Remember

1 Concur Pre-Approval Required
A pre-approval is required for any technology purchase, including software and databases, including renewals. You’ll enter the request in concur as an expense for funding identification and approval.

2 ITSS Approval
(TAQ Request begins this process, and identifies whether TX-RAMP is required or not) – There is a template of 19 questions that the requester needs to complete to the best of their ability. This is to be submitted to Debbi Stack.

Watch Your Email
Debbi will handle any additional approvals, as needed. She will contact you if additional information is needed.
RCoB Travel Pre-Approval Procedure
Travel requests *must* be approved in CONCUR prior to any bookings/purchases.
Remember

Concur Pre-Approval Required
All travel requests must be approved in concur before travel arrangements are made. An email from a Director, Chair, or Staff member does not mean your travel is approved!

Concur Is An Estimate
What you enter on the dynamic form is what staff will use to complete your request in Concur so please be as accurate as possible – however, Concur is a pre-approval tool with estimated expenses, so there is no need to submit additional requests if airline ticket prices change, etc.

Plan Ahead
Please allow a minimum of 3 weeks before anticipated dates of travel for concur processing.
https://cob.unt.edu/travel-request

Welcome to Dynamic Forms

Let's get started, Diana.

The RCOB Travel Approval Request form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Instructions
Form Participants

Travel Assistant

Please select

Please select

Accounting: Andrews, Becky
FIREL: Nichols, Kathy
ITDS: Belden, Jacqueline
Logistics: Kangas, Sue
Management: Nguyen, Tenny
Marketing: Seillet, Shelly
Dean's Office: Interim: Diana, Vacant
Double Check Your Information
Please pay special attention to the travel dates – you will use the actual dates of travel, not the ‘event’ dates.

More is MORE
The more information you provide in the explanation field, the better.
Flights
1) You will select whether you need a flight.
2) If you need a flight, you will select whether or not you will book in Concur, or on your own outside of Concur.
3) If you elect to book in Concur, you will be asked to provide carrier, departure times, etc.

Travel Segments
Travel Segments

Hotel Arrangements

1) Choose whether or not you will be staying at a hotel.

- Choose --
  - I will be staying at a hotel
  - No hotel is needed

Lodging:

Rental Car:

Mileage Estimate:

Lodging:

Estimated Total Lodging Cost: $1,000.00

Please be sure to include estimated taxes!
Travel Segments

Rental Car
1) You will select whether or not you need a rental car.

Rental Car:

Remember – based on your choices, some boxes will not show

No rental car is needed

Rental Car: I will be getting a rent

If renting a car, please estimate fuel costs under "Other". Mileage costs can not exceed the cost of an airline ticket to conference/meeting location. I understand that if I am claiming mileage, I will not be reimbursed for fuel costs.

Mileage
1) If you plan on driving yourself to your conference destination, you will select NO for flight and NO for Rental Car.

Mileage Estimate:

Mileage rates can be found here.

2) You CAN claim mileage to/from the airport.
Travel Segments

Ground Transportation

1) You will enter any estimated ground transportation costs here, including Uber, Lyft, train, etc.

Ground Transportation: $100.00

Parking

1) You will enter any estimated costs for parking here.

Parking: $50.00
Travel Segments

Registration
1) You will enter the conference registration amount here.
2) If requesting the admin pay the registration you will select that option and provide the website.

Registration Fees: $650.00
Please register me for the conference
Conference/Meeting Website

Other Expenses
1) You can enter estimated toll expenses here.
2) You can enter estimated fuel expenses here if getting a rental car.

Meals
1) RCoB reimburses at approved per diem rates for any meal NOT provided by the conference.
2) Receipts for food are not required!

I will claim meal Per Diem
Travel Segments

Miscellaneous and Approximate Total

1) This text box is free form so you can enter any relevant information that you think will help with the concur entry.

2) If you have any specific funding requirements, for example you wish to use research funding, you can enter that information here.

Other Info/ Funding Specifics:

Department travel allocation of $2000, email approval attached. Training travel grant of $750.00 approval attached.

Total Approx. Travel Expenses Before Per Diem:

$2,590
Uploads and Submission

I understand that I may have been awarded an allotted amount of funding for travel and will only be reimbursed up to the designated amount, regardless of the amount of my request.

Upload Agenda/Itinerary
Upload Misc
(funding approval, conference acceptance, etc)

Sample conference agenda.pdf [Delete file]

Sample email approval.pdf [Delete file]

Sign electronically

Please read the Disclosure/Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Dana

Sign Electronically

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

Opt out and print

Save Progress  Submit Form
Approved conference travel for this academic year (Sept 1, 2021 to August 31, 2022).

Thanks.

From: [redacted]
Sent: Wednesday, April 27, 2022 10:26 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Travel budget

Paper and acceptance letter both attached.

Best

From: [redacted]
Date: Monday, June 27, 2022 15:18
To: [redacted]
Subject: RE: [EXT] Fwd:

Sure.

From: [redacted]
Date: Monday, June 27, 2022 2:59 PM
To: [redacted]
Subject: Fw: [EXT] Fwd:

, I've been invited to judge at the in Chicago August 4th and 5th (details below).

Am I clear to go to this?

Best,

From: [redacted]
Date: Monday, June 27, 2022 14:02
To: [redacted]
Subject: [EXT] Fwd:

WE CAN'T WAIT TO SEE YOU!

Hello

We are thrilled you will be joining us in Chicago, Illinois for Finalist Pitch Day on August 4th & 5th!

This is your first judge's email with a couple more to follow as we get closer to the excitement of a live Finalist Pitch Day.
Booking Your Flight In Concur
Once your travel request has been approved in Concur, if you have elected to book in Concur, you can log in and book your ticket.

My.untsystem.edu
- Employee Resources
- Concur

Book your Flight
- Select Request from the top then open the correct approved request
- Status should say ‘Pending Online Booking’
- Select ‘Book’ or select the blue tab under the request number.

Flight
- Select your flight
  ➢ DO NOT PUT IT ON HOLD

Review Itinerary
- Review itinerary
- Proceed with booking and finalize your flight.

If you experience any problems, please don’t hesitate to reach out to your designated department travel representative or contact the Dean’s Office!
Assigning Delegates

Sign in to concur and make me a delegate for requests, travel, and expense.

Go to my.untsystem.edu
Click on Concur
Click on Profile, then Profile Settings.
Click on the links on the left side of the page to set delegates.

Click Add

Search by dsb0161 or my name.
Once I’m in the list, checkmark the following:

- Can Prepare
- Can View Receipts

Repeat the same process for Request and Expense.