



Travel 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 and Risk tracking.

Who must submit a travel request through Concur:

- Students traveling independently for a field trip—as well as other University required forms.
- Students offered reimbursement for mileage or gas
- Faculty or staff traveling to conferences on University business—for insurance purposes
- Faculty reimbursement for recruitment or events

The default chart string is **G0106 20021 606001 (out-of-state travel use 606002)**

Retroactive requests—University policy does not allow for requests **after** travel.

Travel Request Process

Faculty: Secure funding, and get department approval for travel from the department Chair. If funding is external (e.g. Dean’s Travel Initiative), be sure to save the documentation of the chart string, you will need to enter that information in the travel request.

There are two steps to inputting Concur Travel:

1. SUBMIT A TRAVEL REQUEST

- Input your travel request. Request name should follow this format: MUS LASTNAME DESTINATION.
Exp: MUS Oliver San Jose CA
- Use estimated totals for your trip.
- Save the request, but DO NOT Submit the request.
- Send an email to the [ASC](#) that your request is ready for review.

ASC will submit the request after review. The request will move on to the Chair, then the Dean’s office for approval. Once approved, the traveler may incur costs.

2. SUBMIT EXPENSES TO ASC

- After you travel, submit all receipts to ASC.
- ASC will create and submit an expense report on your behalf. There is a 60 day limit to get receipts in.

<https://www.csustan.edu/financial-support-services-gateway/staff-faculty/travel-overview#travel-policy>