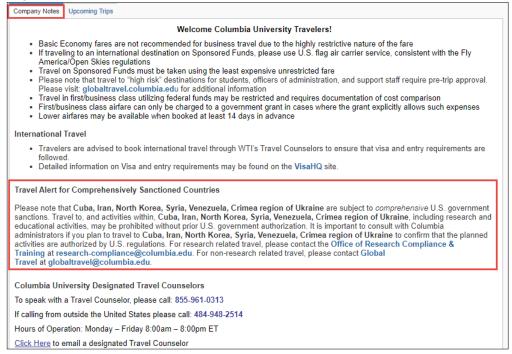
## **Columbia University Finance Training**

Job Aid: Using Concur Travel to Arrange Travel to Sanctioned Countries

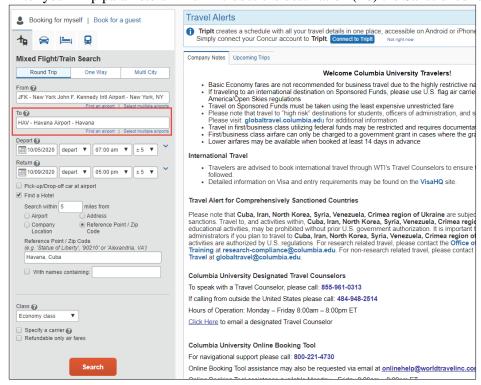
This Job Aid demonstrates the steps and the issues you should be aware of when you use Concur Travel to arrange travel to Sanctioned Countries

### **Using Concur Travel to Arrange Travel to Sanctioned Countries**

1. Log in to Concur, click the Travel tab and click Company Notes.



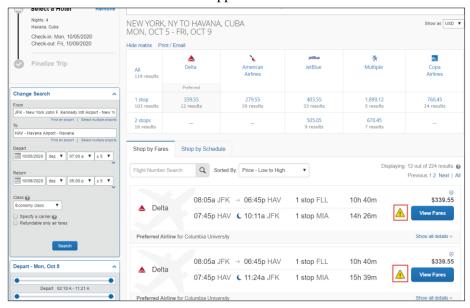
- 2. Read the details in the section Travel Alert for Comprehensively Sanctioned Countries.
- 3.. Enter your Trip parameters which includes the destination (To) the Sanctioned location.



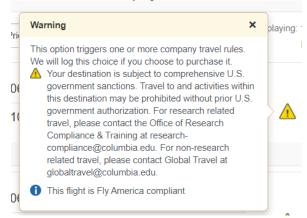
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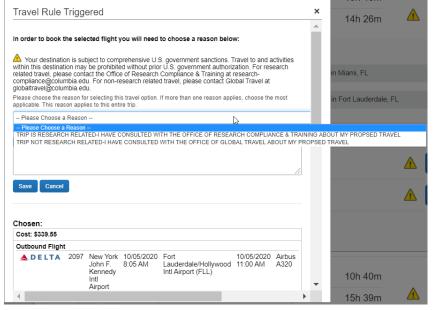
3. Click Search. Your search results appear.



4. Notice the Alerts displayed with the Fares. Click to view the Alert regarding sanctions.



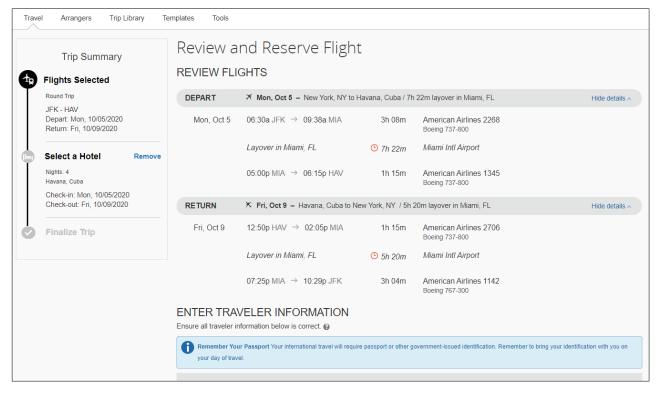
5. If you click a Fare to reserve it, you must Choose a Reason that applies to your Trip.



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Job Aid: Using Concur Travel to Arrange Travel to Sanctioned Countries

- 6. Select the **Reason**, type additional notes, and click **Save**.
- 7. Continue to **Review and Reserve Flight** and other Trip details and proceed through the steps to purchase your travel.



## For Questions on travel to Sanctioned Countries

- For Research related travel, please contact the <u>Office of Research Compliance & Training</u> at <u>research-compliance@columbia.edu</u>.
- For Non-research related travel, please contact Global Travel at globaltravel@columbia.edu.