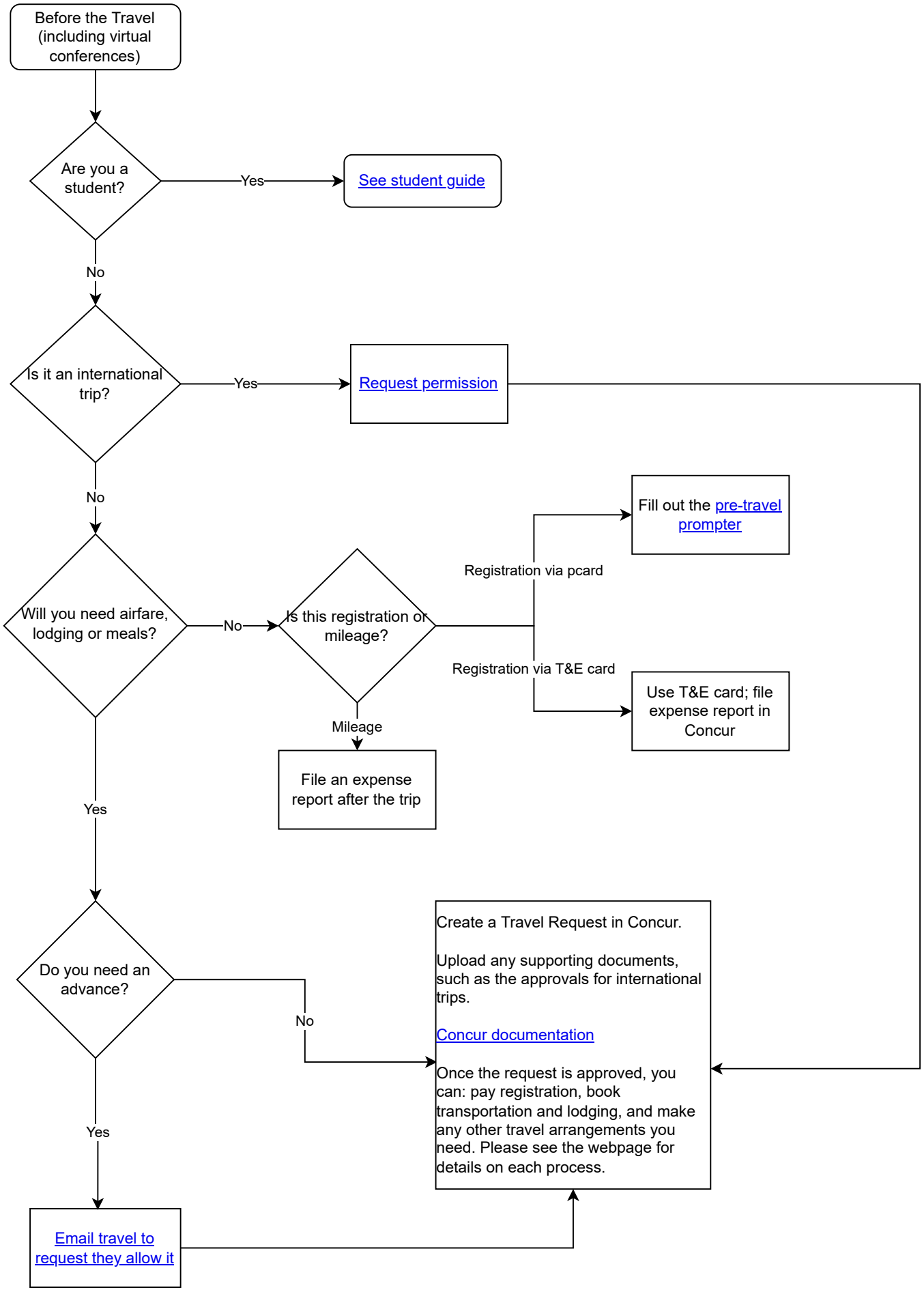
Before the Travel (including virtual conferences)
Are you a student?
Yes
See student guide
No
Is it an international trip?
Yes
Request permission
No
Will you need airfare, lodging or meals?
No
Is this registration or mileage?
Registration via pcard
Fill out the pre-travel prompter
Registration via T&E card
Use T&E card; file expense report in Concur
Mileage
File an expense report after the trip
Yes
Do you need an advance?
No
Create a Travel Request in Concur.
Upload any supporting documents, such as the approvals for international trips.
Concur documentation
Once the request is approved, you can: pay registration, book transportation and lodging, and make any other travel arrangements you need. Please see the webpage for details on each process.
Yes
Email travel to request they allow it