

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 and other Non-state Funded Travel. You will then select all the other appropriate account string information.

Fund *	3	Department *	4	Program	2
(99999) 99999 - Foundation Funded Travel	x v	(63041) 63041 - PROCURE TO PAY	x v	(3301) 3301 - FISCAL OPERATIONS	x v
Class	2	Project	2		
(0000) 0000 - UNASSIGNED	x v	(63041-000) 63041-000 - UNASSIGNED	x v		

STEP 2

Submit your travel request and wait for approval.

STEP 3

FOR FOUNDATION FUNDS ONLY:

Attach a copy of your approved travel request with your Chrome River expense report for Foundation

SAP Concur Requests

Manage Requests Process Requests

Home / Requests / Manage Requests / Ghost Card - Flight Test

Alerts: 1

Ghost Card - Flight Test \$500.00

Approved | Request ID: FHDH

Request Details Print/Share Attachments

REPORTS: 2

Remaining \$500.00