



## International Travel in Concur

Indicate to your approvers that the Request is international travel by selecting **International Travel** in the **Trip Type** field of the Request. Prior approvals on an International Request in Concur from the Department Head, Dean/Director, Vice President, International Institute, Research Compliance & Security, Provost, and President are required at least 30 days before departure.

- Employees:
  - A completed **MSU Form A-04** (updated form, see note below) and **Assumption of Risk & Release** (if applicable) should be attached to the Request as receipt images prior to submitting the Request for approval.
- General Graduate & Undergraduate Students (OTHER than study abroad):
  - A completed **MSU Form A-04S** (new form, see note below) and **Assumption of Risk & Release** (if applicable) should be attached to the Request as receipt images prior to submitting the Request for approval.
  - If the student does not have access to Concur (not on payroll for any department on campus), he/she will need to complete an **MSU Form A-04** (original paper form) and **Release for Student Travel** form from the International Institute.

**\*\*NOTE: An updated version of the MSU A-04 Form has been created to improve the safety and security of MSU international travel and be more compatible with Concur. A new form, MSU Form A-04S has been created for general student travel. Please be sure to use the correct and current forms.**

The Approval Flow for an International Travel Request should be as follows:

1. Department Head or Dean
2. Appropriate Vice President
3. International Institute (Reynolds, Daniel B.)
4. Research Compliance & Security (Strickland, Kacey J.)
5. Provost (Shaw, David R.)
6. President (Laird, James C.)

To ensure that the Request goes to all appropriate parties, it is advised that the traveler or delegate enter all approvers within the Approval Flow tab prior to submission. See screenshots and explanation on next page.



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How to add approvers for a Request:

1. Verify that International Travel was selected as the Trip Type within the Request Header (**Request Details > Request Header**).
2. Within the Request, click **Request Details > Request Timeline** and click the **Edit** link next to Approval Flow. The appropriate approvers for International Institute, Research Compliance & Security, Provost Office, and President’s Office will automatically populate. **You will have to manually enter in your Department Head or Dean and Appropriate VP into the approval flow as these individuals are determined by your department.**
3. Type last name of **your department’s approver** in the **1<sup>st</sup> Level Approval** field. Name will appear in drop down below. Select approver’s name.

### Edit Approval Flow

[+ Add Step](#)

1st Level Approval

[+ Add Step](#)

International

Approval

[+ Add Step](#)

Approver, Approver (testusers@msstate.edu)  
User ID: approver Logon ID: approver@msstate.edu  
approver@msstate.edu





4. To add in the **appropriate VP** as a **User-Added Approver**, click the **+ Add Step** button between **1<sup>st</sup> Level Approval** and **International Institute**.

### Edit Approval Flow

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[+ Add Step](#)

1st Level Approval

▼ ▾ Approver, Approver (testusers@msstate.edu)

[+ Add Step](#)



International Institute

Approver, International Institute

[+ Add Step](#)

Research Compliance & Security

Approver, Research Compliance

[+ Add Step](#)

Provost Office

Approver, Provost Office

[+ Add Step](#)

President's Office

Approver, President's Office

[+ Add Step](#)

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- 5. In the User-Added Approver field, Type last name of **your department's appropriate VP**. Name will appear in drop down below. Select approver's name.

### Edit Approval Flow

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+ Add Step

1st Level Approval

▼ Search by Last Name

+ Add Step

User-Added Approver

▼ coa Delete

+ Add Step

International

Approver  
COA1, COA1 (testusers@msstate.edu)  
User ID: coa1 Logon ID: coa1@msstate.edu  
coa1@msstate.edu

+ Add Step

Research Compliance & Security

Approver, Research Compliance

+ Add Step

Provost Office

Approver, Provost Office

+ Add Step





- 6. When you are done, your approval flow should look similar to the screenshot below. Keep in mind, your department will have a different department head/dean and vice president and may have more department/division approvers than this. This is an example.

### Edit Approval Flow

+ Add Step

1st Level Approval

← **Department Head or Director/Dean**

+ Add Step

User-Added Approver

← **Appropriate Vice President**

+ Add Step

International Institute

← **Reynolds, Daniel B.**

+ Add Step

Research Compliance & Security

← **Strickland, Kacey J.**

+ Add Step

Provost Office

← **Shaw, David R.**

+ Add Step

President's Office

← **Laird, James C.**

+ Add Step

