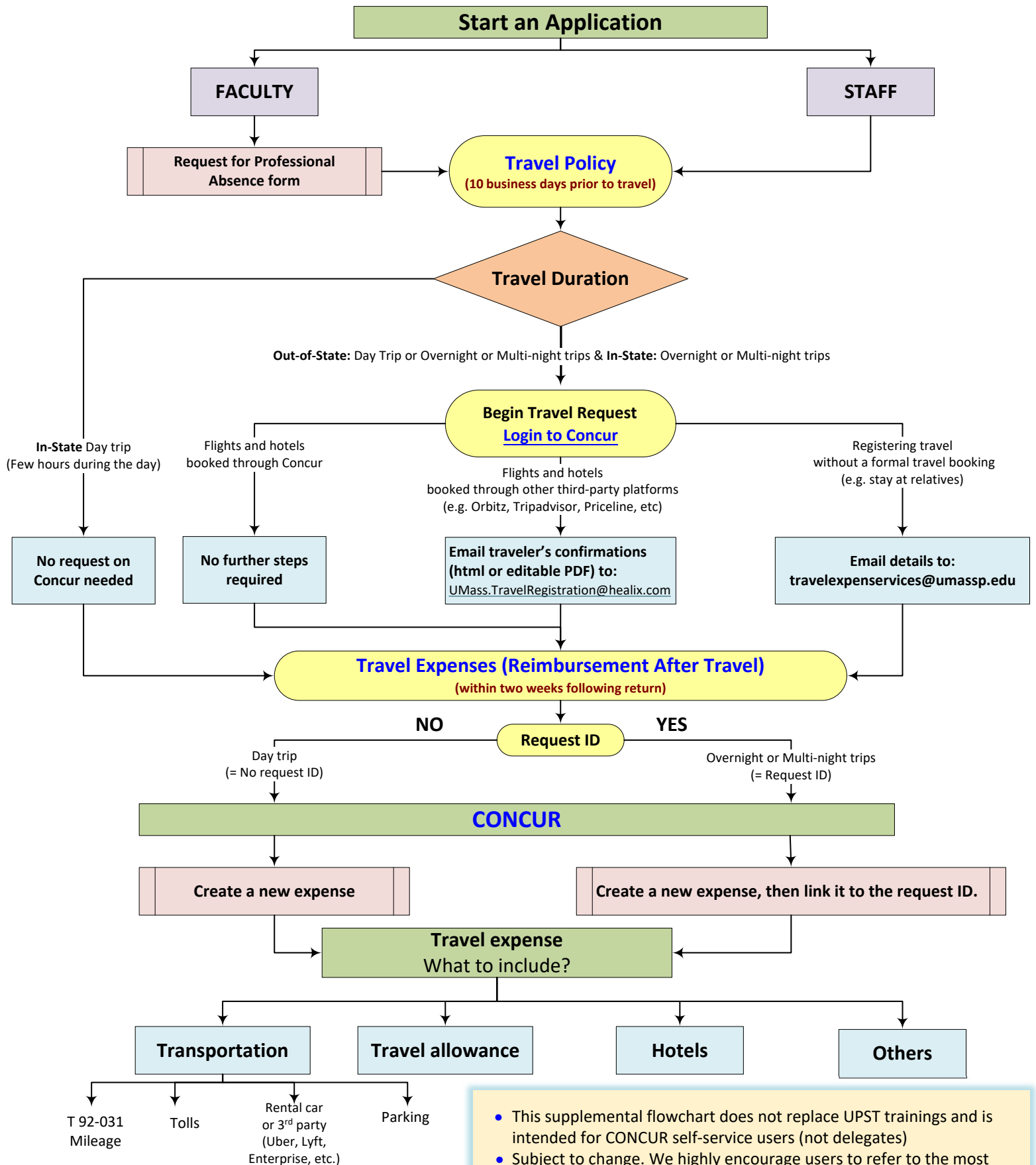


**PRE- TRAVEL AUTHORIZATION PROCESS for DOMESTIC TRAVELS** (as of 04.11.2025)  
(formerly- Prior Approval)



- This supplemental flowchart does not replace UPST trainings and is intended for CONCUR self-service users (not delegates)
- Subject to change. We highly encourage users to refer to the most updated [travel policy](#).
- Call Concur Hotline at (774) 570-5507 for live phone support, M-F, 9a.m. – 4p.m.