**Process for Submitting Faculty Development Requests**

1) Complete Departmental [Travel Request Form](file:///P:\users\aasandh\Minutes%20and%20Agendas\Travel%20Request%20Form.xlsx):

* **\*\*No purchases are to be made before this step.**
* Please remember to add your name to the form.
* If you are receiving external funding from another department, please forward the confirmation email along with the Travel Request form.
* If you are to be reimbursed from an organization from outside of the university, please inform Hardin and Shanté immediately and before any purchases are made.

2) Submit form to [Shanté](mailto:howardsn@ipfw.edu) and [Hardin](mailto:aasandh@ipfw.edu):

* You will receive an email from the department office stating whether or not the trip is approved along with instructions to log in and complete the trip request in Concur.

3) Log in to [Concur](https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Faccount%2FSAMLPost%2Fconcur) and complete travel request as required:

* Make sure that you have completed and received confirmation of the department request before beginning this step.

If you have questions, please contact Shanté or Hardin