

# Foundation and Other Non-State Funded Trip Request

## FOUNDATION and OTHER NON-STATE FUNDED TRAVEL

When traveling on Foundation and Other Non-State funds, the traveler will still need to create an “off campus pass” in Concur via the travel request process. This process ensures the manager is able to approve the off campus date and time along with International Affairs, if the trip is international in nature.

### STEP 1

When creating a travel request that will not utilize state funds and instead foundation and other non-state funds, select the fund:  
**99999 – Foundation Funded Travel.**  
 You will then select all the other appropriate account string information.

The screenshot shows the Concur system interface with several dropdown menus. The 'Fund' dropdown is highlighted with a red box and an arrow pointing to '(99999) 99999 - Foundation Funded Travel'. Other dropdowns include 'Department' (63041) 63041 - PROCURE TO PAY, 'Program' (3301) 3301 - FISCAL OPERATIONS, 'Class' (0000) 0000 - UNASSIGNED, and 'Project' (63041-000) 63041-000 - UNASSIGNED.

### STEP 2

All SDSU Research Foundation funded international travel must use the Concur comment field to note the Foundation Fund Number. This information is used to ensure proper expensing of travel insurance.

### STEP 3

Submit your travel request and wait for approval.

### STEP 4

**FOR FOUNDATION FUNDS ONLY:**  
 Attach a copy of your approved travel request with your Chrome River expense report for Foundation.

The screenshot shows the SAP Concur 'Requests' page. It displays a 'Ghost Card - Flight Test \$500.00' with a status of 'Approved' and 'Request ID: FHDH'. A red box highlights the 'Print/Share' button, with an arrow pointing to it. Below the card, there is a 'REPORTS: 2' section showing 'Remaining \$500.00'.