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".

F	Reque	st 43`	Y6							Cance	el Save			
D	equest Name ate: Chicago Business Purp	- Nov. 1-4		on and ABC Grant for F	<b>ર</b>									
R	equest Header	Segments	Expenses	Approval Flow	Audit Trail	Travel Advisory								
	Request Policy					11								
	*UO-Request Policy													
	Date				Request/Trip Business End Date	Destination City	Destination Country	Request/1						
	Chicago - Nov.	1-4		11/01/2018			11/04/2018		Chicago, Illinois	UNITED STATES V Travel risk advisory - Low (Level 1)	Collabora			
	Traveler Type			Trip Type			How will you book your trip?		Does this trip include personal travel?	Personal Dates of Travel	Will you b summer?			
	Faculty			<ul> <li>1 Domestic</li> </ul>	Travel	~	1-Online Concur Booking Tool	~	No		No			
( 1	Business Purpos research for the Roberts, Pl		or Robert											
Q	ndex (SBADIR) SBAI	DIR BAO Dire	ctor-General F	Banner Activ	ity Code		Banner Location Code	(	Comments to Approver(s) THIS TRAVEL IS FOR THE ABC GRANT. PLEASE FORWARD TO (name) BY CLICKING "APPROVE AND FORWARD" BUTTON.					

**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. <u>Please do not check the</u> **box for a blind approval.** Always review!

testing approver views test	3101	Gormley, Teresa	10/09/2018 10/13/2018	10/16/2018	\$600.00
Chicago - Nov. 1-4 research for the ABC Grant for Robert Roberts, Pl	437A	Gormley, Teresa	11/01/2018 11/04/2018	10/19/2018	\$450.0
Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Approve					
Requests	·				
Trips Requests Expense Reports	Statement Reports				
00 02 01	00				
	00				
Approvals					

## 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.



UNIVERSITY OF OREGON

Laurie Jacoby Travel Manager Business Affairs Office University of Oregon lajacoby@uoregon.edu 541-346-3158