International Travel Policy

In accordance with the University of Alabama Board Rule 413, prior approval must be obtained for all international travel.

Travel is considered international when it occurs anywhere outside the United States of America, the District of Columbia or Puerto Rico. Canada is not considered international.

Faculty/Staff/P-Card Holder International Travel

Concur Request is used to enter international travel requests and document approval. ==International travel requires an **approved** Concur Request **before** travel can be booked or P-Card charges can be incurred.== When the Request is approved, you can then book travel and assign the Request to a new Expense report containing your P-Card charges or reimbursements.

When submitting an expense incurred in a foreign currency in Concur, the traveler should include the city of purchase with the expense. By doing so, the traveler can submit the expense in the local currency, and Concur will translate the amount to U.S. dollars using the appropriate exchange rate.

P-Card transactions processed through another country will be subject to an international transaction fee imposed by the bank. No documentation will be required for these fees.

The Concur Request User Guide is attached for your reference.

Student International Travel Registration

Students who are travelling internationally on University business, such as with their adviser to attend a conference, conduct research, or travel for non-credit bearing trips (groups and clubs) affiliated with UA are required to register their travel with the Capstone International Center by following the link below and clicking Apply Now.

https://apply.studyabroad.ua.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11443

When the student registers their travel, they will automatically be enrolled in mandatory SOS international travel insurance. Students are required to provide a copy of their travel insurance to the BSC Budget Office when seeking reimbursement for their travel related expenses. University departments can sponsor this insurance fee for students by contacting Chad Berry (chad.berry@ua.edu) in the Education Abroad office.

International Travel Assistance and Insurance

This program is not required to travel internationally but does provide assistance to faculty, staff and students engaged in university related study or business while traveling outside of the United States who are injured in an accident. Assistance may also be available for evacuation due to natural disasters, civil unrest or medical emergencies. This program is not intended to replace a primary care health insurance program and will not respond to routine illnesses or preventative care needs. Policy terms, conditions and exclusions apply.

Proof of University Travel Insurance

For faculty members who need an insurance certificate specific to their country of travel for visa or registration purposes, please contact Wade Bond (wbond@fa.ua.edu) with: name, date of birth, home country, destination country, dates of travel, purpose of trip, and side trip destinations and date at least two weeks prior to the trip dates.

Concur Request
User Guide
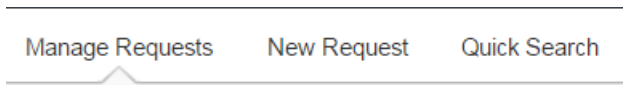
International Travel Requests

All UA related international travel for faculty and staff must be submitted using the Concur Request Module as an International Travel Request. The International Travel Request should be submitted prior to booking travel in order to provide notification to applicable departments on campus. With Concur Request, the University can consistently and thoroughly assess the risk and benefit of international trips in order to enhance the safety of university travelers.

Entering an International Travel Request

1. Access Concur Travel and Expense using your myBama user name and password. You can also access Concur through the Employee tab of myBama.ua.edu.

2. From the Concur home page, select Request from the menu row at the top of the screen.
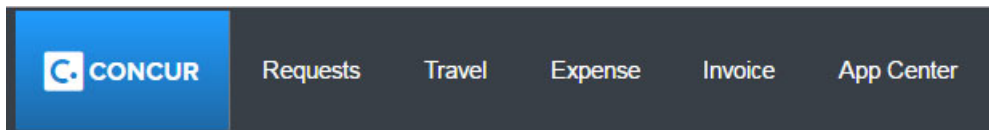
3. On the Request page, select New Request.

4. The **Request Header** tab appears. Complete all required fields.

The Request Policy will default to International Travel Request. Enter the following fields:

- **Trip Name** – Enter a meaningful trip name, similar to a name given to a travel expense report. Your department may implement a standard naming protocol.
- **Trip Start Date**
- **Trip End Date**
- **Destination City** – If you anticipate travelling to more than one city and/or country, enter where you plan to spend the majority of your travel time.
- **Destination Country** – The country will pre-populate based on the destination city selected.
- **Business Purpose** – Select from the drop-down list.
- **P-Cardholder Name** – If using a p-card to book any arrangements or pay for any expenses while travelling, enter the name of the P-Cardholder.
- **Business Purpose Explanation** – Enter a brief explanation regarding how this trip will advance the University's missions and goals.
- **Banner FOAP** – Enter the primary Banner FOAP that will fund the trip. Do not enter an amount or comment in the Cash Advance Section.

5. Select Save in the top right-hand corner of the screen.

6. Select the **Segments** tab.
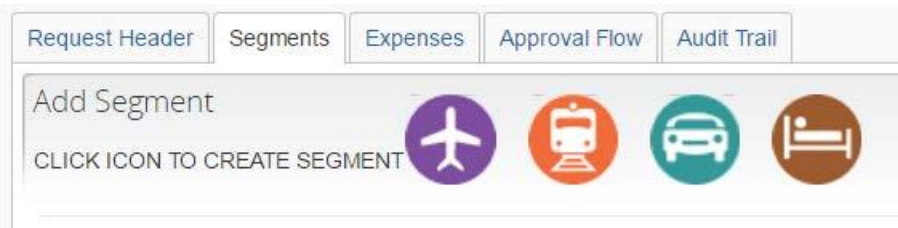
Here you can enter all travel itinerary information related to your trip including Air, Rail, Car, and Hotel information.

7. Use the radio buttons along the top of the section to select whether your trip is Round Trip or One Way.

8. Enter your anticipated departure and destination airports, as well as your departure date. Continue entering your air itinerary details to completely document your air travel, including your return flights.

Enter any Rail, Car, and Hotel reservations applicable to the trip.

9. Select the **Expenses** tab to enter estimates of the travel expenses related to your trip.

10. Select the **Approval Flow** tab to see the routing of your International Travel Request.
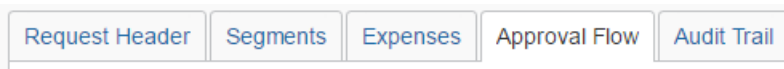
All requests will route initially to the employee's supervisor. Based on the Banner FOAP entered on the Request Header tab as well as any additional FOAPs allocated at the individual line item level on the Expenses tab, the report will route to the applicable Banner Org Approver(s) to approve the funding. If any Foundation funds or Contract and Grant funds are being used, the report will also route to Financial Accounting & Reporting and/or Contract and Grant Accounting for further review.

Following these reviews, the International Travel Request will route to the Capstone International Center (CIC). The CIC will review the destination for any applicable travel advisories or warnings.

Once all approvals are completed, P-Card Services will be notified in order to remove any international restrictions from the P-Card noted in the Request Header.

Attaching Supporting Documentation

There are no required attachments for International Travel Requests. The system allows for attachments at the discretion of the traveler. You can attach any necessary supporting documentation to your International Travel Request.

1. With the request open, select Attachments and then Attach Documents.
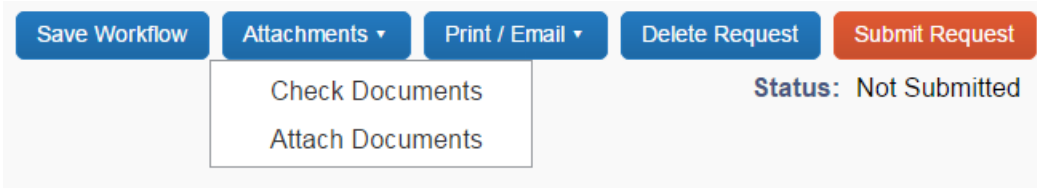
2. In the window that appears, click Browse and navigate to the desired folder (wherever you saved the scanned or saved images). Select a file and click Open. The file is added to a list under Files Selected for uploading. Repeat the process until all files (up to 10) are listed under Files Selected for uploading. Click Upload. Click Close when finished uploading.
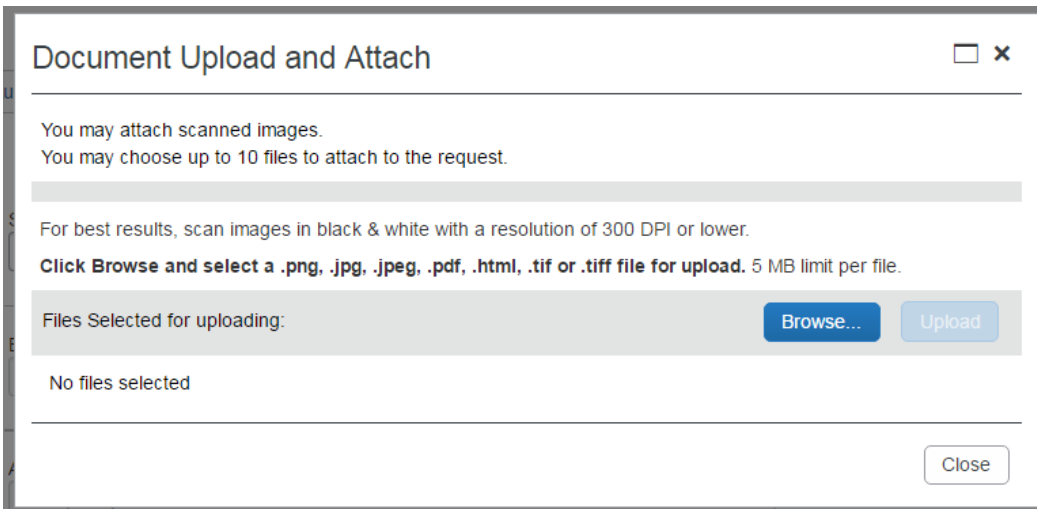
Concur Expense

*Assigning an International Travel Request to a Concur Expense Report*

Prior to the trip, you'll need to submit an International Travel Request through Concur.

From your homescreen, select the expense tab. Then select create new report. This will pull up your Expense Report Header. The required fields have a red line on the left-hand side.

1. Start by selecting the Policy (or report). In this example, we are preparing an expense report for an international trip to Seattle for a Conference. Therefore, you'll select the Travel, Entertainment, and Reimbursement Expense policy type from the dropdown.
2. Next, you'll need to enter the trip name. Please enter something meaningful such as the travel destination and the date (including month and year).
3. Use the calendar to select the Trip Start Date
4. Enter a Trip End Date.
5. The affiliation will default to UA Employee.
6. From the Report type field select the Report Type that corresponds with the expenses that will be entered in this Expense Report. For this example, we'll select International.
7. Select the business purpose from the drop-down list. For this example, we'll select conference.
8. Enter a brief business purpose explanation regarding the trip.
9. The default FOAPAL from the User's profile will be prefilled. Be sure that this is the primary FOAPAL that will be used to fund the trip.

10. In the request section select **add**. Then select the appropriate Request from **Available Request** popup to attach the approved International Travel Request to the Expense Report.
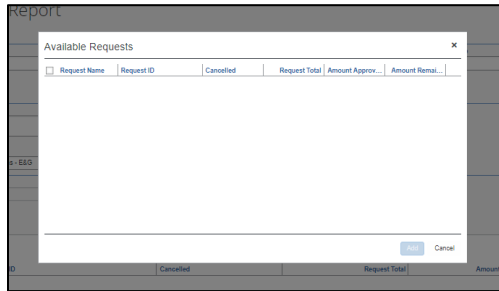
11. Then click **Next** in the bottom right corner of your screen to continue.

Frequently Asked Questions

How will a non-employee/student request travel overseas?

International travel pre-approval through the Concur Request module applies to faculty and staff only.

Does the new process apply to blended trips where personal travel is blended with university business travel?

Yes, an International Travel Request is required for blended trips. A comment should be included to explain which parts of the trip are personal and which are for business.

Can a traveler's delegate enter the International Travel Request?

The Delegate can build the Request for the traveler. Once the Request is built the Delegate can use the "Notify Employee" button to let the traveler know the Request is ready to submit. The Traveler must certify and submit their own travel request.

How do I complete the International Travel Pre-Approval in Concur for group travel?

All faculty/staff within the group will need pre-approval through an International Travel Request. Comments should be added to explain the trip is for group travel.

Will there be any need to keep a paper copy of the approval with the trip folder?

No, approved Requests will remain in Concur for 120 days after the trip end date.