



# PLANNING CONFERENCE TRAVEL WITH CONCUR

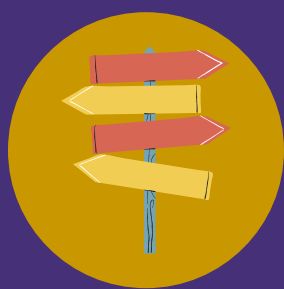
**Congratulations on your conference preparations! Use this guide to keep your planning process on track.**

## EARLYBIRD REGISTRATION DATES

Many conferences give discounts for earlybird registration. Keep track of this date during your conference planning! SF State requires you to get your Travel Request approved BEFORE you use a p-card to pay for your conference registration, so make sure to complete your Travel Request in Concur before your earlybird registration deadline.



## TRAVEL REQUESTS



The first step of planning conference travel is submitting a Travel Request in Concur. This lets SF State know that you are planning a conference trip, and approximately how much you expect your trip to cost. Do this BEFORE booking any travel related to your trip. The University needs to know how to plan for your reimbursement.

## BOOK YOUR TRAVEL

After your travel request in Concur has been approved, it is time to book your travel! You can do much of this in Concur, although you don't have to. Concur does have a "ghost card" on file for your airfare, so although you will have to pay your hotel and ground transportation bills upfront (you will be reimbursed later!), you can use the ghost card for most airfare.



## SAVE YOUR RECEIPTS



Make sure to save all of your travel receipts for inclusion in your expense report. SF State's regulations change frequently, so it is a good practice to save receipts even if they are not necessary in your expense report (e.g., meal receipts, which are usually covered by your per diem allowance).

## FILE YOUR EXPENSE REPORT

After you return from your trip, it is time to file your expense report in Concur. Follow the videos in this module to learn more about expense reporting.

