

From: Raajkumar Kurapati
To: [Faculty: Staff](#)
Cc: [G. Allen Rasmussen](#); [Deborah D Branstetter](#)
Subject: How to Create a Foreign Travel Request in Concur?
Date: Wednesday, March 21, 2018 8:31:26 AM
Attachments: [image006.png](#)
[image007.png](#)
Importance: High



Dear Faculty and Staff,

To improve the approval process of foreign travel requests, our team has developed a new procedure to better track the monitoring of Export Control documentation. The TAMUS policy requires foreign travel requests be submitted 30 days prior to the departure date and the traveler must have completed export control reviews. At this point, the request and export controls are two different processes/approvals and this has resulted in several issues.

To facilitate the monitoring of our federally required Export Control review, all employees submitting foreign travel requests will be required to attach the completed Export Control documentation before submitting the travel request for approval. Concur will not allow the foreign travel request to be submitted unless you have attached your completed Export Control documentation. This new procedure will ensure our federally required export control reviews are completed and monitored with the foreign travel request.

The Export Control requirements and forms can be found on the [TAMUK Export Controls webpage](#).

Please see the link below for a quick review on how to attach documents to a Concur travel request.

[How to Attach Documents to Travel Requests](#)

If you have never created a Concur foreign travel request it may be helpful to view the following video tutorial "How to create a Foreign Travel Request in Concur". The video explains the steps to attach documents to a request, as well as how to add approvers to the Approval Flow.

[How to Create a Foreign Travel Request](#)

If you have any questions or need assistance with attaching documents or submitting Foreign Travel Requests, please contact travel@tamuk.edu.

Rgards,

Raaj Kurapati, CFO

G. Allen Rasmussen, Provost



MEMORANDUM

To: Faculty and Staff

From: Karen Royal, Director of Compliance

Date: February 2, 2017

Subject: Export Controls Compliance Program—Phase Implementation
Phase 1 – International Travel

Summary: When submitting international business travel requests in Concur, employees will be required to complete the International Travel Export Control Screening checklist and notify their department/college export control delegate of any items intended to be taken that may be controlled for specific destinations.

Detail: As previously indicated, implementation of the TAMUK Export Controls Compliance Program will be completed in phases. Phase 1 is International Travel which is fully outlined in Section 10.0 TAMUK Export Controls Compliance Program Manual. Because of the constant and evolving danger associated with international travel, awareness in this high risk area is imperative. When planning a trip abroad, TAMUK travelers are required to complete the International Travel Export Control Screening checklist and inform their department/college export control delegate of any controlled items they intend to take abroad. A license may be required depending on what items are taken and which countries they are taken to. Individuals should ensure that any information that will be discussed or any items that will be taken are not controlled or, if controlled, that appropriate licenses are in place.

A Concur international travel report is provided to the Office of Compliance on a weekly basis. Once the report is reviewed, the Office of Compliance will directly email the traveler and their corresponding delegate with export controls resources as related to international travel, and additionally asks the traveler to complete the International Travel Export Control Screening checklist and provide notification of intent to take controlled items abroad. International business travel requests must be submitted in Concur 30 days in advance of their intended travel date or the request may be denied as untimely filed. If items being taken abroad qualify for the “tools of the trade” TMP or “Personal Items” BAG license exemptions (described in Section 10.1 of the TAMUK Export Controls Compliance Program Manual), the designated delegate will instruct the traveler to complete the appropriate forms. Travelers must then complete and return all forms to their corresponding export controls delegate. After the delegate has reviewed and conducted screenings of the declared items, all export control travel forms and screening results will be submitted to the Office of Compliance for final approval. However, if a traveler or their delegate indicates that the license exemption is not applicable to the items taken or being discussed, the Office of Compliance will coordinate any license applications needed. Travelers must carry the completed TMP or BAG license exemption forms with them while they are in travel status.

References:

- *Export Controls Compliance Program Manual – Travel Section 10.0*
http://www.tamuk.edu/compliance/TAMUK-Export_Controls_Manual_1-27-2017.pdf
- *Export Controls: International Travel and Forms*
<http://www.tamuk.edu/compliance/export-controls.html#InternationalTravel>
- *List of Export Control Delegates*
http://www.tamuk.edu/compliance/Visual_Compliance_Delegate_List.pdf

For further assistance, please direct questions to the Office of Compliance at ExportControls@tamuk.edu.

Thank you,

Karen B. Royal, J.D., CCEP
Director of Compliance
Texas A&M University-Kingsville