



FY17 Philosophy Travel Guidelines

- All faculty, graduate students, and staff must have a Concur profile to setup to be eligible for travel reimbursement.
- Faculty members' bursaries, grants, and other external funding sources will be allocated for travel expenses before Philosophy's travel budget may be sourced. Exceptions will be at the discretion of the Department Head.
- It is the traveler's responsibility to notify staff if a spouse, children, or other guest(s) will be present during a trip. Expenses incurred due to the presence of guests are not eligible for reimbursement.

Getting Approval Before You Travel

- A Travel Request must be submitted using Concur for both domestic and international travel.
 - To submit a request: Single Sign On (sso.tamu.edu) > e-Travel/Concur > Request > New Request > complete all required Report Header fields > Submit Request.
 - For foreign travel, this form includes a Foreign Risk Acknowledgement of possible travel warnings. It is the traveler's responsibility to check the State Department website for travel warnings and complete any additional requirements.
- Immediately after submitting a Request, all travelers must email the Department Head summarizing the details of their trip. Graduate students should copy Kristi Sweet for approval.
 - Travelers must be sure to explicitly request approval for travel funds.
 - Emails should be specific and include dates, destination, the title of the conference, the sponsoring organization(s), title of your paper, details of confirmed or pending external funding, benefit of travel to Texas A&M University, and the total funding requested.
 - Expenses paid for by other entities may not be claimed for reimbursement.
- Faculty, students, staff responsible for completing all travel approval steps prior to making travel arrangements.
- Provide email or paper copies of all external funding awards to PHIL staff as soon you receive them.
 - Receipts packets will not be entered into the queue and expense reports will not be created until funding received.
- If it becomes necessary to cancel your trip after the Travel Authorization Request has been approved, the traveler is responsible for notifying staff immediately to ensure cancellation procedures are followed.

Preparing and Submitting Your Receipts

- Airfare receipts may be submitted for reimbursement prior to travel. No other receipts will be accepted prior to return from travel.
- All receipts are due within 14 days of your return.
- Final receipt packets should include:
 - Cover sheet
 - Receipts for all claimed expenses demonstrating proof of payment
 - Any supporting documentation
 - All receipts smaller than 8.5x11" taped using double sided tape to 8.5x11" paper
 - Do not include more than 2-4 receipts on a single page.
 - All receipts must be oriented in the same direction per page.
 - Incomplete receipt packets will not be accepted.
- Expense reports are processed in the order in which they are received.

- Please do not upload any receipt or attempt to build an expense report in Concur.
- Expense reports will be completed by close of business on Tuesday for complete packets delivered by 3:00 p.m. Friday.
 - Once your report is complete, you will receive an automated notification from Concur prompting you to login to submit and certify your report.

Adding a delegate in Concur

In order for staff to process travel reimbursement expenses in Concur, you must add staff as delegates in order to process. You may add the delegate in Concur per link below:

<http://assets.system.tamus.edu/files/travel/pdf/HowtoAddaDelegate.pdf>

90-Day Reimbursement Rule

Effective September 1, 2014 and thereafter, transactions greater than 90 days from the post date and 90 days older than the travel end date or assigned transaction not submitted within 90 days of the travel end date will be reported as taxable income to the employee. Reporting of taxable income is permanent with no option of reversal.