

# TRAVEL REQUEST

## Process Guide

**START**

1

**Create Pretrip Request in Concur & Submit Travel Request in WF**

**30-60 Days Before the Event**

**Do Not Submit in Concur!**

### STOP for FAST Processing

FAST Assigns WF Ticket, Provides COA Info & Determines Financial Approver.

**3-5 Business Days Post-WF Submission**

**Stay Tuned for Updates!**



2

**Submit Pretrip Request in Concur**

List the appropriate Financial Approver and COA provided by FAST

- Add WF # in Report Header Comments
- Naming Convention: ID, Start/End of Travel, & Location
  - Request ID-MMDDYY-MMDDYY-Location

**3-5 Business Days Post-WF Processing**

### STOP for FAST Processing

FAST Will Review/Approve Pre-Trip Request in Concur

**3-5 Business Days Post-Pretrip Request Submission in Concur**

**Stay Tuned for Updates!**



3

**Create Expense Report From Approved Pretrip Request**

In Concur:

1. Go to Approved Pretrip and Create the Expense Report
2. Naming Convention: Report #-MMDDYY-MMDDYY-Location
3. Add Expenses to the Report as Incurred. Be detailed in explaining purpose for expense

**Do Not Submit!**

### SAFE TRAVELS!

Ensure to keep all itemized receipts for all purchases for your records

**Tip: Book Travel & Manage Receipts Through the Mobile App!**

4

**Submit Concur Expense Report**

Submit Your Completed Expense Report at conclusion of trip but no later than 30 days post travel

**Deadline: After conclusion of trip**

### FAST Processing

Allow 5-7 Business Days for FAST Expense Report Approval. Will be routed to Dept Director for additional approval

**Stay Tuned for Updates!**

6

**END!**

**Receive Reimbursement 3-5 Business Days After Concur Report is approved by Director and Accounting**