**Travel Procedure Tips**

For all travel that require airfare, per diem, and/or overnight lodging, please submit requests through Concur. No additional forms are required. Please use the following decision tree in Concur:

- If the request is less than or equal to the CAS Travel allowance available for the faculty member, change the department number in the header to 300100 and the request will route to the Deans Office for approval.
- If the request is greater than the CAS Travel available funds, please put 300100 into the department header and allocate the difference to your department CFS to which the excess expenses can be charged.

For all virtual conference travel, there are two options:

1. T&E Cards:

    - If the conference registration is charged to the T&E Card, please enter 300100 in the department number in the header when reconciling in "Concur" and it will route to the Deans Office for approval. Be sure to attach all receipts for the charges.

2. P-Cards:

    - If the conference registration is charged on a p-card, please reconcile using your own department's chartfield string in "Works".
    - Submit requests through RASR. This can be found in RASR under "Budget Requests" untitled "CAS Travel Fund Approval" **Please note: This form is for approval of use of CAS Travel Allowance for virtual conferences only. For Travel that requires airfare, per diem, and/or overnight lodging, please submit the request through Concur.
    - The CFS will be provided when the RASR request is approved. A correcting JE will need to be processed once charges posts.