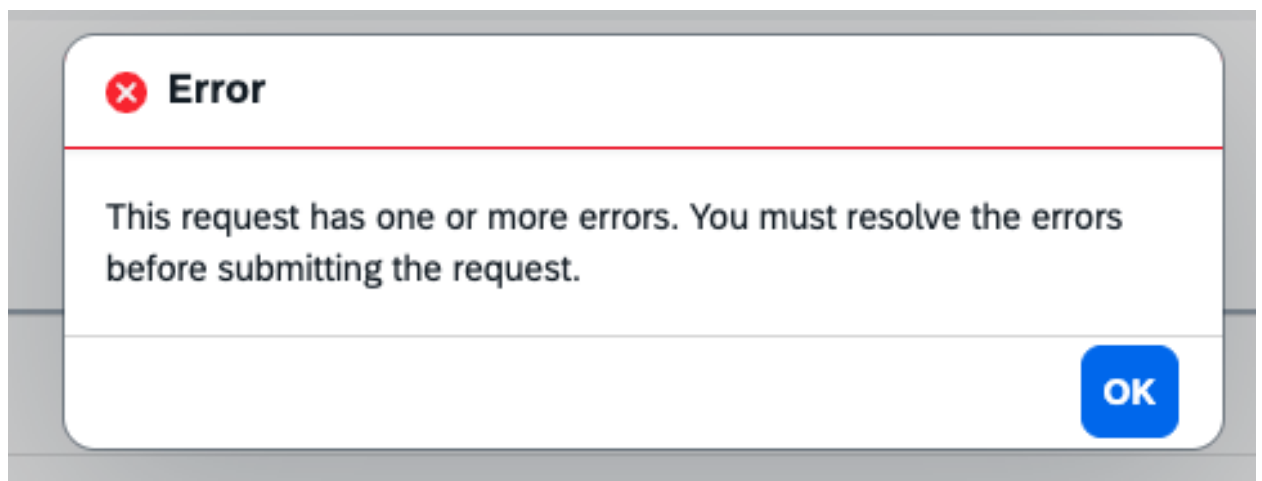


CONCUR – INTERNATIONAL TRAVEL TRAINING STEPS

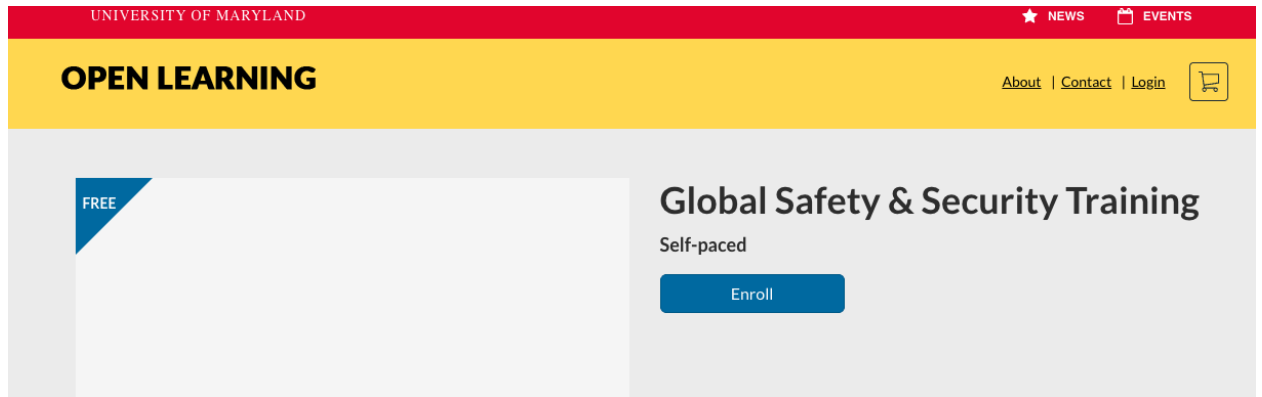
- 1) Create new request – standard completion
- 2) Click 'Create Request' at the bottom of the page after completing required fields
- 3) On the next page, Add expected expenses
- 4) After adding and saving the expected expenses, click 'Submit Request', the 'Accept and Continue'
- 5) At this point, you will receive an error message stating that the request has one or more errors and you resolve them before submitting the request.



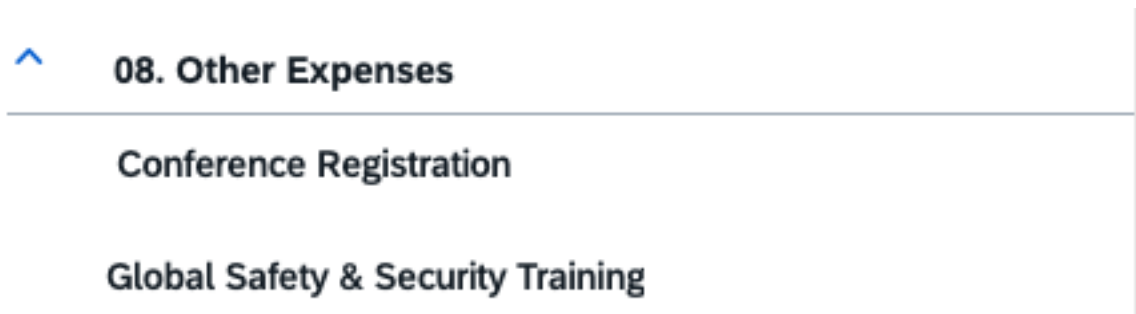
- 6) Click 'OK'
- 7) Click the 'Alert' at the top of the page and you will receive an error message stating that you are required to complete training:



- 8) Copy and paste the URL into your browser in a separate window which will take you to the Global Safety and Security training site:



- 9) Enroll and complete the training. You will receive a certificate via email once the training has been completed. You do not need to upload the certificate; however, this can be saved for your records.
- 10) Return to the Concur window to add the Global Safety and Security Training expense type to your request. This expense is found on the Expense List under 08. Other Expenses, Global Safety & Security Training.



- 11) Once you click to add the training, a screen will appear with a new expense. Enter the date that you completed the training:

The screenshot shows the "New Expense: Global Safety & Security Training" form. At the top, there is a title bar with the title and "Save" and "Cancel" buttons. Below the title bar, there is a "Quick Tips Show More" link. The main form area has a light blue background. On the left, there is an "Allocate" link. Below this, there is a "Required field" label. The form contains two input fields: "Training Completion Date" with a date picker icon and a "Will your travel include any restricted/sanctioned countries?" dropdown menu. At the bottom, there is a "Comment" text area. The form is labeled "0/2000" in the bottom right corner.

- 12) On this screen, you will also be asked if your travel will include any restricted/sanctioned countries. This includes any destinations where you may stop on the way to or return from your final destination. It does NOT include airport layovers where you do not leave the airport. These countries can be found in the 'Quick Tips' at the top of the screen. Click 'Show More' if the list does not initially appear.
- 13) Once the fields are completed, click 'Save'
- 14) On the final screen, click 'Submit Request', then 'Accept and Continue.'
- 15) This completes your submission. If you are traveling to a Restricted/ Sanctioned country, you will receive an email from the International Travel Security Group for the pre-travel briefing.