KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

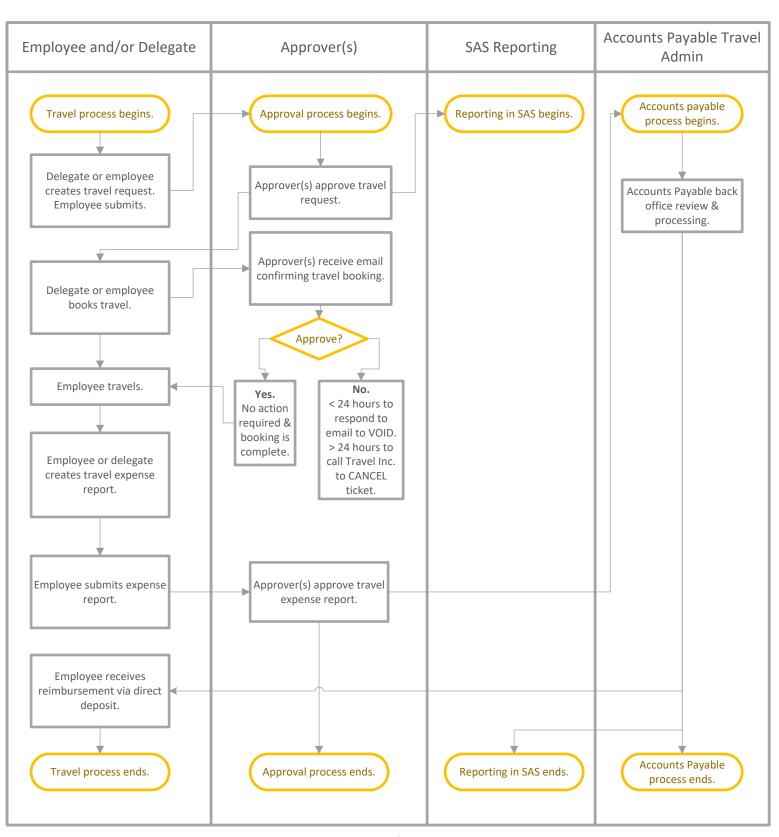# Concur Process Flow

Process flow of booking travel through the Travel Management System: Concur.

Employee and/or Delegate	Approver(s)	SAS Reporting	Accounts Payable Travel Admin

Employee and/or Delegate

- Travel process begins.
- Delegate or employee creates travel request. Employee submits.
- Delegate or employee books travel.
- Employee travels.
- Employee or delegate creates travel expense report.
- Employee submits expense report.
- Employee receives reimbursement via direct deposit.
- Travel process ends.

Approver(s)

- Approval process begins.
- Approver(s) approve travel request.
- Approver(s) receive email confirming travel booking.
- Approve?
  - **Yes.** No action required & booking is complete.
  - **No.** < 24 hours to respond to email to VOID. > 24 hours to call Travel Inc. to CANCEL ticket.
- Approver(s) approve travel expense report.
- Approval process ends.

SAS Reporting

- Reporting in SAS begins.
- Reporting in SAS ends.

Accounts Payable Travel Admin

- Accounts payable process begins.
- Accounts Payable back office review & processing.
- Accounts Payable process ends.

Link

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