

### Steps to Booking Travel

1. Complete *Request for Foreign Travel Form AND Foreign Travel Checklist*
2. Complete an Authorization Request in Concur (via SSO) for trip
  - a. Attach *Request for Foreign Travel Form and Foreign Travel Checklist* to Concur Authorization Request
3. Submit Concur Authorization Request
4. Wait for Concur Authorization Request to be fully routed and approved
5. Book travel through Concur

### Frequently Asked Questions

#### ***How far in advance of my departure date do I need to submit my Concur Authorization Request?***

Your Concur Authorization Request must be fully routed and approved at least 30 days prior to your departure date. It is recommended that you submit your request 5-6 weeks in advance. Allow an additional week for travel to high-risk countries or regions.

Your Concur Authorization Request is also subject to any internal deadlines held by your department, college, or division.

Foreign travel that is funded by Research Grant Accounts (e.g. NSF, DOE, NASA, etc.), and does not include any student travel, should seek to be completed and attached to a Concur Authorization Request and approved, at a minimum, 30 days prior to the travel date. However, it may be submitted closer to the travel date. Requests submitted closer to the travel date are not meant to become standard practice. Concur Authorization Requests submitted two weeks or less in advance of the travel date may not be able to be vetted and approved in time.

#### ***How can I see where my Concur Authorization Request is in the routing and approval process?***

In Concur, you can check where in the process your Request is by clicking the “Approval Flow” tab. You will be able to see each designated approver in the process listed along with the date they approved the Request. You can also click the “Audit Trail” tab to find a more detailed listing of submission and approval information (including timestamps).

#### ***I found cheaper airfare outside Concur. Do I have to use Concur?***

You must secure pre-approval prior to booking any travel. To use sites other than Concur to book your travel, you must seek an exemption providing proof of significant cost savings. You must seek the exemption from all departments providing funding from your travel as well as the appropriate Dean (or Vice President, for Deans; and President, for direct reports to the President). By booking any travel outside Concur, you risk being personally responsible for the charges incurred.

#### ***Texas A&M University-Commerce will not be paying for my travel. Do I still have to complete a Request for Foreign Travel form and a Concur Authorization Request?***

Yes. You must still have prior approval for foreign travel regardless of the cost to the University. Your Concur Authorization Request will be for \$0.00.

***Do I need to submit a form to travel personally/for vacation?***

No, you do not. Any university assets that you take with you are subject to Export Controls. Please complete all necessary documentation and training. Submit your screening form and TrainTraq transcript to the Office of Sponsored Programs (OSP).

***I would like to take a university laptop with me on my trip. How do I request one that is in compliance with Export Controls?***

Complete the online Laserfiche form at <https://dms.tamuc.edu/Forms/Export-Control> at least 24 hours prior to departure. Once your request has been approved, the Laserfiche form will generate a CITE HelpDesk ticket. Visit CITE to pick up the laptop. Return it to CITE once you have returned from your trip. The laptop will then be wiped/re-imaged.

***Can I book travel prior to securing full approval for my Concur Authorization Request?***

No. Your Concur Authorization Request must be fully routed and approved in Concur prior to booking any travel. You will not be reimbursed for any travel that you have booked prior to final approval of your travel.

***Do I need to purchase travel insurance for my trip?***

It is highly recommended that you purchase international travel insurance to cover any medical expenses you may incur while traveling. Students traveling abroad are **required** to purchase CISI international travel insurance.

BCBS is not accepted in all countries and municipalities. [Check BCBS for your existing health coverage outside the United States.](#) [CISI travel insurance](#) is available for purchase at an affordable daily rate and is accepted worldwide.

Before departure, please review [The Texas A&M University System Blanket Evacuation Coverage](#) administered by CISI. This covers medical evacuation, return of remains, security evacuation, and 24/7 phone/email assistance (via Team Assist) for A&M System employees traveling on university business.

***I did not seek pre-approval for a trip that I took. What steps can I take to get reimbursed?***

Foreign travel **must** be pre-approved through Concur. Expenses incurred for travel that was not pre-approved cannot be reimbursed.

***I have questions about my travel. Who can I contact?***

Concur: [Kevin.Ashmore@tamuc.edu](mailto:Kevin.Ashmore@tamuc.edu)

Student Travel/Study Abroad: [Pri.Risal@tamuc.edu](mailto:Pri.Risal@tamuc.edu)

Grants: [Stephanie.Pinckard@tamuc.edu](mailto:Stephanie.Pinckard@tamuc.edu)

Risk Management: [Amy.Patrick@tamuc.edu](mailto:Amy.Patrick@tamuc.edu)

Export Controls: [Glenda.Denton@tamuc.edu](mailto:Glenda.Denton@tamuc.edu)