

## 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 **and** 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”

**Request**

Trip Name/Destination: City

Trip Purpose & Benefit:

Request Header: Expenses Approval Flow Audit Trail

Trip Name/Destination: City Trip Start Date: XX/XX/XXXX Trip End Date: XX/XX/XXXX Travel Classification: Employee-In State OR Employee-Out of State Traveler Type: Staff Student Travel Activity Type:

Contracts/Grants: No Trip Purpose & Benefit: Describe the purpose of travel -- Be specific with Event Name & your duties to be performed there. Personal Travel Included? No Non-Employee/Student Traveler (Last Name, First Name):  Notes: County Funds

Foreign Risk:  Foreign Country 1:  Foreign Country 2:  Foreign Country 3:  Foreign Country 4:

System: FAMIS System Member: (07) TX A&M AGRILIFE EXTENSION SRVC Department/SubDepartment: (DS12) DISTRICT 12 - WESLACO Account Attribute:  Account:  Department Reference Number:

- Complete the following items on the “Request Header”: -- *All items with a RED bar are required and must be filled in.*
  - Trip Name/Destination: *City*
  - Trip Start Date: *XX/XX/XXXX*
  - Trip End Date: *XX/XX/XXXX*
  - Travel Classification: *Employee-In State OR Employee-Out of State*
  - Traveler Type: *Staff*
  - Contracts/Grants: *No (default)*
  - Trip Purpose & Benefit: *Describe the purpose of travel -- Be specific with Event Name & your duties to be performed there.*
  - Notes: *County Funds*
  - System: *FAMIS (default)*
  - System Member: *(07) TX A&M AGRILIFE EXTENSION SRVC (default)*
  - Department/SubDepartment: *(DS12) DISTRICT 12 - WESLACO (default)*
  - Account: *Leave Blank unless you are charging trip to an Extension Account, if so, include that account number here.*
    - Expenses: *Go to this tab ONLY if you must encumber funds on an Extension Account.*
    - Approval Flow: *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

**Request**

Trip Name/Destination: College Station, TX Trip Start Date: 01/05/2015 Trip End Date: 01/07/2015 Travel Classification: Employee-In State Traveler Type: Staff Student Travel Activity Type:  Contracts/Grants: No

Trip Purpose & Benefit: Participate in the Ag Program Conference sessions and present Volunteer Leaders at the Annual Volunteer Leaders Awards Banquet Personal Travel Included? No Non-Employee/Student Traveler (Last Name, First Name):  Notes: COUNTY FUNDING

Foreign Risk:  Foreign Country 1:  Foreign Country 2:  Foreign Country 3:  Foreign Country 4:

System: FAMIS System Member: (07) TX A&M AGRILIFE EXTENSION SRVC Department/SubDepartment: (DS12) DISTRICT 12 - WESLACO Account Attribute:  Account:  Department Reference Number:

**Final Review**

**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/cas\\_pa\\_btn/txt\\_1764.html](http://travel.state.gov/travel/cas_pa_btn/txt_1764.html)

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

**Accept & Submit** **Cancel**

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