CONCUR TRAVEL AUTHORIZATION REQUEST – FY24

Concur is the TAMU official electronic routing system for travel authorizations and expense reports. All travel must be submitted and finalized within the Concur system before commencement of travel.

NOTE: You must also complete the IODP Laserfiche travel authorization request form and submit to your supervisor/department head for approval.

- Log onto your TAMU SSO account and select "Concur"
- Click on the "Request" tab
- Click in the "Create New Request" box

Please note when submitting the new Concur travel request form the department/sub-dept/account numbers are now a required field. For most of you these fields will default to 02-TAMU/IODP. Concur will allow you to submit the request with these numbers, but it is not correct. IODP travel requests are now routed through the VPR's office for approval. The VPR office procedures require the full account number that travel will be paid from to be part of the travel request. If these numbers are missing from the request or are incorrect then the travel request will be rejected and returned to the traveler. DO NOT add estimated expenses.

For example, if your manager is Brad Julson, your account numbers will be:

(99) Texas A&M Research Foundation/ 414841-03000 IODP Technical Support/ 414841 03000 IODP Technical Support FY24.
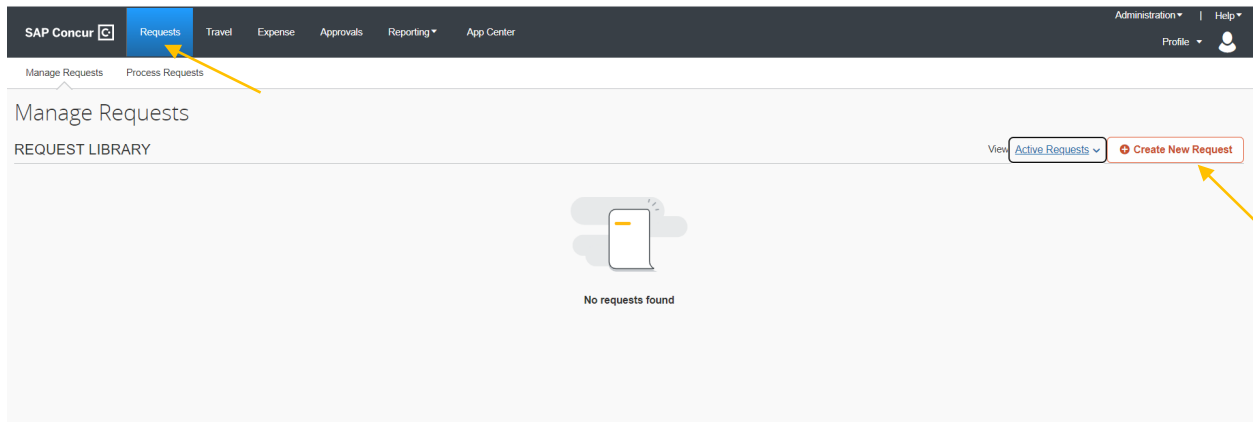
Complete the following fields:

- Trip Name/Destination: City of Destination or if Expedition "Expedition #" i.e. Exp 401 Amsterdam, Netherlands to Napoli, Italy
- Trip Start Date: XX/XX/XXXX
- Trip End Date: XX/XX/XXXX

- Travel Classification: Select drop down menu of Employee-Foreign; Employee-In State; Employee-Out of State
- Traveler Type: Staff
- Student Travel Activity Type: (leave blank)
- Contracts/Grants: No
- Trip Purpose & Benefit: Describe where you are going and why
- GSA Meal Rate: leave blank
- Personal Travel Included: Select No or Yes
- Non-Employee/Student Traveler: (leave blank)
- Foreign Country 1: add 1st country (beginning of expedition)
- Foreign Country 2: add 2nd country (end of expedition)
- System: TRAVEL
- System Member: use drop down menu to - CHANGE TO (99) Texas A&M Research Foundation
- Department/Sub-Department: start typing "4148" to reach IODP account numbers, then use drop down menu to scroll down to your department, (see attached list) After the 1st time, your account number will appear in the "Most Recently Used" box at the top of the menu.
- Account: Do the same search "4148" in the Account box. Use drop down menu to choose current account number with current fiscal year.
- Account Attribute: choose OF – SRS Federal
- Department Reference Number: Leave blank
- Notes: Add comment that you a traveling on RF federal funds sponsored by NSF
- Click blue "CREATE REQUEST" button
- The next screen will display your travel request
- **Review any alerts at the top of the screen before hitting submit**. Foreign travel will always have an alert regarding export control regulations training. (from this screen, you can go back to the travel request by clicking on the name of the request)
- <u>DO NOT</u> add estimated expenses. This creates an extra pre-approval process.
- Click red "SUBMIT REQUEST" button
- If submitted correctly, the next screen will confirm your submitted request (with a green box).

Create New Request (1)

SPAIN-ES (ES)   GREECE-GR (GR)   Search by Text

Foreign Country 4
Search by Text

System * ①
TRAVEL

System Member * ②
(99) TEXAS A&M RESEARCH FOUNDATION

⚠ Department/SubDepartment * ③
Search by Code

Account ④   Account At...
Department Reference Number

- (22) TAMU - TEXARKANA
- (23) TEXAS A&M HEALTH SCIENCE CTR
- (24) TAMU-CENTRAL TEXAS
- (25) TAMU-SAN ANTONIO
- (26) TEXAS A&M SYS SHARED SVC CTR
- (28) TEXAS A&M ENGINEERING EXP STAT
- (30) TEXAS DIV OF EMERGENCY MGMT
- (99) TEXAS A&M RESEARCH FOUNDATION

Notes

Cancel   Create Request

Create New Request (2)

Non-Employee/Student Traveler (Last Name, First Name) ❓

Foreign Country 1
NETHERLANDS-NL (NL)   ✕

Foreign Country 2
ITALY-IT (IT)

Foreign Country 3

Foreign Country 4

System * ①
TRAVEL   ✕

System Member * ②
(99) TEXAS A&M RESEARCH FOUNDATION   ✕

⚠ Department/SubDepartment * ③
Code ▾   4148

This field is missing required information.

- (41483 01000) (IODP)SCIENCE OPERATIONS OFFICE
- (41483 02000) (IODP)ENGINEERING/LOGISTICS SERVICES
- (41483 03000) (IODP)SCIENCE SUPPORT
- (41483 04000) (IODP)OPERATIONAL SUPPORT
- (41484) (IODP)TECHNICAL & ANALYTICAL SERVICES
- (41484 01000) (IODP)TECHNICAL & ANALYTICAL SERV OFFICE
- (41484 02000) (IODP)ANALYTICAL SYSTEMS
- (41484 03000) (IODP)TECHNICAL SUPPORT
- (41485) (IODP)DEVELOPMENT, IT & DATABASES

Account ④   Account Attribute ⑤

Notes

Status (US2)

> start typing 4148 to reach IODP account numbers, then use drop down menu to scroll down to your department (see attached list)

Create New Request (3)

Non-Employee/Student Traveler (Last Name, First Name) ❓

Foreign Country 1
NETHERLANDS-NL (NL)   ✕

Foreign Country 2
ITALY-IT (IT)   ✕

Foreign Country 3

Foreign Country 4

System * ①
TRAVEL   ✕

System Member * ②
(99) TEXAS A&M RESEARCH FOUNDATION   ✕

Department/SubDepartment * ③
(41484 03000) (IODP)TECHNICAL SUPPORT   ✕

Account ④
Code ▾   41484   🔍

- (414841 03000) IODP TECHNICAL SUPPORT FY24

Account Attribute ⑤

Department Reference Number

Cancel   Create Request

Status (US2)   Last signed in: 10/10/2023 10:3

Create New Request

Non-Employee/Student Traveler (Last Name, First Name) ⓘ

Foreign Country 1
NETHERLANDS-NL (NL)   ✕ ▾

Foreign Country 2
ITALY-IT (IT)   ✕ ▾

Foreign Country 3
▾

Foreign Country 4
▾

System *   ①
TRAVEL   ✕ ▾

System Member *   ②
(99) TEXAS A&M RESEARCH FOUNDATION   ✕ ▾

Department/SubDepartment *   ③
(41484 03000) (IODP)TECHNICAL SUPPORT   ✕ ▾

Account   ④
(414841 03000) IODP TECHNICAL SUPPORT FY24   ✕ ▾

Account Attribute   ⑤
(OF) SRS FEDERAL   ✕ ▾

Department Reference Number

Notes

Cancel   **Create Request**

Edit Request Header

Exp 398 Barcelona, Spain | Request ID: YNY9

Student Travel Activity Type
None Selected   ▾

Contracts/Grants *
No   ▾

Trip Purpose & Benefit *
meet ship in Tarragona for exp 398

GSA Meal Rate ⓘ

Personal Travel Included? ⓘ
No   ▾

Non-Employee/Student Traveler (Last Name, First

Foreign Country 1
▼ ▾   SPAIN-ES (ES)

Foreign Country 2
▼ ▾   GREECE-GR (GR)

Foreign Co...
▼ ▾

Most Recently Used
(TRAVEL-99-41464 03000-414640 0...
FEDERAL

(00005) TAMU-AGRICULTURAL EC...

(00005 A3795) TAMU-AGRICULTUR...
PALMA

(00007) TAMU-BIOLOGICAL & AGRI...
ENGINEERI

Foreign Country 4
▼ ▾   Search by Text

System *   ①
▼ ▾   TRAVEL

System Member *   ②
▼ ▾   (99) TEXAS A&M RESEARCH FOUNDATION

Departmen...
▼ ▾   (41464 03000) (IODP)TECHNICAL SUPPORT

Account   ④

Account Attribute   ⑤

Department Reference Number

Cancel   **Save**

Manage Requests   Process Requests

🛑 Alerts: 2   ▾

Exp 401 Amsterdman, Netherlands 🗑
Not Submitted | Request ID: 4VVPV

More Actions ▾   **Submit Request**

Request Details ▾   Print/Share ▾   Attachments ▾

EXPECTED EXPENSES

Add   Edit   Delete   Allocate

No Expected Expenses
Add expected expenses and/or travel plans to this request to submit for approval.

After the 1st time, your account number will appear in the "Most Recently Used" box at the top of the menu.

Check alerts.

Fix any issues then hit Submit button.

Alerts: 2

REQUEST

🔴 Missing required field: Trip Purpose & Benefit. View

⚠️ Employees traveling on TAMUS business or traveling with TAMUS property are responsible for complying with export control regulations when traveling outside the USA. If you have questions or need additional assistance, please contact the Export Control Office at your System Member. View

Exp 401 Amsterdman, Netherlands 🗑️

Not Submitted | Request ID: 4VVPV

[More Actions ⌄] [Submit Request]

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

[Add] [Edit] [Delete] [Allocate]

SAP Concur C   Requests   Travel   Expense   Approval

Administration ▾ | Help ▾

Profile ▾

Manage Requests   Process Requests

⚠️ Alerts: 1   ▾

Exp 401 Amsterdman, Netherlands

Sent Back to Employee | Request ID: 4VVPV | View Timeline

[More Actions ⌄] [Submit Request]

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

[Add] [Edit] [Delete] [Allocate]

FAMIS Request Submit Confirmation ✕

By submitting this request, I acknowledge the purpose of this travel is for university business and is explained in further detail in purpose and benefits. If foreign, I further acknowledge and understand the conditions and potential risks associated with foreign travel and have been briefed on the current Travel Warning (if applicable) posted by the U.S. Department of State at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

In addition, I have updated my profile's contact information, emergency contact information, international travel information, and indicated all countries entering.

[Cancel] [Accept & Continue]

Manage Requests   Process Requests

Manage Requests

REQUEST LIBRARY

View [Active Requests ⌄]   ⊕ Create New Request

Exp 401 Amsterdman, Netherlan... ⚠️
12/09/2023 | 4VVPV

$0.00

`Submitted`

Submitted & Pending Approval
BRYANT, EVAN

> Look to see if the box is green and shows Submitted & Pending Approval.

Updated: 10/10/2023

FY24 IODP ACCOUNTS

My approval on all invoices assigned to the accounts listed below have my certification that the goods or services have been received and accepted or this is an approved progress/advance payment only for IODP work and is properly chargeable to this account.

Description	FY24 ACCOUNTS	
	FY24 Budget (Year 11)	FY23 Carryforward Budget (Year 10)
DIRECTOR'S OFFICE/CURATION/ODL COVID		
Director's Office approver: Malone	414811-01000	414610-01000
Curation approver: Penkrot	414811-02000	414610-02000
ODL COVID-19 Costs	No FY24 Acct	414610-03000
ADMINISTRATION		
Administrative Services approver: Walker	414821-01000	414620-01000
SCIENCE OPERATIONS		
Science Office approver: Petronotis	414831-01000	414630-01000
Engineering/Logistics Services approver: Van Hyfte	414831-02000	414630-02000
Science Support approver: LeVay	414831-03000	414630-03000
Operational Support approver: Grigar	414831-04000	414630-04000
TECHNICAL AND ANALYTICAL SERVICES		
TAS Office approver: Acton	414841-01000	414640-01000
Analytical Systems approver: Houpt	414841-02000	414640-02000
Technical Support approver: Julson	414841-03000	414640-03000
IT AND DEVELOPMENT		
IT & Development Office approver: Morgan	414851-01000	414650-01000
Information Technology approver: Kratz	414851-02000	414650-02000
Applications Development approver: Kimrey	414851-04000	414650-04000
PUBLICATIONS		
Publication Services approver: Peters	414861-01000	414660-01000
SHIP OPERATIONS		
Ship Ops-Subcontractor	414871-01000	414670-01000
Ship Ops-IODP General Support	414871-02000	414670-02000
SUBCONTRACTS		
Schlumberger	414881-01000	414680-01000
Rutgers Core Repository	414881-04000	414680-04000