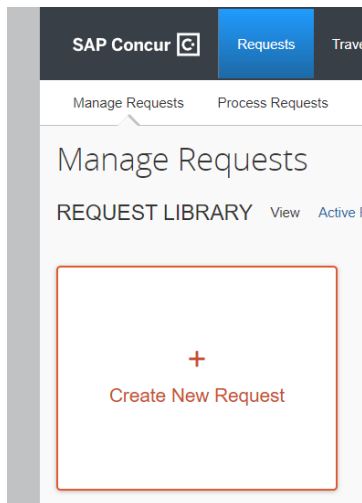


INTERNATIONAL TRAVEL- CONCUR EXPORT CONTROL EXPENSE TAB

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.

A screenshot of the 'Create New Request' form in SAP Concur. The form is titled 'Create New Request' and has a close button (X) in the top right corner. It contains several sections of fields: 'Trip Name/Destination' (text field), 'Trip Start Date' (calendar icon), 'Trip End Date' (calendar icon), 'Travel Classification' (dropdown menu), 'Traveler Type' (dropdown menu), 'Student Travel Activity Type' (dropdown menu), 'Contracts/Grants' (dropdown menu), 'Trip Purpose & Benefits' (text field), 'GSA Meal Rate' (text field), 'Personal Travel Included?' (dropdown menu), 'Non-Employee/Student Traveler (Last Name, First Name)' (text field), 'Foreign Country 1' (dropdown menu), 'Foreign Country 2' (dropdown menu), 'Foreign Country 3' (dropdown menu), and 'Foreign Country 4' (dropdown menu). At the bottom, there are fields for 'System', 'System Member', 'Department/SubDepartment', and a 'Create Request' button. A 'Cancel' button is also present.

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

[Request Details](#) [Print/Share](#) [Attachments](#)

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? *

None Selected

Will you export equipment, items, or specimens? *

None Selected

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

None Selected

Do you intend to access project materials while abroad? *

None Selected

Will you take your institution issued laptop or technology? *

None Selected

Will you travel with other employees or students? *

None Selected

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)? *

None Selected

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 or Jenny Green, jenny.green@ag.tamu.edu .