TRAVEL REQUESTS ON CONCUR – COUNTY EXTENSION AGENTS

OUT OF DISTRICT – complete an electronic Travel Request via Concur for DEA approval in advance of your trip for any Extension related travel that takes you out of District 12 within the state of Texas.

OUT OF STATE – complete an electronic Travel Request via Concur for any Extension related travel that takes you out of Texas. Out of State travel requests must be submitted 30 days in advance of your trip for approval by the DEA <u>and</u> the Associate Director for County Operations.

- Log into your SSO and select eTravel/Concur
- Click on "Requests" at the top of the screen
- Select "New Request"

- Complete the following items on the "Request Header": *-- All items with a RED bar are required and must be filled in.*
  - <u>Trip Name/Destination:</u> *City*
  - <u>Trip Start Date:</u> *XX/XX/XXXX*
  - <u>Trip End Date:</u> *XX/XX/XXXX*
  - <u>Travel Classification:</u> *Employee-In State OR Employee-Out of State*
  - <u>Traveler Type:</u> *Staff*
  - <u>Contracts/Grants:</u> *No (default)*
  - <u>Trip Purpose & Benefit:</u> *Describe the purpose of travel -- Be specific with Event Name & your duties to be performed there.*
  - <u>Notes:</u> *County Funds*
  - <u>System</u>*: FAMIS (default)*
  - <u>System Member</u>*: (07) TX A&M AGRILIFE EXTENSION SRVC (default)*
  - <u>Department/SubDepartment:</u> *(DS12) DISTRICT 12 - WESLACO (default)*
  - <u>Account:</u> *Leave Blank unless you are charging trip to an Extension Account, if so, include that account number here.*
    - <u>Expenses:</u> *Go to this tab ONLY if you must encumber funds on an Extension Account.*
    - <u>Approval Flow:</u> *No action needed here. DEA must be listed as an approver on all your Travel Requests.*
- Click on the orange "Submit Request" button -- top right corner of the screen
- Final Review box will pop up, click on the orange "Accept & Submit" button

- *Concur On-line Training:* *http://it.tamus.edu/concur/training/*