

Concur



# TRAVEL CHECKLIST



Order of Operations for Travelers

1

## GET TRAVEL APPROVED

Obtain an approved travel request via Concur.

2

## BOOK TRAVEL/EXPENSES

Make reservations for your trip (i.e., hotel, car, conference registration; airfare booking is mandatory in Concur).

3

## START EXPENSE REPORT

Start an expense report as charges arrive (e.g., airfare card or T-card charges can be added to the Concur expense report).

4

## TRAVEL

Go on your trip and return. Keep your receipts!!

5

## UPDATE EXPENSE REPORT

Add out-of-pocket expenses to the existing expense report or create an expense report if you did not start one at step 3.

6

## CREATE ITINERARY

Add an itinerary for meals and/or per diem.

7

## SUBMIT EXPENSE REPORT

Ensure all receipts are correct and clarifying comments have been added. Submit your expense report!



Travelers should contact a department travel representative or budget manager to determine how their department handles these essential steps. Please contact [travel@fsu.edu](mailto:travel@fsu.edu) with any questions.