



Travel Management System (TMS)

JOB AID # 8.11

Date: 1/24/2013

Travel Request Review Process for Business Managers (and/or for Business Operations Professionals and others that review travel reports)

This job aid provides detail steps to REVIEW and VALIDATE on a travel request to facilitate timely processing. Note that when Travel Requests are sent back to the employee for correction, the approval workflow is also restarted.

1. You will receive an email from AutoNotification@concur solutions.com when there is a travel request awaiting your review/approval.
2. Login to the Concur website <https://www.concursolutions.com>, entering your user id and password.
Reminder: always include @ksu in your user id; for most users their login is same as their NetID and/or PS login@ksu.
3. Select My Concur tab.
4. Scroll to the **Approval Que** window on the **My Concur** tab.
5. Select the **Travel Request** tab and open the travel request awaiting your review/approval to begin your review. Validate the following and return to user for corrections and to restart approval workflow:
6. Check **Report Header** to make sure the correct information is filled in.
 - Request Name = destination, dates, name of conference, etc.
 - Trip Type = verify selection (domestic, international, etc.)
 - Start and End Dates
 - Speedchart
 - Allocations
 - Comments (if needed)
7. Check **Approval Flow** to make sure appropriate approvers are included. Note: Travel Requests do not flow to the AP Travel Team. Your review is important for future SAS reporting.
8. Add other personnel if needed by using the up and down arrow button
9. Select **Approve** button once everything has been reviewed and validated.
10. Check SAS reporting routinely (daily, weekly and/or monthly) once available to monitor travel.
NOTE: SAS reporting of Travel Request "quasi-encumbrances" for budget monitoring is not available until 07/01/2013.