brian Ridenour at b.ridenour@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: 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. Below these is the status 'Status: Not Submitted'. The form has tabs: 'Request Header', 'Expenses', 'Approval Flow' (highlighted with a red box), and 'Audit Trail'. The 'Request Header' tab is active, showing fields for '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 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 section of the Concur form. It has three sections: 'Request Approver' with a dropdown menu showing 'AKIN, LISA K.' and a plus sign; 'Cost Object Approval' with an empty dropdown menu and a plus sign; and 'Authorized Approver - Foreign1' with a dropdown menu showing 'TEES, 28FOREIGN ONE' and two plus signs. Each section has a plus sign and a minus sign to its right. Below each section is the text '(this step may be skipped)'. The 'Authorized Approver - Foreign1' section is highlighted with a red box.

Click “Save Workflow”.

Request F3D9 [CHERIAN, JOSHI]

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

Save Workflow

Attachments ▾

Print / Email ▾

Send Back Request

Approve

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

Request Header 

Expense Summary

Approval Flow

Audit Trail

