Occasionally you may need to arrange travel using your departmental funds for a traveler from a different UO department. Traveler’s Concur profiles are established with their home department approvers and index. However your department will need to approve the funding for this travel. We would like to share an approval process that is working well for many departments. This process cuts down on errors by not needing to change approvers back and forth with each Concur report submitted.

**Request:** In the header, enter the **index** that will pay for this travel. In the “**Comments to Approver**” box (I recommend CAPS): **THIS TRAVEL IS FOR THE ABC DEPARTMENT. PLEASE FORWARD TO (approver name for that index) BY CLICKING “APPROVE AND FORWARD”**.

![Concur Travel Request Form](image)

**To Approve:** Log into Concur and in the black navigation bar at the top, click on the Approvals button. Look for the report to approve, in this case a Request. Click on the Request tab to locate report. Click anywhere on the line of the report to open and review. **Please do not check the box for a blind approval. Always review!**

![Concur Approval Screen](image)
Review: Traveler’s Name, Purpose of Trip, Index, Comment.

Tip: Some departments may not be aware that their travelers travel for other departments. A quick email or phone call alert to a home department approval may be helpful for a successful transaction.