



Department of Music – Travel Policies

Please submit your travel requests in Concur following the guidelines below. This will ensure we are in accordance with MSU Travel Policies/Procedures for domestic and international travel.

- **2 parts to the Concur process:**
 - **NOTICE:** It is the **TRAVELER’S RESPONSIBILITY** to submit all requests and reports into Concur.
 - Submitting a **Request** (this must be done before trip)
 - This is where you put all **estimated expenses** for trip i.e. hotels, flights, mileage, parking, registration, food costs
 - Once you’ve completed your request in Concur, please email Kelsey and Dr. Stevens.
 - Submitting an **Expense Report** (this must be done after trip)
 - This is where you put the **actual cost of expenses along with itemized receipts** i.e. hotels, flights, mileage, registration, food costs
 - Once you’ve completed your report in Concur, please email Kelsey and Dr. Stevens.
 - It is best to submit your **expense report as soon as possible after returning from your trip** to ensure that we send reports to the travel department in a timely manner for reimbursements.
 - Please refer to www.travel.msstate.edu for the **“Concur Expense Guide”** and **“Concur User Request Guide”** to find detailed instructions on how to submit requests and expenses.
- **In-State Travel Requests:**
 - Defined as travel within the State of Mississippi
 - **Submission Deadline:** Submit your **Concur** request to Dr. Stevens **at least 2 weeks prior** to your trip.
- **Within U.S. Travel Requests:**
 - Defined as travel within the continental United States
 - **Submission Deadline:** Submit your **Concur** request to Dr. Stevens **at least 1 month prior** to your trip.
- **International Travel Requests:**
 - Defined as travel outside the borders or territory of the United States
 - **Submission Deadline:** Submit your **Concur** request to Dr. Stevens **at least 2 months prior** to your trip.
- **Approval Process for In-State and Within U.S. Travel Requests:**
 - Your **request** must be **SUBMITTED in CONCUR** and **APPROVED by Dr. Stevens BEFORE BOOKING** any travel arrangements, including hotels, flights, registration, etc. To track this, be sure to check the approval que in Concur.
- **Approval Process for International Travel Requests:**
 - Your **request** must be **SUBMITTED in CONCUR** and **APPROVED by Dr. Stevens, Dean of College of Education, International Institute, Research Compliance & Security, Provost Office, and the President’s Office BEFORE BOOKING** any travel arrangements, including hotels, flights, registration, etc. To track this, be sure to check the approval que in Concur.

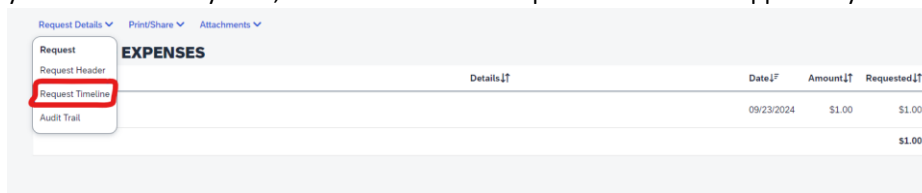
- **\$1.00 Concur Requests – (no reimbursement; submit for documenting purposes only)**
 - If your travel is within normal business hours Monday – Friday (8am-5pm) or during your scheduled teaching hours, please submit a **Concur request for \$1.00** and label it as a **“Miscellaneous”** expense.
 - In the comment section, please type a short description of your travel and add the following sentence **“This request is for documentation purposes only. No reimbursement needed.”**

Checking the Request Approval Que in Concur:

Once your **request** is submitted you can track the approval process by going into the **“Request Library”**.



Once you click on **“Request,”** navigate to **“Request Details”** and then to **“Request Timeline”** to view the approval flow. If there is a checkmark beside an approver’s name, it means the request has been approved by that person. If you see a **“clock”** symbol, it indicates that the request has not been approved yet



International Travel Approval Flow (approved by Dr. Stevens first and then listed approvers)

Approval Flow

- ✓ 1st Level Approval
Stevens, Daniel B.
- ✓ User-Added Approver
Jayroe, Teresa A.
- ✓ International Institute
Reynolds, Daniel B.
- ✓ Research Compliance & Security
Strickland, Kacey J.
- ✓ Provost Office
Shaw, David R.
- ✓ President's Office
Laird, James C.

In-State & Within U.S. Travel Approval Flow (approved by Dr. Stevens only)

Approval Flow

- ✓ 1st Level Approval
Stevens, Daniel B.

