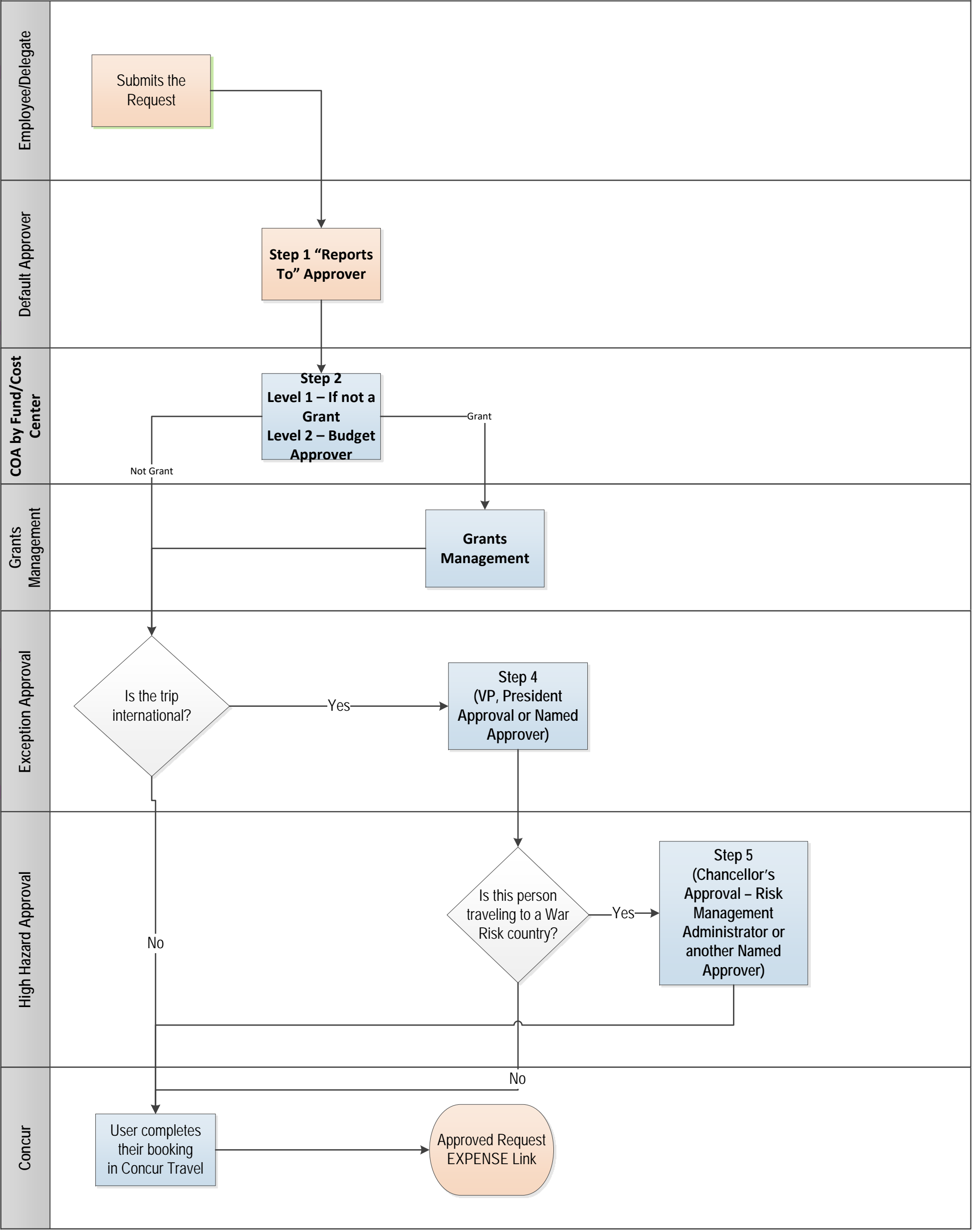


CSU System General REQ

Concur



Each workflow step can be supported by a preparation or approval Delegate assigned by the user

Reporting only Exceptions (no impact to workflow):
 - Trip Type – International or Risk Level 4 or 5

Exceptions:

- International Travel: Requires VP/ President Approval
- War Risk – Must go to Chancellor’s office – Audit rule will be created with High Hazard countries.

Custom fields needed

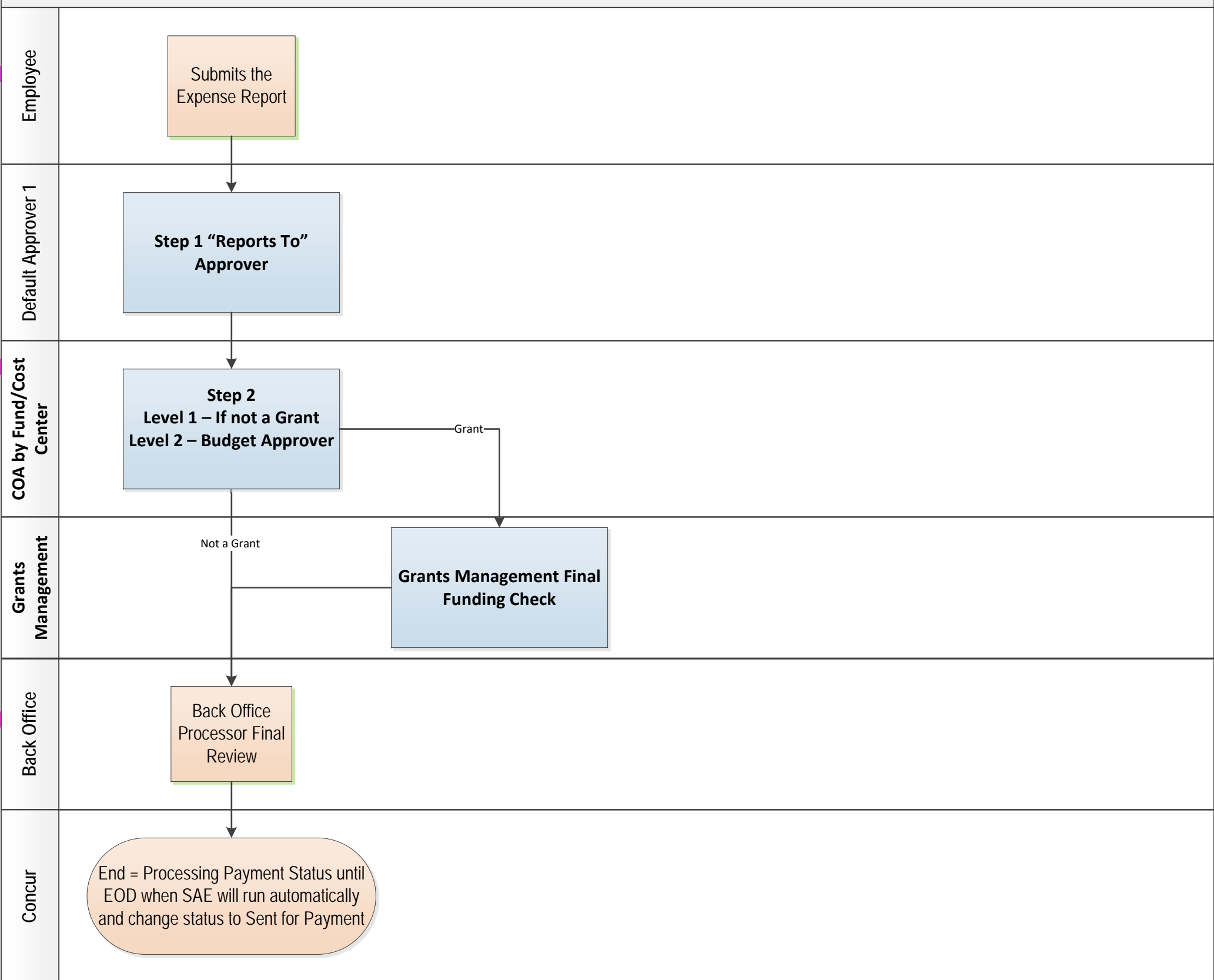
Booking Control Field:

“How will you Book your Travel?”: (List options below)

1. Request created FROM Travel Booking
2. Request FOR Online/Concur Travel Booking
3. Request FOR Offline/CTP Travel Booking

CSU System General EXP

Concur



*Each workflow step can be supported by a **preparation or approval Delegate** assigned by the user*

Audit Rule: *A Request is required when: Report/Trip Purpose *Not Equal to* Non-Travel Mileage Only Exception Code = REQUIRED

Exceptions:

- TBD