

Foundation Trip Request

FOUNDATION FUNDED TRAVEL

When traveling on Foundation 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 funds, select the fund '99999 - Foundation 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	(63041) 63041 - PROCURE TO PAY	X	(3301) 3301 - FISCAL OPERATIONS	X
Class	2	Project	2		
(0000) 0000 - UNASSIGNED	X	(63041-000) 63041-000 - UNASSIGNED	X		

STEP 2

Submit your travel request and wait for approval.

STEP 3

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

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