FWCS Traveling 101

How to use Concur from FWCS - The menu at the top left of the video has a list of topics covered, if you’re looking for something specific you can select one of those time-stamps.

Concur Travel Resources doc and Q&A

BEFORE LEAVING

***If the traveler has not traveled or been reimbursed by OSU please check in with the Office Specialist 2 to verify if they are still an active vendor***

*Pre-travel authorization will need to be completed for:
  ✶ **ALL** travel outside of Oregon – see travel coordinator for field site exceptions  
  ✶ **ALL** air travel regardless of in state travel status  
  ✶ **ALL** International travel - If representing OSU the trip must be registered: [http://international.oregonstate.edu/international-travel](http://international.oregonstate.edu/international-travel)

Travel authorization requests are made through Concur Travel

REIMBURSEMENT AFTER RETURNING

*Must be submitted **within 60 of travel** via Concur Travel

*Business Purpose/Notes should include where/why did you travel, who was with you, how you got there and back, and where you stayed. If using acronyms in trip description, please write out the full name inside this section.

* How to access Concur: my.oregonstate.edu > Resources > type Concur into search bar.

**TIP:** We recommend clicking the heart to favorite the option for quick access in the future
  ✓ Verify Per Diem rates are correct prior to submitting ([Click here for current per diem rates](http://international.oregonstate.edu/international-travel))  
  ✓ If the traveler does not have an ONID account (temp. employees) we will need to create the travel reimbursement for the traveler

For additional resources please visit our Employee Resources page, or the OSU Travel and Expense page.