CSU System General REQ Concur Employee/Delegate Submits the Request **Default Approver** Step 1 "Reports To" Approver COA by Fund/Cost Step 2 Level 1 - If not a Grant Level 2 – Budget **Approver** Not Grant Management **Grants** Management **Exception Approval** Step 4 Is the trip (VP, President Approval or Named international? Approver) Step 5 (Chancellor's High Hazard Approval Approval - Risk Is this person Management traveling to a War Administrator or Risk country? No another Named Approver) No User completes Approved Request

Each workflow step can be supported by a preparation or approval Delegate assigned by the user

their booking

in Concur Travel

Reporting only Exceptions (no impact to workflow):
- Trip Type – International or Risk Level 4 or 5

Exceptions:

- International Travel: Requires VP/ President Approval
- War Risk Must go to Chancellor's office – Audit rule will be created with High Hazard countries.

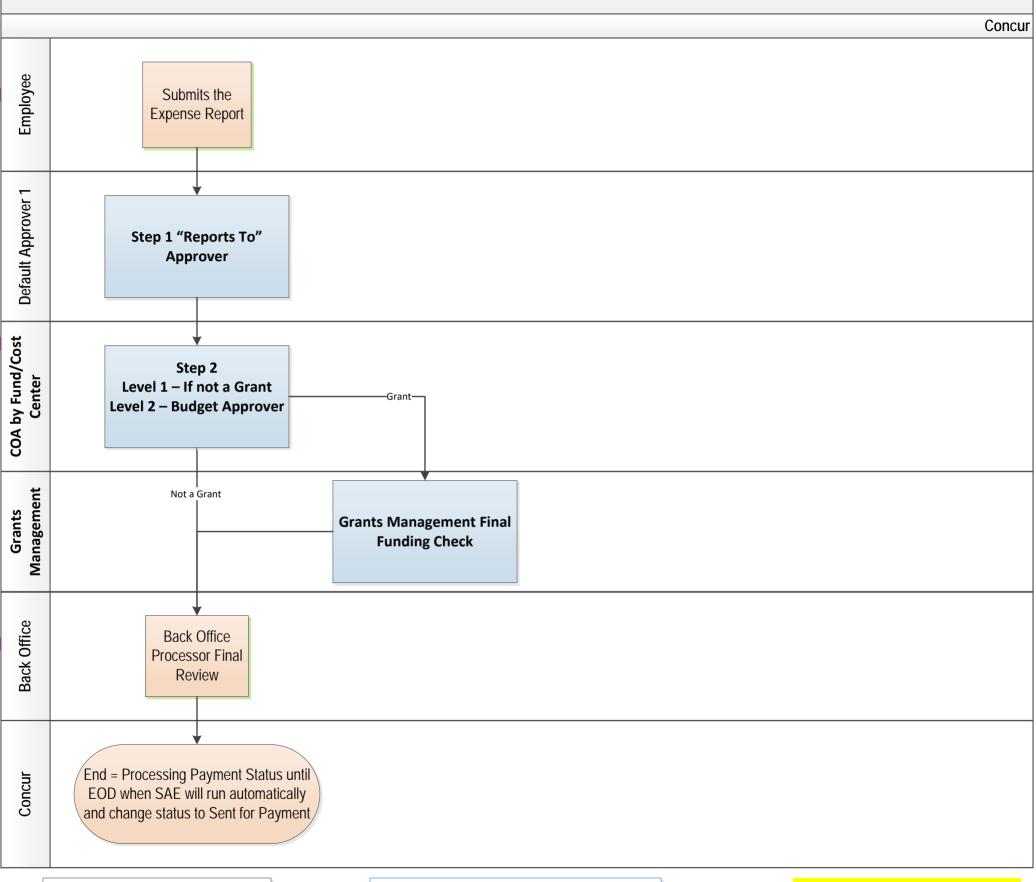
EXPENSE Link

Custom fields needed

Booking Control Field:

- "How will you Book your Travel?": (List options below)
- 1. Request created FROM Travel Booking
- 2. Request FOR Online/Concur Travel Booking
- 3. Request FOR Offline/CTP Travel Booking

CSU System General EXP



Each workflow step can be supported by a preparation or approval Delegate assigned by the user Audit Rule: *A Request is required when:

Report/Trip Purpose *Not Equal to*

Non-Travel

Mileage Only

Exception Code = REQUIRED

Exceptions:

TBD