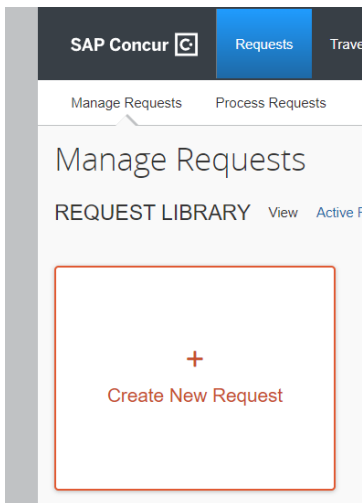


The AgriLife Ethics and Compliance office is pleased to share that a New Export Control Enhancement in Concur is being activated. The enhancement will add an “Export Controls Information” expense type to the Concur Request. This will **eliminate** the need to complete the AG-710 – International Travel Export Controls Certification form to be filled out and turned into our office. Additionally, this tool will help us achieve greater compliance of AgriLife International Travel and Export Control Procedures. The completion of these questions in Concur are **required** for our office to successfully conduct our export control review.

**Steps to use add the Export Controls Information expense type:**

1. Create an International Travel Request in Concur



2. Complete the Request Header by filling out all required fields.

3. Select all Countries you will be traveling to.
4. Add Export Controls Information under the Expected Expenses section.

## EXPECTED EXPENSES

Add

Edit

Delete

Allocate

Add Expected Expense ✕

Search for an expense type

- ▾ Communications
  - Phone
- Export Controls Information**
- ▾ Individual Meals
  - Business Meal
  - Business Meal-Alcohol
  - Meals
  - Meals-Non-Overnight
- ▾ Lodging
  - Hotel
  - Hotel Tax
  - Rent-Apartment/House
- ▾ Other
  - Conference Registration
  - DUES

SAP Concur ☑ Requests Travel Expense Approvals Reporting ▾ App Center Administration ▾ Help ▾ Profile ▾

Manage Requests Process Requests

### New Expense: Export Controls Information

01/06/2023 Cancel Save

**Allocate**

Will you be paid or reimbursed for expenses by a foreign source? \*

Will you export equipment, items, or specimens? \*

Is all information to be shared in the public domain? \*

Do you intend to access project materials while abroad? \*

Will you take your institution issued laptop or technology? \*

Will you travel with other employees or students? \*

List entities you will visit (use comment for more space). \*

List individuals you will visit (use comment for more space). \*

Will you take items/info under a Technology Control Plan (TCP)? \*

Comment

Save Cancel

5. Use the comment box to include names of people and/or entities you will be engaging/interacting with during your travel.

For travelers adloc'd to 06, 07, and 20, Concur will not allow you to submit your request if the Export Control Enhancement questions are not answered. For those adloc'd to 02, Concur will allow you to submit the request but your request will be returned asking you to answer the Export Control Enhancement questions.

**Please Note:** for 02 travelers, our office will accept the AG-710 form for six (6) months after the launch to give time for training and transition. After the six (6) months, we will return all requests submitted without the Export Control Enhancement questions answered.

The Export Controls Information Expense Type in Concur will be launched Monday, January 23, 2023.

If you have any questions regarding International Travel please contact Stephen Lopez, [stephen.lopez@ag.tamu.edu](mailto:stephen.lopez@ag.tamu.edu) or Jenny Green, [jenny.green@ag.tamu.edu](mailto:jenny.green@ag.tamu.edu) .