CONCUR TRAVEL AUTHORIZATION REQUEST – FY25

Concur is the TAMU official electronic routing system for travel authorizations and expense reports. All travel must be submitted and finalized within the Concur system before commencement of travel.

NOTE: You must also complete the IODP Laserfiche travel authorization request form and submit to your supervisor/department head for approval.

- Log onto your TAMU SSO account and select "Concur"
- Use the drop down menu to select "Requests"
- Click in the "Create New Request" box

Please note when submitting the new Concur travel request form the department/sub-dept/account numbers are now a required field. For most of you these fields will default to 02-TAMU/IODP. Concur will allow you to submit the request with these numbers, but it is not correct. IODP travel requests are now routed through the VPR's office for approval. The VPR office procedures require the full account number that travel will be paid from to be part of the travel request. If these numbers are missing from the request or are incorrect then the travel request will be rejected and returned to the traveler. DO NOT add estimated expenses.

Manage Requests	Home	U	
Home / Requests / M	APPLICATIONS Requests		
View: Active Re	Travel Expense Approvals Reporting Intelligence - Bl Manager No requests found		Create New Request

Complete the following fields:

- Trip Name/Destination: City of Destination or if Expedition "Expedition #" i.e. Exp 398 Barcelona, Spain to Heraklion, Greece
- Trip Start Date: XX/XX/XXXX
- Trip End Date: XX/XX/XXXX
- Travel Classification: Select drop down menu of Employee-Foreign; Employee-In State; Employee-Out of State

- Traveler Type: Staff
- Student Travel Activity Type: (leave blank)
- Contracts/Grants: No
- Trip Purpose & Benefit: Describe where you are going and why
- GSA Meal Rate: leave blank
- Personal Travel Included: Select No or Yes
- Non-Employee/Student Traveler: (leave blank)
- Foreign Country 1: add 1st country (beginning of expedition)
- Foreign Country 2: add 2nd country (end of expedition)
- System: TRAVEL
- System Member: use drop-down menu to select (99) Texas A&M Research Foundation
- Department/Sub-Department: start typing 00610 to search for IODP International Ocean Discovery Program.
- Account: scroll down the list to find your department. After the 1st time, your department and account number will appear in the "Most Recently Used" box at the top of the menu.
- Account Attribute: choose OF SRS Federal
- Department Reference Number: Leave blank
- Notes: Add comment that you a traveling on RF federal funds sponsored by NSF
- Click blue "CREATE REQUEST" button
- The next screen will display your travel request
- **Review any alerts at the top of the screen before hitting submit**. Foreign travel will always have an alert regarding export control regulations training. (from this screen, you can go back to the travel request by clicking on the name of the request)
- <u>DO NOT</u> add expected expenses. This creates an extra pre-approval process.
- Click the blue "SUBMIT REQUEST" button
- If submitted correctly, the next screen will confirm your submitted request (with a green box).

Create New Request				×	÷
				* Required field	
Trip Name/Destination * 😮	Trip Start Date *		Trip End Date *		
Expedition	10/24/2024	Ë	10/31/2024	Ë	
Travel Classification *	Traveler Type *		Student Travel Activity Type		
Employee-Foreign	Staff	~	None Selected	~	
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Preferences		Cancel Create	Request 24/2024 03:58
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(419001 00030) SCIENCE SERVICES - CLOSEOUT OF JOI (419001 00040) ANALYTICAL SERVICES - CLOSEOUT OF J (419001 00050) TECHNOLOGY SERVICES -	your department		<u>//</u>

Create New Request				×
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Updated: 10/24/2024