

Concur Request Module

For International Travel
Pre-Approval and Export Controls



Travel Authorization Pre-Approval

- All travel requires pre-approval & international travel requires approval from the appropriate Officer, specifically the designated international travel approver per APS 4024- <http://www.cu.edu/ope/aps/4024>
- November 2014, President Benson and campus Chancellors requested development and implementation of procedures to ensure international high-risk destinations are pre-approved by the campus Chancellor
- Concur's Request module provides automated solution for international travel pre-approval



Pre-Approval for International Travel Requests in Concur

- Concur routes the request to the department, then the designated international approver for the unit.
- If travel is to a high-risk destination the Chancellor or their delegate reviews the request and either approves or denies the travel.
- Doing the request process for international travel via Concur travelers are asked One export control question, and depending on their response an email is sent to Mike Sanderson as the campus export control officer for review. (FYI- travel to a high-risk destination also send an email to Mike Sanderson for export control review).



Concur Request and Export Control?

Request

Request Name:

Purpose:

Request Header

Segments

Approval Flow

Audit Trail

Request Name


Request Policy

Main Destination Country


Trip End Date



Travel Business Purpose

Are you taking Export Control info or equip?

Employee Org

Email for Travel Request

No
Yes

8 digit Speed Type #

Is this grant funded?

Alternate Contact Employee



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UCCS Export Controls and International Travel

- PSC Resource- <http://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>
- Link to UCCS Export Control and International Travel Page- <https://www.uccs.edu/osp/export-controls/international-travel-and-export-controls.html>
- See handout for more Export Control Information and my contact information.

