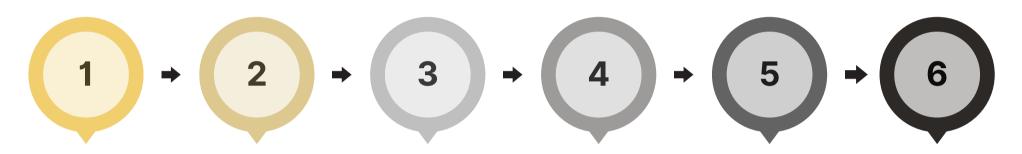


Hist/Phil Travel Process



SUBMIT DEPARTMENT REQUEST

Submit a travel
request on the
department website

WAIT FOR CHAIR APPROVAL

Wait for the Department Chair to email you an approval for your travel request

SUBMIT CONCUR TRAVEL REQUEST

Submit your <u>travel</u> request in Concur and add Bus Ops in your Approval Flow

OBTAIN COMPLIANCE APPROVALS

For any bookings outside of Concur obtain

<u>Compliance</u>

<u>approval</u> before booking

BOOK YOUR TRAVEL

Book your hotel, flights, etc... Flights can be booked 14-21 days before departure for domestic and up to 60 days before for international.

TURN IN EXPENSE REPORT AFTER TRAVEL

Expense Reports must be turned in within 60 days after travel or be subject to non-payment