



March 19, 2020

TO: Texas A&M AgriLife Travelers  
SUBJECT: Mandatory Travel Requests for any Travel & Additional Resource

As you all are aware, there were additional travel restrictions that came out from the Vice Chancellor yesterday. Because of these restrictions, AgriLife is now making it mandatory to submit a travel request through Concur before any travel begins. These request must route through Risk and Compliance, but you must manually add Debi Fincher to the approval. The process to do this is listed below and the attached document provides graphics to walk you through this process.

### **How to add user added approvers on a Concur travel request**

1. Click on the Approval Flow tab.
2. On the line titled Cost Object Approval, click the Plus sign on the far right side.
3. Select Add a step before this step.
4. This will create an additional workflow step. Click in this field.
5. In the drop down, select Last Name. Then click in the field again to type.
6. Search by typing users name. Search for Fincher, Debra. Select the correct user.
7. This will populate Debra Fincher in the User Added Approver workflow step.
8. Click Save Workflow in the upper right side of the screen.
9. Complete travel request or approve as you normally would.
10. We also have a short 1:16 video to demonstrate this process. [https://youtu.be/hT8\\_iLmEPGE](https://youtu.be/hT8_iLmEPGE)

As a reminder, the updated travel restrictions from the Vice Chancellor are:

#### **Travel:**

- No international travel is permitted, through May 31<sup>st</sup>; this date will be revisited and may be extended.
- No domestic air travel, exclusive of Texas, is permitted unless deemed mission critical, through May 31<sup>st</sup>; this date will be revisited and may be extended.
- In addition, System discourages travel between TAMUS campuses and locations until further notice.
- Mission critical travel, both domestic and in-state, should be reported through the Office of Ethics & Compliance with final approval by the Agency CEO or designee. Please note, this only relates to travel that is reimbursable by AgriLife or the college, not county Extension agents.

For questions, please contact:

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**Additional Resource** – Microsoft Teams resource for training - <https://firstcallhelp.tamu.edu/whats-new/teams/>