

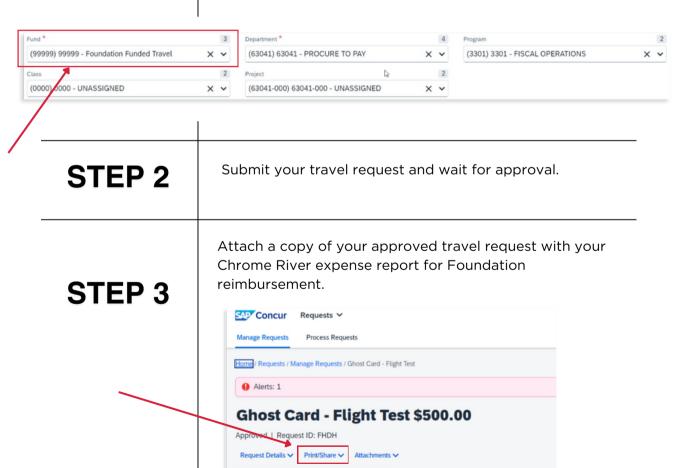
## **Foundation Trip Request**

## 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.



REPORTS: 2
Remaining \$500.00