



TRAVEL REQUEST NOT APPROVED IN CONCUR: AFTER THE FACT (ATF) MEMO

Traveler: _____

Trip Destination: _____

Trip Start Date: _____ Trip End Date: _____

Trip Purpose and Benefit: _____

Dept/Account #: _____ Local Funds State Funds Higher Lodging

This trip did not obtain approval to travel through Concur Travel request for the following reasons:

Travel request was not created/submitted in Concur prior to trip start date.

Travel request was not approved in Concur prior to trip start date.

Other: _____

I fully understand that reasonable explanations for boxes 1 and 2 below must be entered in order to receive a reimbursement for Travel from the University. I am aware that all non-compliance expenses must be paid with local funds.

1. Explanation for the unauthorized travel:

2. Explain the steps to be taken to avoid non-compliance in the future:

All university business related travel, even if there is no planned expense to the university, should be approved in Concur prior to travel. The request must provide a business purpose and benefit to TAMUCC. Traveler must obtain approval to travel through Concur Travel Request so the authorized account approvers can review expenses and determine if trip is allowed. If you have any questions regarding pre-trip approval or other travel matters, please contact the Travel Department at ext. 5767 or the Card Service Coordinator at ext. 2749.

_____	Date: _____
Traveler Signature	
_____	Date: _____
Dean or Designee Signature	