

## TRAVEL PROCEDURE

1. Are you travelling on University business (using money given by the University)?
  - a. Yes? Go to #2.
  - b. No? Go to #4.
2. Is your bursary enough funding?
  - a. Yes? Go to #3.
  - b. No? Please explore the opportunities for external funding. Department head can assist with ideas.
3. Do you have external funding?
  - a. Yes? Please make sure that the ACAD Business Office has been notified and the funding has been received.
  - b. No? Not necessary? Go to #4.
4. Have you submitted a travel request in Concur?
  - a. Yes? Go to #5.
  - b. No? Not travelling on University business?
    - i. Please submit a travel request but do not site your account. List any expense in the amount of \$1. It is important that a request for travel is still made as this is notification of being out of the office.
  - c. No? Follow these steps:
    - i. Login to SSO and click the Concur tab.
    - ii. Click on the Requests tab. A new page will load then click New Request.
    - iii. A new page will load with four different tabs defaulting to the "Request Header" tab. Fill in all boxes marked in red as these are required fields.
      1. Please use both the city and reason in the Trip Name (ie "XYZ Conference | Austin, TX").
      2. Find your correct account. If you plan to use multiple accounts, select one and leave a note for us in the Notes box.
      3. The Purpose and Benefit is where you will go into further detail about your trip. What the purpose of the trip is and how it benefits TAMU.
        - a. No acronyms here!!!
        - b. Any and all associations must be spelled out!!!
    - iv. Click the Save button and then visit the Expenses tab.
      1. Please select your anticipated expenses and enter in an anticipated amount for each.
      2. This will help the business office make sure your card balance will cover the expenses and will also create an encumbrance on your account so that the money cannot be swept.
    - v. Click the Save button and then the orange Submit Request button.
5. Have you received the approval for the travel request?
  - a. Yes? You are approved for travel. Please proceed to #6.
  - b. No? Do not book any travel until you have received approval from your travel request.

- c. Not sure? You should get an email notifying you, but you can always check in Concur by going back to the Requests tab, use the “View” drop down to select “All Requests”, and then viewing the status in the “Status” column.
6. Booking travel.
- a. Do you have a University liable travel card?
    - i. Yes? Feel free to use it for all applicable business purposes within your funding allowance. **If you have issues with booking, please contact the ACAD business office first.** If you contact the Concur help via Corporate Travel Planners, you will be charged for their services.
    - ii. No? Would you like one? Email [acadbusiness@tamu.edu](mailto:acadbusiness@tamu.edu) for the form and procedure for acquiring one.
  - b. TAMU has preferred vendors and vendors on contract. Please visit the following for a list of such: <http://fmo.tamu.edu/accounts-payable/travel/> or <http://travel.tamu.edu/>.
  - c. Concur booking is a great resource as the rates found should be the lowest.
    - i. You must select your funding source (more than likely will always be Local) before searching for travel. Be sure the page reloads or it will keep asking for the funding source before you can move on.
    - ii. You can add your frequent traveler information into Concur through your profile. Ask ACAD Business Office for more details.
    - iii. Did you find a cheaper rate outside of Concur?
      - 1. Let ACAD Business Office know! Concur can only improve with your help.
      - 2. Feel free to book it! Booking in Concur is not mandatory.
    - iv. Booking in Concur helps when it comes time to filing your expense report as there is less manual entry!
    - v. When you use your travel card, the expenses filter into Concur themselves, but you must add receipts on your own.
    - vi. Receipts can be uploaded easily while travelling via the Concur smart phone app. You can simply take a picture of BOTH the itemized receipt and credit card slip and add it to your “Receipt Store”. They will store there until you add them to a report line item.
  - d. Are you completely booked for travel?
    - i. Make sure to review the following checklist for what documentation is required so that you can be sure to keep all necessary information while travelling: <http://fmo.tamu.edu/media/368699/localfundschecklist.pdf>.
  - e. Have you completed your travel?
    - i. Yes? Go to #7.
7. File an expense report. This MUST be done within 90 days of your travel end date, but best business practice is 30 days.
- a. Log in to SSO and click the Concur tab.
  - b. Click on the Requests tab.
  - c. Click on the View drop down box and then click to view All Requests.

- d. Find the trip you are looking to file an expense report for. On the far right side, there is a column titled Action. In that column, on the line of the trip, should be a hyperlink labeled Expense. Click this link to create an expense report off of the request.
- e. Concur will pull all available information, but the report will ask for more. Any field highlighted in red is required. Your account will more than likely start with 24XXXX and will have your last name in the account name.
  - i. You may also have funds in a different account. Please contact [acadbusiness@tamu.edu](mailto:acadbusiness@tamu.edu) if you are unsure. All accounts should have your last name in the name.
- f. If you used Concur for booking or your travel card for any expenses, click the Import Expenses drop down button then Available Expenses. Find all applicable charges and bookings and add them to the report. This is done by clicking the radio button and then clicking Move.
- g. These added items might need more information. Concur will let you know by alerting you with a red exclamation point. They will also appear in a "Exceptions" banner towards the top of the page.
- h. Add in any other expenses manually by clicking New Expense and filling in all information necessary.
  - i. Vendor Name is not a required field but is very beneficial to include for the auditors!
  - ii. Mileage is tricky! Once you click to add mileage, add the date and then at the bottom right-hand corner click the link for Mileage Calculator. Your starting (or ending) point will never be your home, but rather campus. If you type "Texas A&M Academic Building" in the box and then tab over, it will find the "address" for you. There should be a mileage entry for each day applicable. (I.e. If you went to the airport on 10/1 and then came back on 10/7, there should be a line item entry for 10/1 and then another for 10/7.) Concur will want a comment for this entry. You simply need to say "drove from office to airport for my flight out" or "drove from airport back to office after my flight in."
  - iii. Parking will want a comment as well. This comment needs to include the dates of parking and the rate. (I.e. Parking at the airport from 10/1-10/3, 2 full days at \$8/day for a total of \$16")
  - iv. Hotels will need to be itemized. Break out each applicable hotel tax. Do not click the button to lump them into the hotel line item. For reporting purposes, we need to know what is tax and what is the rate. Also, if you have other expenses such as a meal or internet, there is a place for this information on the itemization page. Once you have saved it, it will add each of these expenses to each night of your stay. If you only had a meal on one of the nights, you can go in and manually delete the others. I've found this to be easiest. Also, if your nightly rate changes, you can manually change the rate on the line once you've itemized the hotel expenses. To manually do this, once you've saved the hotel

itemization, select the arrow to drop down the itemizations. Click the embedded line items that you need to change and change them then save.

- v. Taxis will want a comment. This comment needs to include the to, from, and why information. (I.e. Taxi taken from hotel to restaurant for dinner.)
- i. Concur will tell you what receipts are needed or you can visit either of these links for more information: [http://fmo.tamu.edu/media/368107/receiptreq\\_ssummary.pdf](http://fmo.tamu.edu/media/368107/receiptreq_ssummary.pdf) or <http://fmo.tamu.edu/media/368699/localfundschecklist.pdf>. You do not have to manually add receipts to each line item. If you have one big PDF of all receipts, you can attach this to the report. You can even put multiple receipts per page and make notes on the page where applicable.
  - i. To add the receipts to the report, click the Receipts drop down button and then Attach Receipt Images. Browse for your PDF and then attach.
  - ii. To check to make sure the attach was successful, click the Receipts drop down button and then Check Receipts.
- j. Once you have completed all entries, click the orange Submit button.
- k. Each report has a \$7.08 fee, so be sure you have entered in everything in the one report to avoid multiple fees!
- l. Your report will be sent on to our office for approval. You can check the status of your report by clicking the Details drop down box and then Approval Flow.
- m. We will contact you if there are any issues during our audit.
- n. You are done!