



University of
CINCINNATI

Final International Travel Questionnaire

Submission Guide

1. Click Add under Expected Expenses

Not Submitted | Request ID: HFGV

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

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

| <input type="checkbox"/> | Expense type↓↑ | Details↓↑ |
|--------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> | Air Ticket | Cincinnati (CVG) - Shanghai |
| <input type="checkbox"/> | Hotel Reservation | Shanghai, CHINA |
| <input type="checkbox"/> | Per Diem-Daily Meals | Pu Dong (Airport - PVG), Sha |
| <input type="checkbox"/> | 02. Travel Expenses - Miscellaneous | |



University of CINCINNATI

2. Click on International Travel Questionnaire

After all other estimated expenses have been added, click on International Travel Questionnaire from the 02. Travel Expenses - Miscellaneous list

The screenshot shows a web application interface with a search bar at the top containing the text "Search for an expense type". Below the search bar, there are two main categories of expenses:

- 01. Travel Expenses**
 - Air Ticket
 - Car Rental
 - Hotel Reservation
 - Per Diem-Daily Meals
- 02. Travel Expenses - Miscellaneous**
 - Car Rental Fuel
 - Charter Bus/Transfers
 - International Travel Questionnaire** (highlighted with an orange border)
 - Other Ground Transportation
 - Parking
 - Per Diem Reduction
 - Personal Car Mileage (Request)
 - Railway Ticket

In the background, a table is partially visible with columns for "Date" and "Ar". The table contains several rows with the date "09/26/2024" and a dollar sign "\$".



University of CINCINNATI

3. Click the "?" for additional information regarding the questions.

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Allocate

* Required field

| | | |
|--|---|---|
| Transaction Date * | Will expenses be paid for by a 3rd party? * | Will you export equipment, items, or specimens? * |
| 09/26/2024 | Yes | Yes |
| Will you access UC's network while abroad? * | Indicate what technology is traveling with you. * | Is all the information to be shared public? * |
| Yes | Multiple Devices-see comment for list | None Selected |
| Please select the purpose of travel. * | If other, list in the box below. | |
| None Selected | | |

Comment 0/2000

Save Cancel

SAP Concur

Travel Policy



University of CINCINNATI

4. Click on Close

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Allocate Cancel Save

* Required field

Transaction Date *
09/26/2024

Will expenses be paid for by a 3rd party? *
Yes

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

Will you access UC's network while abroad? *
Yes

Indicate what technology is traveling with you. *
Multiple Devices-se

Is all the information to be shared public? *
None Selected

Please select the purpose of travel. *
None Selected

If other, list in the box below

Comment 0/2000

Save Cancel

Quick Help ×

Indicate if you are taking any University of Cincinnati technology with you. If you are taking multiple devices, please indicate which devices you are taking in the Comment section below.

SAP Concur

Travel Policy
Service Status (US2)



University of CINCINNATI

5. Click on "Will expenses paid by 3rd party?"

Select "No, Self-Pay, Unsure, or Yes"

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Cancel Save

Allocate

* Required field

Transaction Date *
09/26/2024

Will you access UC's network while abroad? *
None Selected

Please select the purpose of travel. *
None Selected

Comment

Will expenses be paid for by a 3rd party? *
None Selected
No
Self-Pay
Unsure
Yes

Will you export equipment, items, or specimens? *
None Selected

Is all the information to be shared public? *
None Selected

0/2000

Save Cancel

SAP Concur

Travel Policy
Service Status (US2)



University of CINCINNATI

6. Click on "Will you export equipment, items, or specimens?"

Select 'No, Unsure, or Yes'.

The screenshot shows a web form titled "New Expense: International Travel Questionnaire" within the Concur system. The form includes several required fields:

- Transaction Date ***: A date field with the value "1/26/2024".
- Will expenses be paid for by a 3rd party? ***: A dropdown menu with the value "Yes".
- Will you export equipment, items, or specimens? ***: A dropdown menu with the value "None Selected". This menu is open, showing options: "None Selected", "No", "Unsure", and "Yes". The "Yes" option is highlighted with an orange border.
- Do you access UC's network while abroad? ***: A dropdown menu with the value "None Selected".
- Indicate what technology is traveling with you. ***: A dropdown menu with the value "None Selected".
- Please select the purpose of travel. ***: A dropdown menu with the value "None Selected".
- If other, list in the box below.**: A text input field.

At the bottom of the form, there are "Save" and "Cancel" buttons. The Concur logo and footer information are visible at the bottom of the page.



University of CINCINNATI

7. Click on "Will you access UC's network while abroad?"

Select "No, Unsure, or Yes".

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Allocate

* Required field

Transaction Date *
09/26/2024

Will expenses be paid for by a 3rd party? *
Yes

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

Will you access UC's network while abroad? *
None Selected

Indicate what technology is traveling with you. *
None Selected

Is all the information to be shared public? *
None Selected

If other, list in the box below.

0/2000

Save Cancel

SAP Concur

Travel Policy
Service Status (US2)



University of CINCINNATI

8. Click on "Indicate what technology is traveling with you."

Select which devices you are traveling with. If more than one, select "Multiple Devices-see comment for list" and add the list in the large comment box on the bottom of the page.

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Cancel Save

Allocate

* Required field

Transaction Date *
09/26/2024

Will you access UC's network while abroad? *
Yes

Please select the purpose of travel. *
None Selected

Comment

Will expenses be paid for by a 3rd party? *
Yes

Indicate what technology is traveling with you. *
None Selected

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

Is all the information to be shared public? *
None Selected

0/2000

Save Cancel

SAP Concur

Travel Policy
Service Status (US2)

The image shows a screenshot of the SAP Concur 'New Expense: International Travel Questionnaire' form. The 'Indicate what technology is traveling with you' dropdown menu is open, showing options: 'None Selected', 'Laptop', 'Multiple Devices-see comment for list', 'Other Tech', 'Phone', and 'USB/External Drive'. The 'Multiple Devices-see comment for list' option is highlighted with an orange border. The 'Comment' field is empty, and the character count '0/2000' is visible. The form includes various other fields like 'Transaction Date', 'Will you access UC's network while abroad?', 'Please select the purpose of travel', 'Will expenses be paid for by a 3rd party?', 'Will you export equipment, items, or specimens?', and 'Is all the information to be shared public?'. The SAP Concur logo and 'Travel Policy' link are at the bottom.



University of CINCINNATI

9. Additional devices, information

Add additional devices or other information in the large comment box at the bottom of the page.

SAP Concur Requests Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

[Allocate](#) Cancel Save

* Required field

| | | |
|---|--|--|
| Transaction Date * 09/26/2024 | Will expenses be paid for by a 3rd party? * Yes | Will you export equipment, items, or specimens? * Yes |
| Will you access UC's network while abroad? * Yes | Indicate what technology is traveling with you. * Multiple Devices-see comment for list | Is all the information to be shared public? * None Selected |
| Please select the purpose of travel. * None Selected | If other, list in the box below. <input type="text"/> | |

Comment 26/2000

Laptop, phone, thumb drive

Save Cancel

SAP Concur
Travel Policy
Service Status (US2)



University of CINCINNATI

10. Click on "Is all the information to be shared public?"

Select "No, Unsure, or Yes"

The screenshot shows the 'New Expense: International Travel Questionnaire' form in the Concur system. The form is titled 'Allocate' and includes several required fields. The 'Is all the information to be shared public?' dropdown menu is open, showing the following options: 'None Selected', 'No', 'Unsure', and 'Yes'. The 'Yes' option is highlighted with an orange border. The form also includes fields for 'Transaction Date', 'Will expenses be paid for by a 3rd party?', 'Will you export equipment, items, or specimens?', 'Do you access UC's network while abroad?', 'Indicate what technology is traveling with you.', and 'Please select the purpose of travel.'. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Cancel Save

Allocate

* Required field

Transaction Date *
1/26/2024

Will expenses be paid for by a 3rd party? *
Yes

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

Do you access UC's network while abroad? *
No

Indicate what technology is traveling with you. *
Multiple Devices-see comment for list

Is all the information to be shared public? *
None Selected

Please select the purpose of travel. *
None Selected

If other, list in the box below.
laptop, phone, thumb drive

Save Cancel

AP Concur

Travel Policy
Price Status (US2)



University of CINCINNATI

11. Click on "Please select the purpose of travel."

Select from the list what the purpose of travel is.

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Cancel Save

Allocate

* Required field

Transaction Date *
09/26/2024

Will expenses be paid for by a 3rd party? *
Yes

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

Will you access UC's network while abroad? *
Yes

Indicate what technology is traveling with you. *
Multiple Devices-see comment for list

Is all the information to be shared public? *
Yes

Please select the purpose of travel. *
None Selected

If other, list in the box below.

26/2000

- Attending a Conference
- Observing Innovative Practice
- Other
- Research
- Speaking
- Teaching
- Training or Mentoring

SAP Concur

Travel Policy
Service Status (US2)



University of CINCINNATI

12. Other Reasons for Travel

If you clicked "Other" for Reason for Travel, provide detail in the box to the right.

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Allocate

* Required field

| | | |
|--|---|---|
| Transaction Date * | Will expenses be paid for by a 3rd party? * | Will you export equipment, items, or specimens? * |
| 09/26/2024 | Yes | Yes |
| Will you access UC's network while abroad? * | Indicate what technology is traveling with you. * | Is all the information to be shared public? * |
| Yes | Multiple Devices-see comment for list | Yes |
| Please select the purpose of travel. * | If other, list in the box below. | |
| Other | attending a conference and presenting | |

Comment 26/2000

Laptop, phone, thumb drive

Save Cancel

SAP Concur

Travel Policy
Service Status (US2)

Add any other pertinent information not captured above in the large comment box at the bottom of the page.

You are currently logged in as a test user

SAP Concur Requests

Manage Requests

Home / Requests / Manage Requests / Questionnaire Demo / New Expense: International Travel Questionnaire

New Expense: International Travel Questionnaire

Allocate

Cancel Save

* Required field

Transaction Date *
09/26/2024

Will expenses be paid for by a 3rd party? *
Yes

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

Will you access UC's network while abroad? *
Yes

Indicate what technology is traveling with you. *
Multiple Devices-see comment for list

Is all the information to be shared public? *
Yes

Please select the purpose of travel. *
Other

If other, list in the box below.
attending a conference and presenting

Comment
Laptop, phone, thumb drive

26/2000

Save Cancel

SAP Concur

Travel Policy
Service Status (US2)



University of
CINCINNATI

14. Follow Up

Once you have completed this questionnaire, you will get a follow up from the Office of Research Security and Ethics. Additionally, within 14 days of travel you will get an email with information about your travel.

Created with [Tango.us](https://tango.us)