

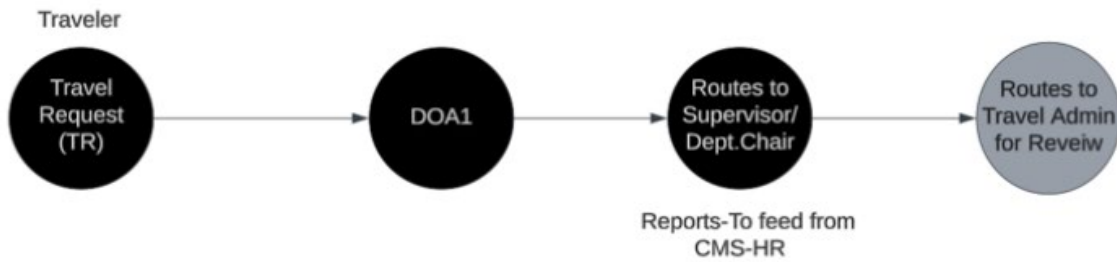
II.Travel Process

Staff/Faculty employee must complete their own travel process individually.

All domestic and international travel must be approved in Concur prior to booking a trip.

Step 1 (one time only)	Step 2	Step 3	Step 4
Set up your Employee Profile	Complete & submit Travel Request. Once approved...	Book Travel (via Concur Travel or outside Concur)	Complete & submit Travel Expense Report after trip return

Automatic Workflow for Approvals



Ability to add more approvers