

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**.

Company Notes Upcoming Trips

Welcome Columbia University Travelers!

- Basic Economy fares are not recommended for business travel due to the highly restrictive nature of the fare
- If traveling to an international destination on Sponsored Funds, please use U.S. flag air carrier service, consistent with the Fly America/Open Skies regulations
- Travel on Sponsored Funds must be taken using the least expensive unrestricted fare
- Please note that travel to "high risk" destinations for students, officers of administration, and support staff require pre-trip approval. Please visit: globaltravel.columbia.edu for additional information
- Travel in first/business class utilizing federal funds may be restricted and requires documentation of cost comparison
- First/business class airfare can only be charged to a government grant in cases where the grant explicitly allows such expenses
- Lower airfares may be available when booked at least 14 days in advance

International Travel

- Travelers are advised to book international travel through WTI's Travel Counselors to ensure that visa and entry requirements are followed.
- Detailed information on Visa and entry requirements may be found on the VisaHQ site.

Travel Alert for Comprehensively Sanctioned Countries

Please note that Cuba, Iran, North Korea, Syria, Venezuela, Crimea region of Ukraine are subject to *comprehensive* U.S. government sanctions. Travel to, and activities within, Cuba, Iran, North Korea, Syria, Venezuela, Crimea region of Ukraine, including research and educational activities, may be prohibited without prior U.S. government authorization. It is important to consult with Columbia administrators if you plan to travel to Cuba, Iran, North Korea, Syria, Venezuela, Crimea region of Ukraine to confirm that the planned activities are authorized by U.S. regulations. For research related travel, please contact the [Office of Research Compliance & Training at research-compliance@columbia.edu](mailto:Office of Research Compliance & Training@research-compliance@columbia.edu). For non-research related travel, please contact [Global Travel at globaltravel@columbia.edu](mailto:Global Travel@globaltravel@columbia.edu).

Columbia University Designated Travel Counselors

To speak with a Travel Counselor, please call: **855-961-0313**

If calling from outside the United States please call: **484-948-2514**

Hours of Operation: Monday – Friday 8:00am – 8:00pm ET

[Click Here](#) to email a designated Travel Counselor

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.

Booking for myself | Book for a guest

Mixed Flight/Train Search

Round Trip One Way Multi City

From JFK - New York John F. Kennedy Intl Airport - New York, NY

To HAV - Havana Airport - Havana

Depart 10/05/2020 depart 07:00 am ± 5

Return 10/09/2020 depart 05:00 pm ± 5

☐ Pick-up/Drop-off car at airport

☒ Find a Hotel

Search within 5 miles from

☐ Airport ☐ Address ☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Havana, Cuba

☐ With names containing:

Class Economy class

☐ Specify a carrier

☐ Refundable only air fares

Search

Travel Alerts

Tript creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Tript**. [Connect to Tript](#) Not right now

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Columbia University Online Booking Tool

For navigational support please call: **800-221-4730**

Online Booking Tool assistance may also be requested via email at onlinehelp@worldtravelinc.com

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3. Click **Search**. Your search results appear.

The screenshot shows the Concur Travel search results for a flight from New York, NY to Havana, Cuba. The search parameters are: From: JFK - New York John F. Kennedy Intl Airport - New York, To: HAV - Havana Airport - Havana, Depart: 10/05/2020, Return: 10/09/2020, Class: Economy class. The search results show a table of flight options with columns for Airline, Flight Number, Class, Price, and Duration. The results are sorted by Price - Low to High. The first result is a Delta flight (08:05a JFK → 06:45p HAV) with a price of \$339.55. A warning icon is displayed next to the price. The second result is a Delta flight (07:45p HAV → 10:11a JFK) with a price of \$339.55. A warning icon is also displayed next to the price. The results are displayed as a list of flight options with columns for Airline, Flight Number, Class, Price, and Duration. The results are sorted by Price - Low to High. The first result is a Delta flight (08:05a JFK → 06:45p HAV) with a price of \$339.55. A warning icon is displayed next to the price. The second result is a Delta flight (07:45p HAV → 10:11a JFK) with a price of \$339.55. A warning icon is also displayed next to the price.

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

The screenshot shows a Warning dialog box with the following text: "This option triggers one or more company travel rules. We will log this choice if you choose to purchase it." Below this, there is a warning icon and the text: "Your destination is subject to comprehensive U.S. government sanctions. Travel to and activities within this destination may be prohibited without prior U.S. government authorization. For research related travel, please contact the Office of Research Compliance & Training at research-compliance@columbia.edu. For non-research related travel, please contact Global Travel at globaltravel@columbia.edu." At the bottom, there is an information icon and the text: "This flight is Fly America compliant".

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

The screenshot shows the "Travel Rule Triggered" dialog box. It contains the following text: "In order to book the selected flight you will need to choose a reason below:" followed by a warning icon and the text: "Your destination is subject to comprehensive U.S. government sanctions. Travel to and activities within this destination may be prohibited without prior U.S. government authorization. For research related travel, please contact the Office of Research Compliance & Training at research-compliance@columbia.edu. For non-research related travel, please contact Global Travel at globaltravel@columbia.edu." Below this, there is a text area with the prompt: "Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip." The text area contains the following text: "Please Choose a Reason --" and "Please Choose a Reason --". Below the text area, there are "Save" and "Cancel" buttons. At the bottom, there is a section titled "Chosen:" with the following information: "Cost: \$339.55", "Outbound Flight", "DELTA 2097 New York 10/05/2020 Fort Lauderdale/Hollywood Intl Airport (FLL) 10/05/2020 11:00 AM Airbus A320".

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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.

Travel

Arrangers

Trip Library

Templates

Tools

Trip Summary

✈

Flights Selected

Round Trip

JFK - HAV

Depart: Mon, 10/05/2020

Return: Fri, 10/09/2020

🏨

Select a Hotel

Remove

Nights: 4

Havana, Cuba

Check-in: Mon, 10/05/2020

Check-out: Fri, 10/09/2020

✓

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

✕ Mon, Oct 5 – New York, NY to Havana, Cuba / 7h 22m layover in Miami, FL

Hide details ^

Mon, Oct 5

06:30a JFK → 09:38a MIA

3h 08m

American Airlines 2268

Boeing 737-800

Layover in Miami, FL

🕒 7h 22m

Miami Intl Airport

05:00p MIA → 06:15p HAV

1h 15m

American Airlines 1345

Boeing 737-800

RETURN

✕ Fri, Oct 9 – Havana, Cuba to New York, NY / 5h 20m layover in Miami, FL

Hide details ^

Fri, Oct 9

12:50p HAV → 02:05p MIA

1h 15m

American Airlines 2706

Boeing 737-800

Layover in Miami, FL

🕒 5h 20m

Miami Intl Airport

07:25p MIA → 10:29p JFK

3h 04m

American Airlines 1142

Boeing 767-300


ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

ⓘ Remember Your Passport Your international travel will require passport or other government-issued identification. Remember to bring your identification with you on your day of travel.

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 **COLUMBIA UNIVERSITY**
IN THE CITY OF NEW YORK

Page 3