

Foreign Travel FAQ

Steps to Booking Travel

1. Complete the *Foreign Travel Request and Checklist*
2. Complete an Authorization Request in Concur (via SSO) for trip.
 - A. Attach the *Foreign Travel Request and Checklist* including all required documents to Concur Authorization Request.
 - B. Submit Concur Authorization Request
3. Wait for Concur Authorization Request to be fully routed and approved
4. Book travel through Concur

Frequently Asked Questions

How far in advance of my departure date do I need to submit my Concur Authorization Request?

Your Concur Authorization Request must be fully routed and approved *at least* 30 days prior to your departure date. It is recommended that you submit your request 5-6 weeks in advance. Allow an additional week for travel to high-risk countries or regions.

Your Concur Authorization Request is also subject to any internal deadlines held by your department, college, or division.

Foreign travel that is funded by Research Grant Accounts (e.g. NSF, DOE, NASA, etc.), and does not include any student travel, should seek to be completed and attached to a Concur Authorization Request and approved, at a minimum, 30 days prior to the travel date. However, it may be submitted closer to the travel date. Requests submitted closer to the travel date are not meant to become standard practice. Concur Authorization Requests submitted two weeks or less in advance of the travel date may not be able to be vetted and approved in time.

How can I see where my Concur Authorization Request is in the routing and approval process?

In Concur, you can check where in the process your Request is by clicking the “Approval Flow” tab. You will be able to see each designated approver in the process listed along with the date they approved the Request. You can also click the “Audit Trail” tab to find a more detailed listing of submission and approval information (including timestamps).

I found cheaper airfare outside Concur. Do I have to use Concur?

You must secure pre-approval prior to booking any travel. To use sites other than Concur to book your travel, you must seek an exemption providing proof of significant cost savings. You must seek the exemption from all departments providing funding from your travel as well as the appropriate Dean (or Vice President, for Deans; and President, for direct reports to the President). By booking any travel outside Concur, you risk being personally responsible for the charges incurred.

Can I book travel prior to securing full approval for my Concur Authorization Request?

No. Your Concur Authorization Request must be fully routed and approved in Concur prior to booking any travel. You will not be reimbursed for any travel that you have booked prior to final approval of your travel.

I did not seek pre-approval for a trip that I took. What steps can I take to get reimbursed?

Foreign travel **must** be pre-approved through Concur. Expenses incurred for travel that was not pre-approved cannot be reimbursed.

My travel is not being paid by Texas A&M University-Commerce. It will be paid by an external agency or organization. Do I still have to complete a Foreign Travel Request and Checklist and a Concur Authorization Request?

Yes. You must still have prior approval for **all foreign travel** regardless of the cost to the University. Your Concur Authorization Request will be for \$0.00.

Do I need to submit a form to travel personally/for vacation?

No, a travel request is not required if:

- You **are not** taking university assets (laptop, software, technology, etc.) and you **are not** on a contract for teaching classes.

Yes, a travel request is required if:

- You **are** taking university assets laptop, software, technology, etc., and you **are** on a contract for teaching.

I would like to take my University owned laptop with me on my trip. How do I ensure that my University laptop is in compliance with Export Controls?

The University recommends that a loaner laptop is taken on all foreign travel. Please contact CITE at helpdesk@tamuc.edu or 903-468-6000.

Do I need to purchase travel insurance for my trip?

It is highly recommended that you purchase international travel insurance to cover any medical expenses you may incur while traveling. Students traveling abroad are **required** to purchase CISI international travel insurance.

BCBS is not accepted in all countries and municipalities. Check BCBS for your existing health coverage outside the United States. CISI travel insurance is available for purchase at an affordable daily rate and is accepted worldwide.

Before departure, please review The Texas A&M University System Blanket Evacuation Coverage administered by CISI. This covers medical evacuation, return of remains, security evacuation, and 24/7 phone/email assistance (via Team Assist) for A&M System employees traveling on university business.

I have questions about my travel. Who can I contact?

Concur: Travel@tamuc.edu

Student Travel/Study Abroad: StudyAbroad@tamuc.edu

Grants: ProjectAdministration@tamuc.edu

Risk Management: RiskMgmt@tamuc.edu

Export Controls: researchcompliance@tamuc.edu

Insurance: Eddie.Pinckard@tamuc.edu