

TRAVELER REQUEST CHECKLIST

INTERNATIONAL INDIVIDUAL TRAVEL

This checklist will help ensure an international travel request is accurate and within policy. International Requests must be submitted at least 60 days before travel start date. Requests are submitted and approved in Concur. Justification is required when submitting a Concur Request for international travel less than 60 days before the travel start date.

Guides and other resources can be found at: <https://afd.calpoly.edu/travel/resources/> and the international per diems can be found at: https://aoprals.state.gov/web920/per_diem.asp

Required International Travel Documents
Foreign Travel Insurance Form - must be completed and attached to the Request. If your destination is a high hazard one as determined by the U.S. Department of State and/or the CSU, attach to your request a justification for travel to that destination and include how you will mitigate risks associated with the travel.
Export Compliance Form - must be completed. It will automatically route to Compliance for review and signature. Once signed, the form will be in your Adobe Sign Completed folder. Save this file as a pdf (with both signatures) and attach to the Request.
Request of Liability Form - this form is required when non-employees are traveling with you (family for example). Include a signed form for each travel companion.

REQUEST HEADER

Traveler Type: Use drop-down to select Traveler Type (Staff, Faculty, Athletics, or Unintended Transaction)
Personal Travel: list dates of any personal travel that may be included in the trip, provide explanation in comments section. If none, type "N/A". NOTE: If 20% or more of the trip consists of personal days, the airfare will be subject to taxation per IRS regulation.
Trip Purpose: select appropriate selection from drop down menu & add a comment reflecting how the university is benefiting from the travel in the Comments section
<input type="checkbox"/> if conference, the agenda must be attached
Destination City/State: Type in the City you are traveling to then select from the drop-down list. Concur will add the City/State and Final Destination Country to the Request. If traveling to multiple cities, add the city where you will spend the most time in this field; additional cities can be listed in the Comment section.
Are you traveling with Students?: Select from the drop-down. If YES, you MUST start by contacting the International Center and later attach an approved International Group Trip packet to your Concur request before submitting .
Comments: add any additional information or details that explains how the trip benefits the university (for approver or auditor to review), and include a complete overview of the business purpose for the trip.
Chartfield String: The default chartfield string will appear in the Report Header. Please review to ensure it is accurate (Same Chartfield strings should appear in both Request and Expense Report). Default can be changed if travel is funded from another source.

ESTIMATED EXPENSES

Add all estimated expenses including: (Estimated expenses are added BEFORE any travel purchases are made).
Airfare - estimated roundtrip airfare amount. Provide comparison airfare if there will be personal days added to your trip (comparison should be like for like, such as same airports, etc.)
<input type="checkbox"/> Airfare with 20% or more of trip consisting of personal days of travel will be subject to taxation per IRS regulation.
Hotel/Lodging - nightly rate and overall price (nightly rate, tax and fees estimate) are added to the expense line. Review the international per diems for the city and country you are traveling to so you may stay within lodging per diem rates. https://aoprals.state.gov/web920/per_diem.asp
Car Rental - include fuel expenses here since Car Rental Fuel is not an option in Request. Auto Insurance purchase is allowable for international travel ONLY. each of these can be separate lines (enter Car Rental for each separate expense & add comment)
Ground Transportation expenses including rideshare, taxi, ferry, bus, metro, and other public transportations, etc
Registration fees: add if applicable (conference, etc.)
Hospitality: add for any potential hosted meals
Meat & Incidentals Per Diem: add this expense to add meal per diems for your trip. Concur calculates the total based on the location and number of days. You can deduct the number of personal days. This amount may be higher than your actual per diem if some meals are provided for you by a conference or event.
Other Expense: this expense always requires comments to justify the business need of the expense and should rarely be used.
<input type="checkbox"/> Team Group Expense Types: these Expense Types may ONLY be used when traveling with students.

Review and SUBMIT
Check the Request chartfield and total after all expenses are entered to make sure you are within budget
Submit the Request for approvals. International Request are routed to budget, manager approvers AND Dean or VP, International Center, and Risk Management Office for approvals. All approvals are required before any travel expenses can be paid.
APPROVED REQUEST - you will receive an email notification once the Request is approved. Now you can begin paying for your travel expenses.

Individual travel expense types only:

Airfare
 Airline Fees
 Baggage Fees
 Booking Fees
 Car Rental
 Car Rental Fuel
 Hotel/Lodging
 Internet/Telephone/Fax
 Laundry
 Memberships
 Newspaper/Magazine/Books
 Personal Car Mileage
 Personal Car Mileage Reduction
 Postage/Freight
 Printing/Photocopying/Stationery
 Registration/Fees
 Supplies
 "Other Expense" cannot be used when another expense type is more appropriate and when used must be explained
 "Team Group" Expense Types ONLY when traveling with students