

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.





How to add approvers for a Request:

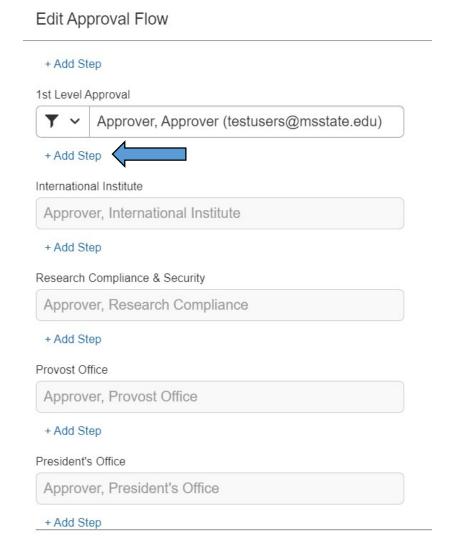
- Verify that International Travel was selected as the Trip Type within the Request Header (Request Details > Request Header).
- 2. Within the Request, click Request Details > Request Timeline and click the Edit link next to Approval Flow. The appropriate approvers for International Institute, Research 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**st **Level Approval** field. Name will appear in drop down below. Select approver's name.

+ Add Step 1st Level Approval | Y | approver | + Add St | Internation | Approver Approver (testusers@msstate.edu) User ID: approver@msstate.edu approver@msstate.edu + Add Step





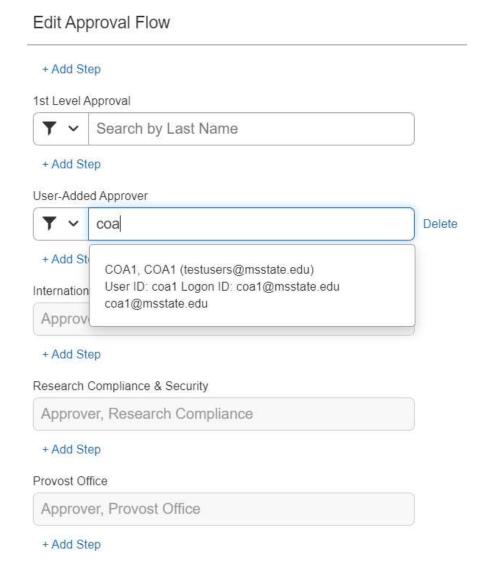
4. To add in the appropriate VP as a User-Added Approver, click the + Add Step button between 1st Level Approval and International Institute.







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.







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.

