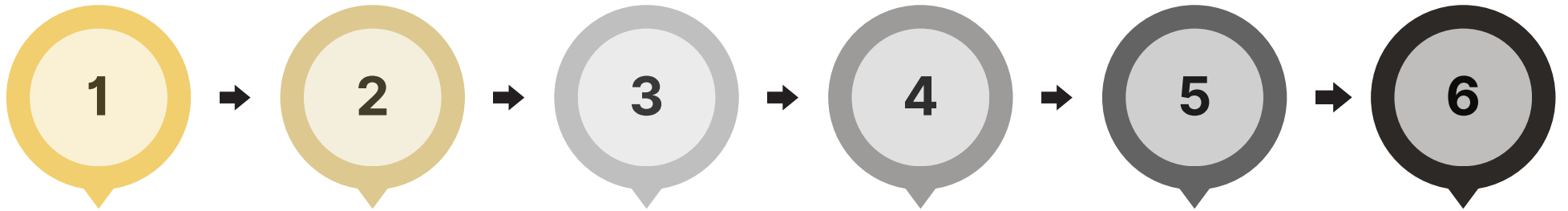


GeoAnth Travel Process



SUBMIT DEPARTMENT REQUEST

Submit a travel request on the department website

WAIT FOR CHAIR APPROVAL

Wait for the Department Chair to email you an approval for your travel request

SUBMIT CONCUR TRAVEL REQUEST

Submit your travel request in Concur and add Bus Ops in your Approval Flow

OBTAIN COMPLIANCE APPROVALS

For any bookings outside of Concur (hotel conference rates), obtain Compliance approval before booking

BOOK YOUR TRAVEL

Book your hotel, flights, etc... Flights can be booked 14-30 days before departure for domestic and up to 60 days before for international.

TURN IN EXPENSE REPORT AFTER TRAVEL

Expense Reports must be turned in within 60 days after travel or be subject to non-payment



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