

NEW TRAVEL POLICY QUICK SHEET

All pre-trips and expense reimbursements (both travel and non-travel) must be done electronically in Concur.

Traveler must physically submit pre-trip and expense requests, even if prepared by travel coordinator/delegate.

Pre-trip must be submitted and approved prior to departure: 30 days in advance for International.

Both domestic and international flights are expected to be booked through either Concur or T&T. Must submit same day price comparison information in order to book yourself through another vendor for domestic flights.

Should disclose personal travel in the pre-trip request.

Expense claims must be approved by Accounting within 60 days of the last day of travel;

College of Engineering requires within 45 days.

Cannot claim \$4.99 for a missing receipt; must complete a missing affidavit receipt and those requests will be audited by Central. Mainly for International travel, on very rare occasions can be domestic.

Meals limited to the GSA rate for the city you spend the night in; actual expenses will still be reimbursed up to the GSA rate for the day.

University p-card is available only for pre-paid conference registrations; no other travel expenses can be put on a p-card and expenses incurred by travelers will not be reimbursed until after the trip is completed. This includes conference and flights paid before the conference by a personal credit card.

In Concur, one receipt per expense. Alcohol should be on a separate receipt if possible.

Separate expense category in Concur for conference rate hotel rooms.

Travelers can be reimbursed for up to 3 meals per day; multiple receipts for a given meal may be submitted so long as the transaction times are within 60 minutes of each other.

Groceries can be purchased in lieu of meals; for each meal the GSA rate will be deducted from the traveler's total meal allowance.

If receipts inputted via the mobile app, the expense report can be auto generated.

Allowable Expenses/Receipts Changes

Airline fees (including baggage): receipt required if \$25 or more

Airport shuttle: receipt required regardless of cost

Flight insurance: not reimbursable

Gasoline: receipt required regardless of cost for rental car only

Gratuities (not related to meals) limited to \$5, receipt not required

Groceries: receipt required

Parking: receipt required if \$25 or more

Phone/Fax/Internet: required if \$25 or more

Taxi/Uber, train, subway etc.: receipt required regardless of cost

Tolls: receipt required if \$25 or more