

Concur Travel Instructions

Overview

All faculty, staff, or students traveling on University business are required to submit their travel in Concur. Concur is used for travel approval, reimbursement, and Safety & Risk tracking.

Retroactive requests: University policy does not allow for requests after travel.

Who must submit a travel request through Concur:

- Students traveling independently for a field trip or offered reimbursement for mileage or gas.
- Faculty or staff traveling on University business (for reimbursement or insurance only purposes). *

**The Department ASC will submit insurance only (non-reimbursement) Concur Travel Requests for the Traveler.*

Request & Report Process

Travelers must secure funding and get department approval for travel from the Department Chair. If funding is external (e.g., Dean's Travel Initiative), enter the funding information from the approval letter. Please review the [Travel Policy](#).

There are two steps to inputting Concur Travel:

1. Submit a Travel Request
 - a. [Create your Travel Request \(Video\)](#): The request title should be "MUS LastName Destination" (e.g., MUS Woodall San Jose, CA)
 - b. Default chart string: G0106-20021-606001 (for out-of-state travel, use G0106-20021-606002)
 - c. Use estimated amounts if exact amounts are unavailable.
 - d. Save the request and request assistance from Department or Concur Travel Staff OR submit your request for review and approvals.
 - e. Once the request is approved, the traveler may incur costs.
2. Submit an Expense Report – Must be done within 60 days of travel.
 - a. Create an Expense Report from your approved request ([see page 69 of the Traveler and Delegate Handbook for instructions](#))
 - b. Add [allowable expenses](#) to the Expense Report and upload itemized receipts.

Contact the Music Department Admin Support Coordinator, [Mx. Woodall](#), if you have any questions about this process or require assistance.