University *of* Massachusetts

Amherst • Boston • Dartmouth • Lowell • Medical • Law

Office of the President- 50 Washington Street, Suite 3000, Westborough, Massachusetts 01581

Pre-travel Authorization for Student Travel

Student travel must be authorized in Concur through a Request before the travel occurs. This includes both Domestic and International travel.

Going forward, pre-travel authorization for all student travel will be completed within SAP Concur. This will replace existing processes in Terra Dotta.

Note on Travel Reimbursement:

Student travel which is academically related will continue to follow existing processes through Student Financial Aid (US Citizens and Resident Aliens) or Accounts Payable (Non-Resident Aliens), per university guidelines.

Students traveling for University business can use the request types established for employees and submit expenses in Concur for reimbursement.

The following pre-travel authorization request types are available based on the scenario

Destination	Request Type	Description
Faculty-Led		
Domestic	Student Domestic Travel – Faculty / Employee-led	This is a travel request for domestic travel during which a faculty member and student are traveling together
International	Student International Travel – Faculty / Employee-led	This is a travel request for international travel during which a faculty member and student are traveling together
Campus-Sponsor		
Domestic	Student Travel – Campus Sponsor - Domestic	This is a domestic travel request that an employee makes on behalf of a student. The faculty member is not traveling with the student.
International	Student Travel – Campus Sponsor - International	This is an international travel request that an employee makes on behalf of a student. The faculty member is not traveling with the student.

Student Self-Service		
Domestic	Student Domestic Travel – Self	This is a travel request for domestic travel that a student creates from their own Concur account. A Campus Sponsor must first request individual have access to Concur via spreadsheet that is sent to travel expense.
International	Student International Travel – Self	This is a travel request for international travel that a student creates from their own Concur account. A Campus Sponsor must first request individual have access to Concur via spreadsheet that is sent to travel expense.

Faculty-Led Student Travel

Faculty-led student travel occurs when an employee is creating a pre-travel authorization request on behalf of a student(s) and traveling with the student(s). An employee will create a pre-travel authorization request from their Concur account and reference the students who are traveling with them.

The process for creating a Pre-Travel Authorization for Faculty-Led Student Travel is similar to the process for a regular Pre-Travel Authorization with the exceptions noted below. The full steps for Domestic and International Pre-Travel Authorizations are provided in the Appendix of this document.

Choosing the Appropriate Request Header

1. The Request Policy one of the two request types listed below:
   a. Student Domestic Travel – Faculty / Employee-led
   b. Student International Travel – Faculty / Employee-led
2. The Business Purpose should be **Faculty-led Travel with Students**
3. All other fields will be consistent with other Pre-Travel Authorization requests

Adding a List of Students to the Request Form

1. The Request Form must include an attached list of students. There is no specific format for the list of students. However, the file format must be a PDF or image. To attach a list of students, select "Attach Documents" on the Request Form.

Alerts: 3 ⌃

REQUEST

❌ A student travel request requires that a list of students be attached. View

❌ Missing information in Comment Field. Please provide details about your travel such as conference name and website link, research description, or other travel purpose details. View

❌ Please attach International Pre-Travel and Export Control Form. Link to the form can be found on the Concur Home page under Company Notes. View

PFL LOW APR COMM1 🗑

Copy Request   **Submit Request**

Not Submitted | Request ID: 34RH

Request Details ⌄   Print/Share ⌄   Attachments ⌄

Attach Documents

EXPECTED EXPENSE

Add   Edit   Delete   Allocate

Pre-Travel Authorization for Campus Sponsored Student Travel

Campus Sponsored student travel occurs when an employee is creating a pre-travel authorization request on behalf of a student(s) but not traveling with the student(s). An employee will create a pre-travel authorization request from their Concur account and reference the students who are traveling.

Note: The full steps for Domestic and International Pre-Travel Authorizations are provided in the Appendix of this document.

Changes to a Request Header

1. The Request Policy will be one of the two request types listed below:
   a. Student Travel – Campus Sponsor – Domestic
   b. Student Travel – Campus Sponsor - International

Changes to a Request Form

1. The Request Form must include an attached list of students. There is no specific format for the list of students. However, the file format must be a PDF or image. To attach a list of students, select "Attach Documents" on the Request Form.

The full list of steps for creating a Domestic and International Pre-Travel Authorization are provided at the end of this document or by clicking here.

Pre-Travel Authorization for Student Travel (Self-Service)

Students are able to create Pre-Travel Authorizations for domestic and international travel through self-service.

As a prerequisite, students must have an active account in Concur. If a student account does not exist, requests to create new student accounts can be made by a Campus Sponsor through the **Concur Student Profile Request Form** under Company Notes in Concur.
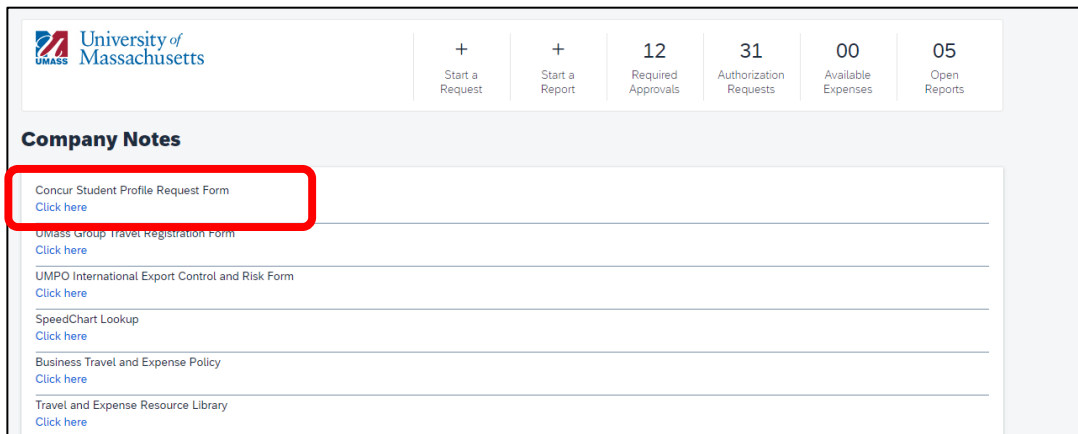
Once a student has an account in Concur, the student can follow these Job Aids to create a Pre-Travel Authorization request. The job aids are available on the resource website under *Request- Pre-Travel Authorization, Prior Approval and Exceptions*.
- Pre-Travel Authorization – Student Self Service – Domestic
- Pre-Travel Authorization – Student Self Service – International

Appendix – Creating and Submitting a Request for Pre-Travel Authorization - DOMESTIC

Note: These are the general steps for creating a Pre-Travel Authorization, not specifically one that is student-travel related.
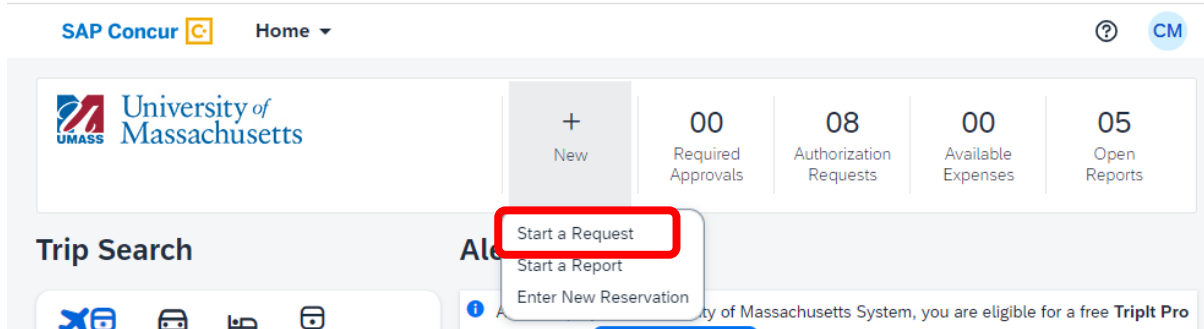
There are 2 ways to start a Request from the Concur homepage:

1. The Home application dropdown is located to the right of the SAP Concur logo. Select this dropdown to reveal the Concur applications available to you and click on the Requests application. Then select "Create New Request."
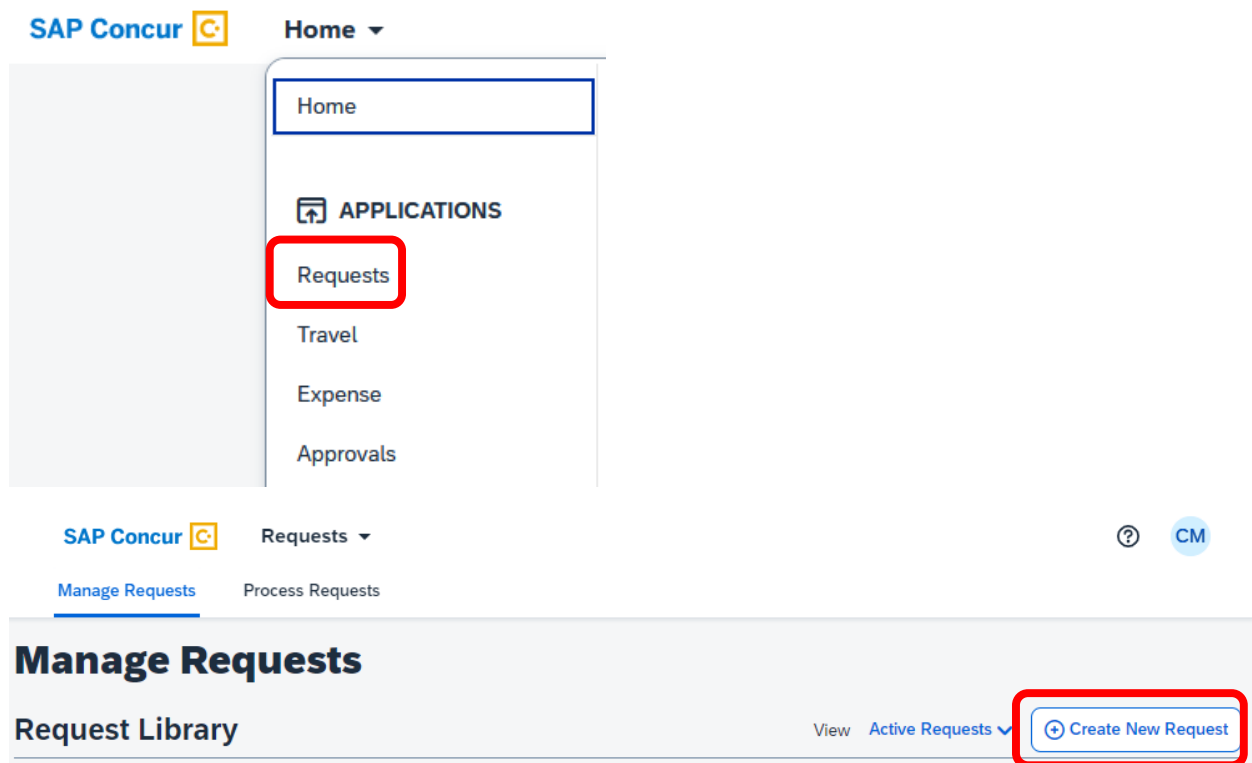
2. From the SAP Concur home page, on the Quick Task bar, select "+ New" then "Start a Request."
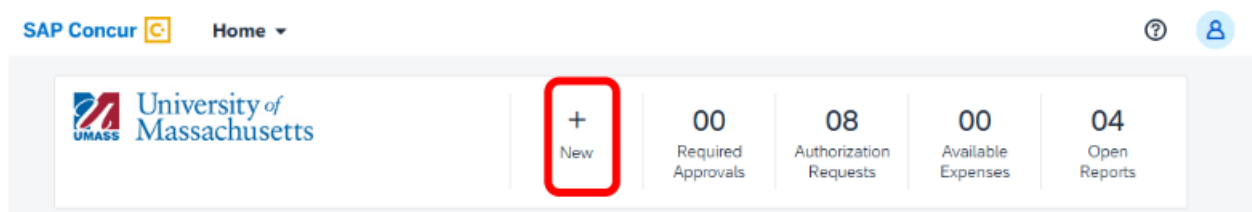
Once you are within the Create New Request popup, you can use the following steps to create a Pre-Travel Authorization Request

1. On the Create New Request popup, select the Request Policy you are seeking: <u>Pre-Travel Domestic</u>

2. Based on this selection, the following required fields (indicated with a red asterisk) will populate:
   - Request name (required)
   - Business purpose (required)
   - Start date (required)
   - End date (required)
   - Booking type (required)

- o Booking Type options using pre-travel authorization are as follows:
    - **Concur Online**- you intend to use the booking module powered by Collegiate Travel Partners (CTP) within Concur (recommended).
    - **CTP Agent Assist**- you intend to use CTP's phone/email Agent Assist. This is helpful for more complex itineraries or group travel. If this is selected, after your pre-travel authorization is approved, a confirmation email is sent to the CTP with all the travel details needed to issue the reservation. When you call, they will ask for the Request ID.
    - **Other-** Booking through another source such as The Travel Collaborative (TTC) or another online booking tool.
- Multi-destination (yes/no) (required)
- Main destination City (required)
- Additional destinations (optional- only use if multi is selected)
- Campus (required)
- Does your purchase relate to work on Sponsored Funds? (required)

Complete all required fields.

3. Select "Create Request."

4. On the "Expected Expenses" page, select "Add" to enter your trip details and estimated amounts for each expense.

- Suggested expenses for travel:
    - o Hotel
    - o Airfare
    - o Train
    - o Car rental
    - o Meals (travel allowance/per diem recommended)
    - o Conference registration
    - o Ground transportation (public transportation, taxi, rideshare)
    - o Tolls
    - o Parking

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- This is very similar to entering expenses in the Expense module. However, allocation is not on the entry for each expense.

- You will be entering estimated expenses and will not require a receipt.

- Amherst Campus: Employees on the Amherst campus are allow to enter one expense item "Estimated Expenses" for domestic travel, instead of itemizing the expense items.

5. After selecting **Add** and select the applicable expense type.

Add expected expenses and/or travel plans	✕

Search for an expense type

˅ **01. Travel Expenses**
    Estimated Expenses
    Hotel
    Rentals-Lodging
˅ **02. Transportation**
    Airfare
    Automobile Rental
    Ground Transportation
    Mileage
    Parking/Tolls
    Train
˅ **03. Meals**
    Breakfast

6. Complete the required and optional fields. Different fields appear based on the type of expense selected. The following fields are always required:
   - Date
   - Amount

New Expense: Automobile Rental

Cancel Save

* Required field

Pick-up

City *
New York, New York ✕ ⌄

Date
12/13/2023 📅

At
hh:mm A 🕐

Detail *
Enterprise

Drop-off

City *
New York, New York ✕ ⌄

Date
12/15/2023 📅

At
hh:mm A 🕐

Detail

Comment

Amount *
375.00

Currency *
US, Dollar ⌄

7. Save the expected expense.
8. Continue to add additional expected expenses for the request.
9. **To add travel allowances (per diem)**, select "Manage Travel Allowance" then "Add Travel Allowance"

New York City 12/13-12/15/23 $690.00

Sent Back to Employee | Request ID: 33CG | **View Timeline**

Request Details ⌄   **Print/Share** ⌄   **Attachments** 🔗 ⌄   **Manage Travel Allowance** ⌄

Add Travel Allowance

EXPECTED EXPENSES

Add Edit Delete Allocate

- Enter all required fields:
  a. Starting destination (home) (return destination will automatically populate)
  b. Start date
  c. Approximate start time
  d. Arrival location
  e. End date
  f. End time

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Travel Allowance
Itinerary

* Required

Itinerary Name *
New York City 12/13-12/15/23

☐ Detailed Itinerary ❓   ☐ Without overnight ❓

Start Location *
○ Boston, UNITED STATES ▾

Start Date *
12/13/2023 📅

Start Time *
8:00 AM 🕐

＋ Add Destination

Arrival Location *
◉ New York, UNITED STATES ▾

＋ Add Destination

End Location *
◉ Boston, UNITED STATES ▾

End Date *
12/15/2023 📅

End Time *
5:00 PM 🕐

Next: Adjust your travel allowance

Cancel **Next**

- Select "Next"
- Select any meals that will **not** be counted towards per diem (for example: a meal provided from an outside source such as a conference).
  - Note: lodging displays but is not part of the calculation.
    - Any items that are selected will be deducted from the total on the right of the Travel Allowance box.
    - In this examples shows breakfast was deducted from the total on 12/14/23.
    - Concur pulls rates from the GSA and Department of State websites.

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Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments ∨   Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount ⓘ
All Days Dates: 3	☐	☐	☐	☐	☐	
Wed, 12/13/2023 New York, UNITED STATES	☐	☐	☐	☐	☐	$59.25
Thu, 12/14/2023 New York, UNITED STATES	☐	☑	☐	☐	☐	$61.00
Fri, 12/15/2023 New York, UNITED STATES	☐	☐	☐	☐	☐	$59.25
						Total: $179.50

Back   Cancel **Finish**

- Select "Finish"
- The total per diem amount will populate on the request.
- If you need to edit any information in the per diem you may select
  a. "Edit Travel Allowance" to take you to the Travel Allowance page
  b. "Edit Adjustments" to take you to the Travel Allowance Adjustments page

New York City 12/13-12/15/23 $869.50

Sent Back to Employee | Request ID: 33CG | **View Timeline**

Request Details ∨   **Print/Share** ∨   **Attachments** 🔄 ∨   **Manage Travel Allowance** ∨

Edit Travel Allowance
Edit Adjustments

EXPECTED EXPENSES

10. **To add attachments to your request**, select "Attachments" then "Attach Documents"

New York City 12/13-12/15/23 $869.50

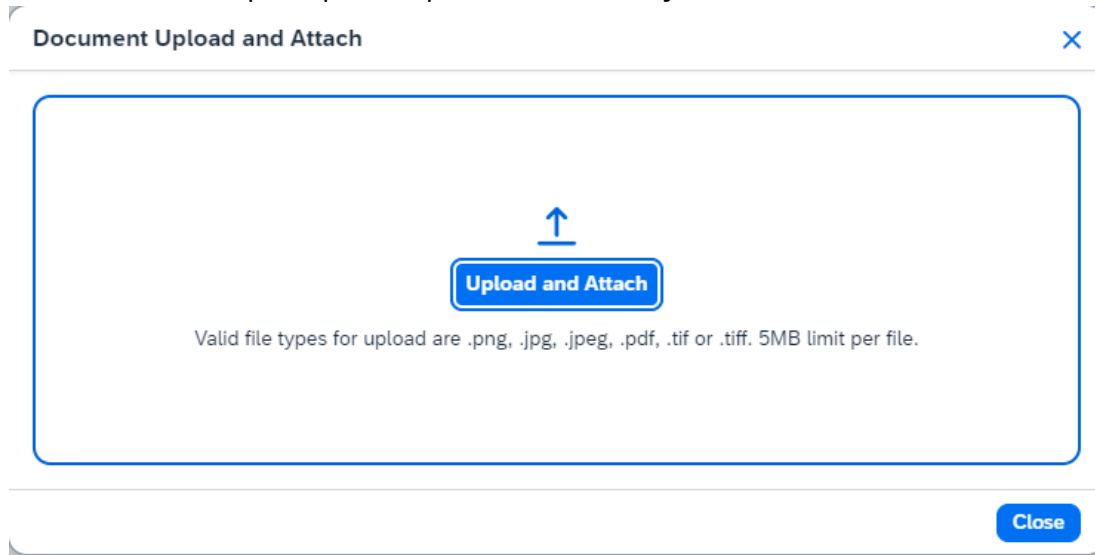Sent Back to Employee | Request ID: 33CG | **View Timeline**

Request Details ∨   **Print/Share** ∨   **Attachments** ∨   **Manage Travel Allowance** ∨

Attach Documents

EXPECTED EXPENSES

- Follow prompts to upload and attach your document

Document Upload and Attach ✕

↑
Upload and Attach

Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Close

- If you need to change your attachments you may select
    c. "View documents" to see what is attached
    d. "Attach documents" to attached additional documents
    e. "Delete documents" remove any unwanted documents.

New York City 12/13-12/15/23 $869.50

Sent Back to Employee | Request ID: 33CG | View Timeline

Request Details ⌄   Print/Share ⌄   Attachments 🔄 ⌄   Manage Travel Allowance ⌄

EXPECTED EXPENSE

View Documents
Attach Documents
Delete Documents

Add   Edit   Delete   Allocate
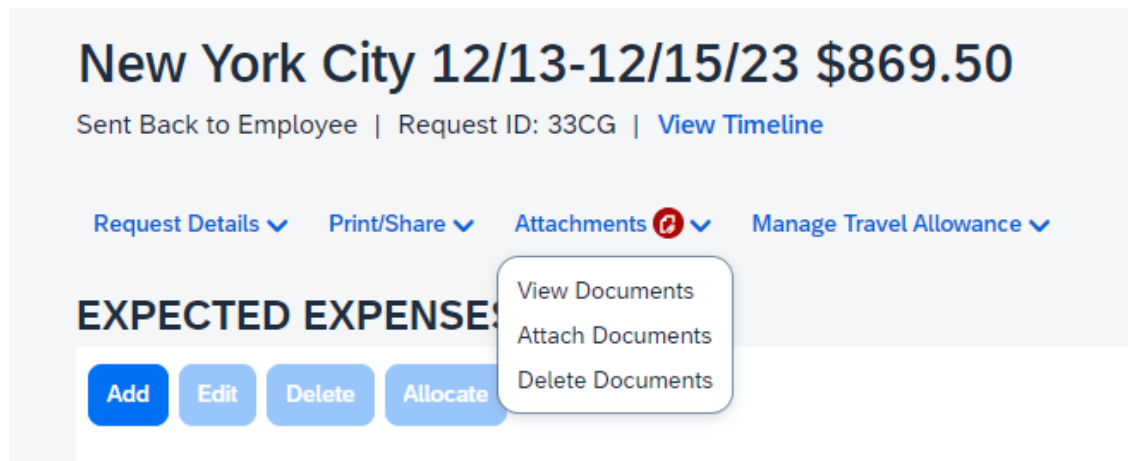
8. Before submitting your pre-travel authorization request, you will need to allocate to the appropriate speedtype(s).
9. With the request open, to allocate multiple expenses, select the appropriate expenses on the left side of the page, and then select "Allocate."

New York City 12/13-12/15/23 $869.50

Sent Back to Employee | Request ID: 33CG | View Timeline

Request Details ∨   Print/Share ∨   Attachments 🔴 ∨   Manage Travel Allowance ∨

EXPECTED EXPENSES

| Add | Edit | Delete | **Allocate** |

☑	Expense type↓↑	Details↓↑
☑	Travel Allowances	New York, New York
☑	Hotel	New York, New York
☑	Train	Boston, Massachusetts - New York, N

10. The Allocate window appears. The total expense amount, the amount allocated, and the amount remaining are listed.

Allocate   ✕

Expenses: 4 | $869.50

| Percent | Amount |

Amount	Allocated $869.50	✅ Remaining $0.00
$869.50	100%	0%

Default Allocation

Code   Percent %
Default   100

| Add | Edit | Remove | Save as Favorite |

11. Select "Add".
    a. Select your environment "(PSoft PROD) Peoplesoft Production Entity"
    b. Select your campus under "Business Unit"
    c. Search and select your chartfield string. You can search by speedtype or a keyword. Concur will recognize and show recently used and favorite speedtypes.
        i. To search click the arrow on the right hand side of the Chart field string field

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Add Allocation   ✕

+
New Allocation   ★ Favorite Allocations

* Required field

Environment *   ①
(PSoft PROD) Peoplesoft Production Entity ✕ ⌄

Business unit *   ②
(UMCEN) President's Office ✕ ⌄

Chart field string *   ③
  ⌄

ii. The word "text" should now appear on the left of this field

Add Allocation

+
New Allocation   ★ Favorite Allocations

* Required field

Environment *   ①
(PSoft PROD) Peoplesoft Production Entity ✕ ⌄

Business unit *   ②
(UMCEN) President's Office ✕ ⌄

Chart field string *   ③
Text ⌄ Search by Text 🔍

Most Recently Used

iii. Select the arrow and you will see the options to search by "code" or "either"

❌ Chart field string *

Text ⌄ Search by T

Text nissing required i

Code :ently Used

Either OD-UMCEN-1(

1. Text- enter a brief description of the speedtype
2. Code- enter the speedtype number
3. Either- enter either the description or speedtype

d. Select "Save"

3. Add as many allocations as necessary, from the New Allocation or Favorite Allocations tabs.

You can adjust the amounts and percentages if using more than 1 speedtype. The total amount must be allocated 100%, otherwise you will not be able to submit the report.

12. Select "Save."
13. After you complete your expected expenses, select "Submit Request."

New York City 12/13-12/15/23 $750.00
Sent Back to Employee | Request ID: 33CG | View Timeline

Request Details ⌄   Print/Share ⌄   Attachments 🅒 ⌄   Manage Travel Allowance ⌄

EXPECTED EXPENSES
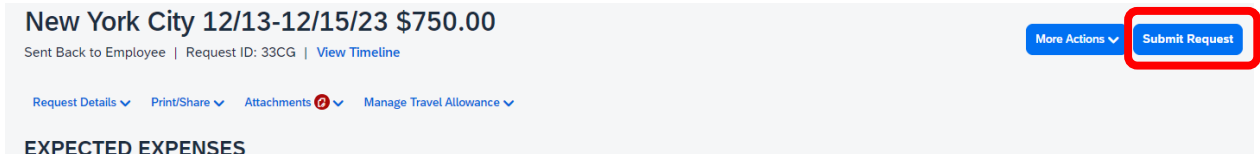
14. If you at any point need to make edits to your original entry, you may select "Request Details" then "Edit Request Header"

New York City 12/13-12/15/23 $8

Sent Back to Employee | Request ID: 33CG | **View Timeline**

Request Details ⌄   Print/Share ⌄   Attachments 🅒 ⌄   Manage Trav

Request

Edit Request Header

Request Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Travel Advisory

XPENSES

te   Allocate

e⬍   Details⬍

nces   New York, New York

Appendix – Creating and Submitting a Request for Pre-Travel Authorization- International

Note: These are the general steps for creating a Pre-Travel Authorization, not specifically one that is student-travel related.

Access and fill out supplemental risk form(s):

Employees traveling internationally are required to complete at least one and possibly two supplemental forms that need to be attached to their pre-travel authorization request.

All travelers going to international destinations must complete their campus's **International Pre-Travel Risk Form**. Some campuses (listed below) require travelers to also complete the **Assumption of Risk Form**.

Campuses Requiring Assumption of Risk Form	
Amherst	Yes
Boston	Yes
Chan	Yes
Dartmouth	No
Lowell	Yes
President's Office	No

It is recommended that travelers complete these forms and save a copy **before** requesting an international Pre-Travel Authorization.

The International Pre-Travel Risk Form can be found on the homepage of Concur under Company notes or on the Travel and Expense Website. Each campus has a unique form. After submitting, the traveler will receive a PDF copy of the completed risk form by email. This email will have a link to the Assumption of Risk Form.
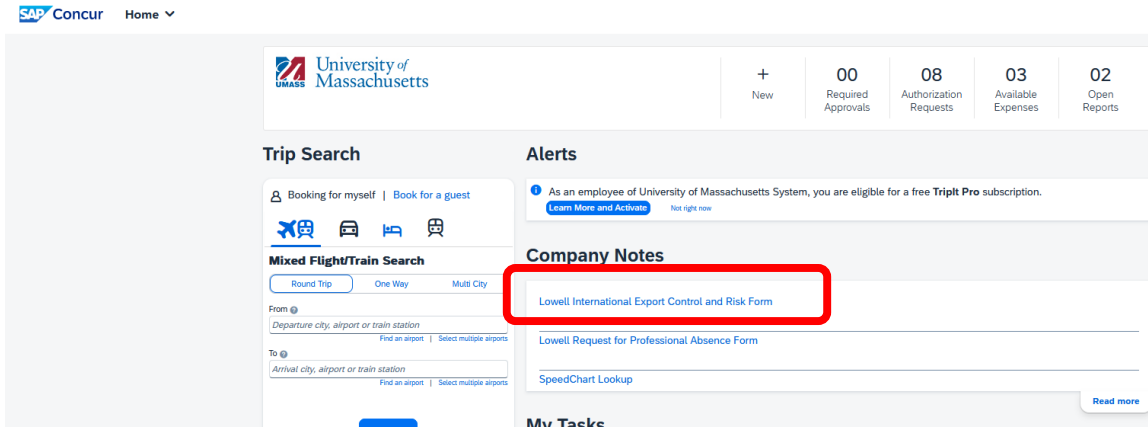
Below is an example of an email automatically sent after the completion of the **International Pre-Travel Risk Form**. Note the **Assumption of Risk Form** that must be completed when traveling to high-risk destinations.

A PDF of your completed International Pre-Travel Export Control and Risk Form will be sent to the following email address(es):

cfmagee@gmail.com; cfmagee@gmail.com.

You will need to attach the PDF of the completed form to your pre-travel authorization request in Concur.

IF YOU ARE TRAVELING TO A HIGH-RISK DESTINATION, ADDITIONAL ACTION REQUIRED!

If you are an employee (this includes students who are also employees), please complete the form below. You will need to attach this completed form to your pre-travel authorization request in Concur.

UMass Lowell Assumption of Risk for High-Risk Destinations for Faculty and Staff

If you are a student ONLY, please complete the form below. You will need to attach this completed form to your pre-travel authorization request in Concur.

UMass Lowell Release of Liability for High-Risk Destinations for Students

Begin pre-travel authorization:

There are 2 ways to start a Request from the Concur homepage:

3. The Home application dropdown is located to the right of the SAP Concur logo. Select this dropdown to reveal the Concur applications available to you and click on the Requests application. Then select **Create New Request**.
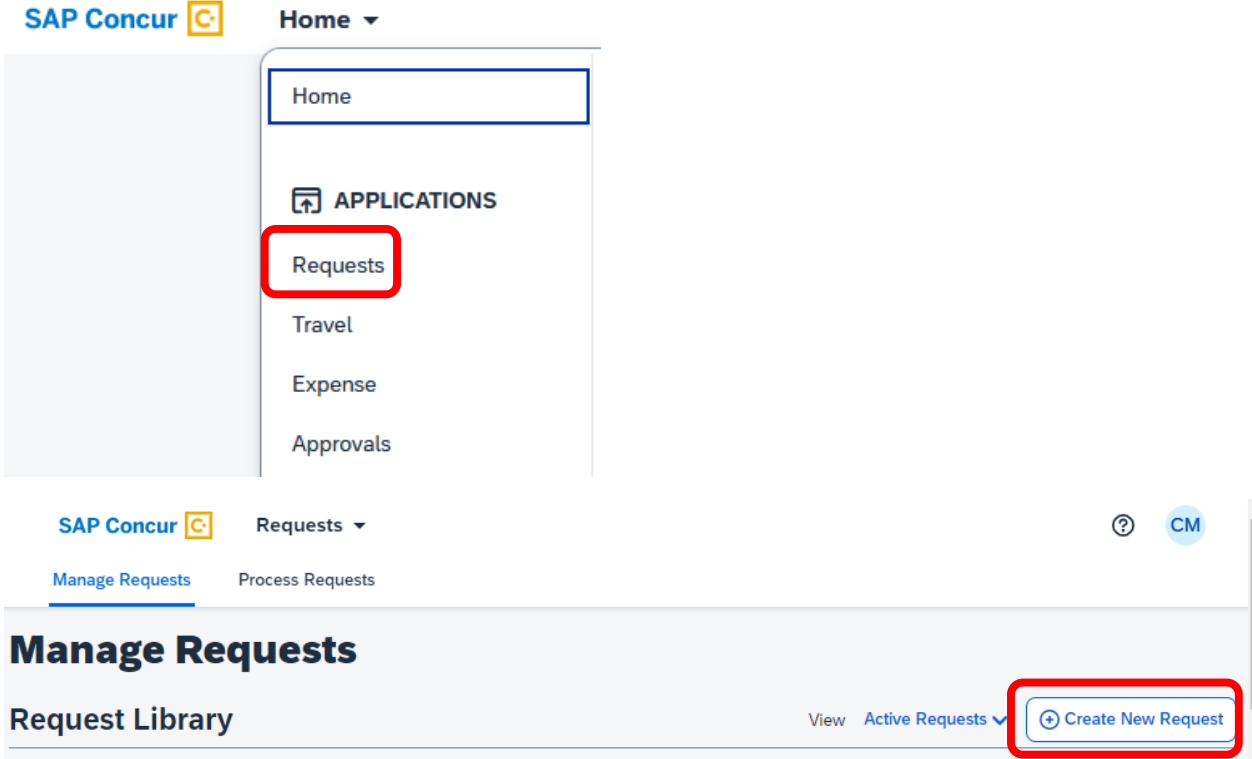
4. From the SAP Concur home page, on the Quick Task bar, select **+ New,** then **Start a Request**.
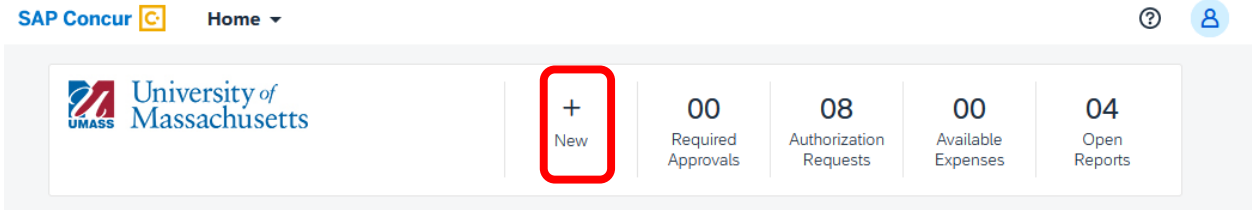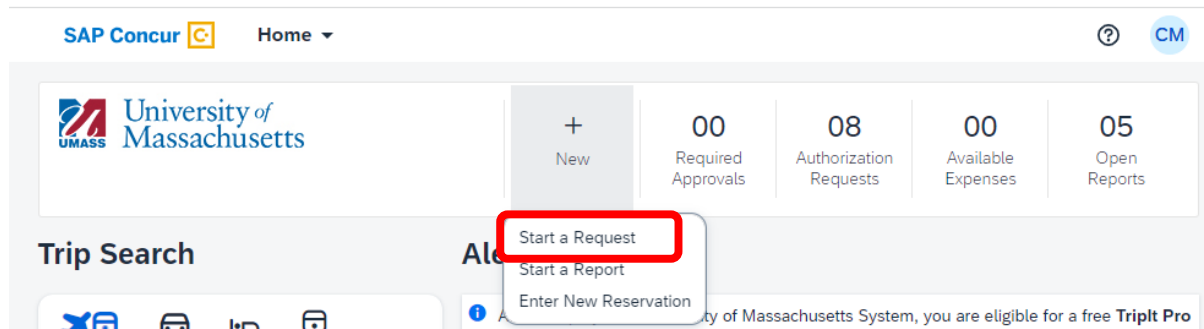
Once you are within the Create New Request popup, you can use the following steps to create a Pre-Travel Authorization Request

11. On the Create New Request popup, select the Request Policy you are seeking: **Pre-Travel International**

12. Based on this selection, the following required fields (indicated with a red asterisk) will populate:
   - Request name (required)
   - Business purpose (required)
   - Start date (required)
   - End date (required)
   - Booking type (required)
     o Booking Type options using pre-travel authorization are as follows:
       ▪ **Concur Online**- you intend to use the booking module powered by Collegiate Travel Partners (CTP) within Concur (recommended).

- **CTP Agent Assist**- you intend to use CTP's phone/email Agent Assist. This is helpful for more complex itineraries or group travel. If this is selected, after your pre-travel authorization is approved, a confirmation email is sent to the CTP with all the travel details needed to issue the reservation. When you call, they will ask for the Request ID.
- **Other-** Booking through another source such as The Travel Collaborative (TTC) or another online booking tool.

- Multi-destination (required)
- Main destination City (required)
- Additional destinations (optional- only use if multi is selected)
- Campus (required)
- Digital Persistent Identifier (enter if you have one)
- Does your purchase relate to work on Sponsored Funds? (required)
- Traveling with any UMass technology or accessing any UMass data? (required)
- Lowell Provost Special Funding (only required for some Lowell departments)
- Comment (required if using certain business purposes)

Complete all required fields.

13. Select **Create Request**

14. On the "Expected Expenses" page, select **Add** to enter your trip details and estimated amounts for each expense.

- Suggested expenses for travel:
  - Hotel
  - Airfare
  - Train
  - Car rental
  - Meals (travel allowance/per diem recommended)
  - Conference registration
  - Ground transportation (public transportation, taxi, rideshare)
  - Tolls
  - Parking

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- This is very similar to entering expenses in the Expense module. However, allocation is not on the entry for each expense.

- You will be entering estimated expenses and will not require a receipt.

15. After selecting Add, select the applicable expense type.

Add expected expenses and/or travel plans   ✕

Search for an expense type

⌄ **01. Travel Expenses**
    Estimated Expenses
    Hotel
    Rentals-Lodging
⌄ **02. Transportation**
    Airfare
    Automobile Rental
    Ground Transportation
    Mileage
    Parking/Tolls
    Train
⌄ **03. Meals**
    Breakfast

16. Complete the required and optional fields. Different fields appear based on the type of expense selected. The following fields are always required:
    - Date
    - Amount

17. **Save** the expected expense.

18. Continue to add additional expected expenses for the request.

19. To add travel allowances (per diem), select **Manage Travel Allowance** then **Add Travel Allowance**

- Enter all required fields:
  g. Starting destination (home) (return destination will automatically populate)
  h. Start date
  i. Approximate start time

j. Arrival location
k. End date
l. End time

- Select **Next**
- Select any meals that will **not** be counted towards per diem (for example: a meal provided from an outside source such as a conference).
  - Note: lodging displays but is not part of the calculation.
    - Any items that are selected will be deducted from the total on the right of the Travel Allowance box.
    - In this examples shows breakfast was deducted from the total on all days.
    - Concur pulls rates from the GSA and Department of State websites.

Travel Allowance   ✕

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments ▾   Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount ❓
All Days Dates: 15	☐	☑	☐	☐	☐	
Fri, 11/10/2023 Traveling	☐	☑	☐	☐	☐	$57.25
Sat, 11/11/2023 Kyiv, UKRAINE	☐	☑	☐	☐	☐	$81.00
Sun, 11/12/2023 Kyiv, UKRAINE	☐	☑	☐	☐	☐	$81.00
Mon, 11/13/2023	☐	☑	☐	☐	☐	$81.00

Total: $1,601.25

Back   Cancel   **Finish**

- Select **Finish**
- The total per diem amount will populate on the request.
- If you need to edit any information in the per diem you may select
  a. **Edit Travel Allowanc**e to take you to the Travel Allowance page
  b. **Edit Adjustments** to take you to the Travel Allowance Adjustments page

Kyiv,Moscow,London11/10-24 $7,851.25

Sent Back to Employee | Request ID: 33D6 | View Timeline

Request Details ▾   Print/Share ▾   Attachments 🔴 ▾   Manage Travel Allowance ▾
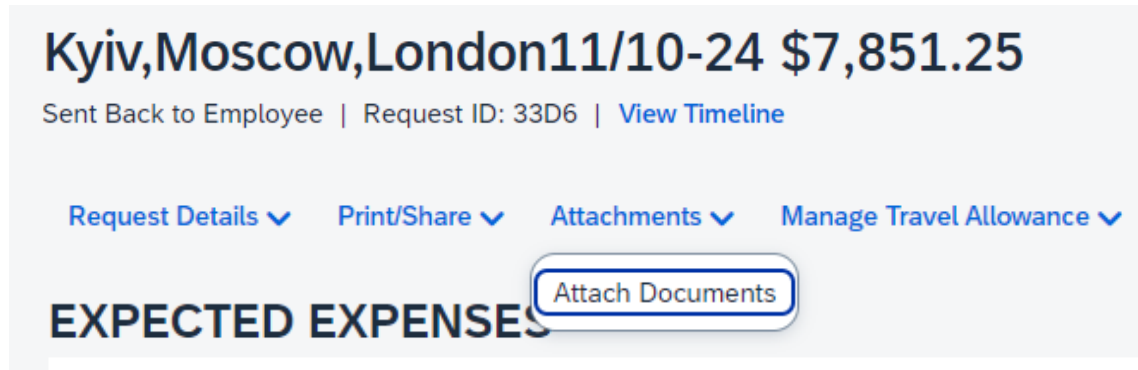
Edit Travel Allowance

Edit Adjustments

EXPECTED EXPENSES

IMPORTANT: All international travel requests require the traveler to attach the International Travel Risk Form. The following error will appear until the International Travel Risk and Export Control form is attached.

⚠️ **Please attach the International Travel Risk form to the international travel request.** View

20. To add attachments (including the International Travel Risk Form) to your request, select **Attachments** then **Attach Documents**
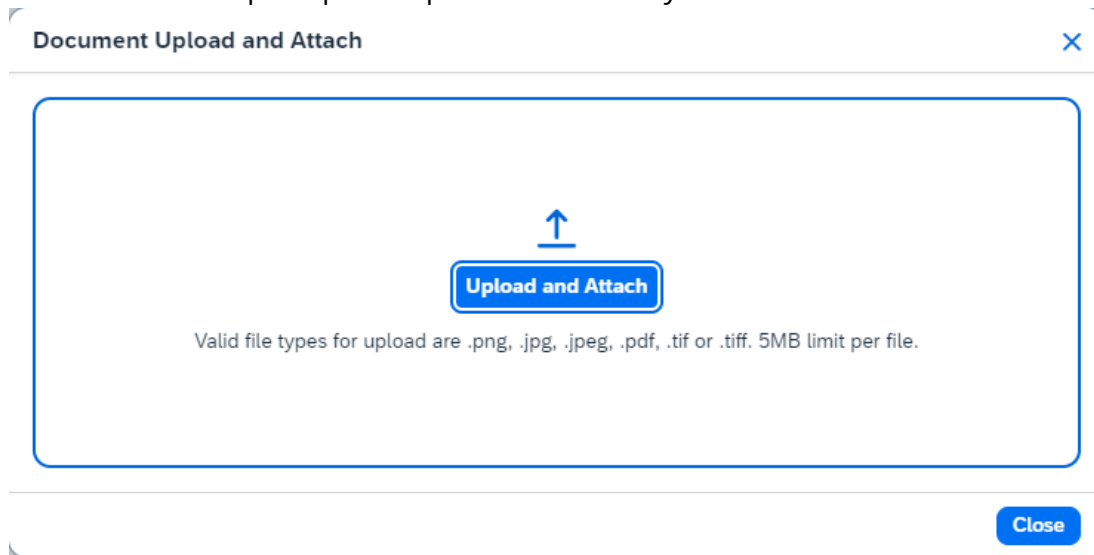
Kyiv,Moscow,London11/10-24 $7,851.25

Sent Back to Employee | Request ID: 33D6 | View Timeline

Request Details ⌄   Print/Share ⌄   Attachments ⌄   Manage Travel Allowance ⌄

Attach Documents

EXPECTED EXPENSES

- Follow prompts to upload and attach your document

Document Upload and Attach   ✕

⬆️
Upload and Attach

Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Close

- If you need to change your attachments you may select
    c. **View documents** to see what is attached
    d. **Attach documents** to attached additional documents
    e. **Delete documents** remove any unwanted documents.

Kyiv,Moscow,London11/10-24 $7,851.25

Sent Back to Employee | Request ID: 33D6 | View Timeline

Request Details ⌄ Print/Share ⌄ Attachments 🔴 ⌄ Manage Travel Allowance ⌄

View Documents
Attach Documents
Delete Documents

EXPECTED EXPENSE

Add Edit Delete Allocate

15. Your campus may require you to allocate to the appropriate speedtype(s).
16. With the request open, to allocate multiple expenses, select the appropriate expenses on the left side of the page, and then select **Allocate**.

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EXPECTED EXPENSES

Add Edit Delete Allocate

	Expense type↓↑	Details↓↑
☑	Hotel	London, UNITED KINGDOM
☑	Hotel	Moscow, RUSSIAN FEDERATION
☑	Travel Allowances	Multiple Locations

17. The Allocate window appears. The total expense amount, the amount allocated, and the amount remaining are listed.

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18. Select **Add**.
  a. Select the environment **(PSoft PROD) Peoplesoft Production Entity**

  b. Select your campus under **Business Unit**
  c. Search and select your **chart field string**. You can search by speedtype or a keyword. Concur will recognize and show recently used and favorite speedtypes.
      i. To search click the arrow on the right-hand side of the Chart field string field

    ii. The word **code** should now appear on the left of this field

    iii. Select the arrow and you will see the options to search by **text** or **either**

   1. Text- enter a brief description of the speedtype
        2. Code- enter the speedtype number
        3. Either- enter either the description or speedtype

d. Enter if the speedtype is on a **Sponsored fund** (yes/no)

e. Amherst and Lowell employees may optionally enter class codes if required by their department.

f. Select **Save**

3. Add as many allocations as necessary, from the New Allocation or Favorite Allocations tabs.

You can adjust the amounts and percentages if using more than 1 speedtype. The total amount must be allocated 100%, otherwise you will not be able to submit the report.
19. Select **Save.**

20. If you need to make edits to your original entry prior to submitting, you may select **Request Details** then **Edit Request Header**
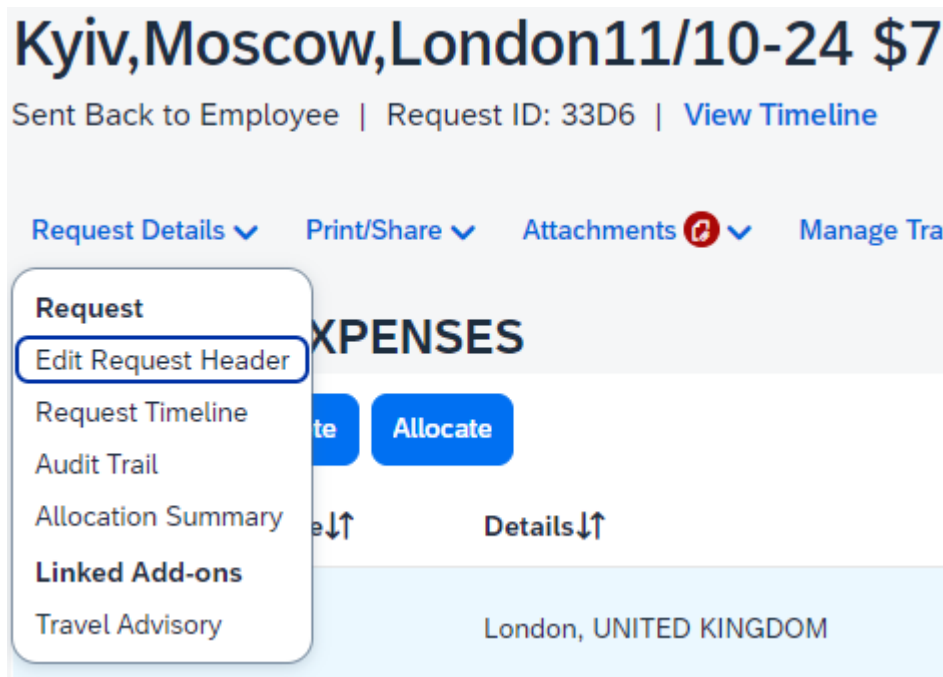
Destinations that are considered "high risk" destinations will require an additional consent by the traveler as well as additional approval.
The following error will appear until the traveler consent has been acknowledged.
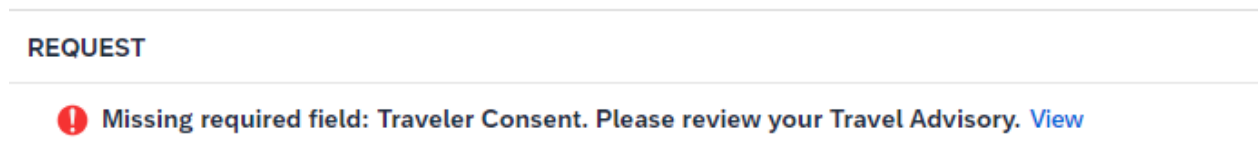
21. There are 2 ways to access the travel advisory to consent
Select **View** on the alert
OR
Select **Request Details** then **Travel Advisory**

Alerts: 2

REQUEST

⚠ Missing required field: Traveler Consent. Please review your Travel Advisory. View

⚠ Please attach the International Travel Risk form to the international travel request. View

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Not Submitted | Request ID: 33L6

Request Details ∨   Print/Share ∨   Attachments ∨   Manage Travel Allowance ∨

Request
Edit Request Header
Request Timeline
Audit Trail
Linked Add-ons
Travel Advisory

22. A pop up will appear. Select the blue hyperlink.

Travel Advisory   ✕

Country/Region↑≡	Risk Level↓↑		Traveler Consent↓↑
UKRAINE	Travel risk advisory	Risk Level: Extreme (Level 5)	☐

Cancel   Save

23. This will open the risk advisory powered by RiskLine in your web browser.

24. Carefully review the information and return to your Concur tab.

25. If you consent to the information provided by RiskLine, check off the **Traveler Consent** box.

26. Select **Save**.

27. The alert should now be removed.

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28. After you complete your expected expenses and attached all requirements, select **Submit Request.**

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More Actions ∨   **Submit Request**

Request Details ∨   Print/Share ∨   Attachments 🔴 ∨   Manage Travel Allowance ∨

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