

# **Travel Policies and Procedures**

---

CONCUR

# Financial Services

---

- Contact Information

- [Concur@ou.edu](mailto:Concur@ou.edu)

- Concur Site

- [Travel.ou.edu](http://Travel.ou.edu)

- Concur Training Information

- <http://www.ou.edu/financialservices/Concur>

- Travel Card Application

- <http://www.ou.edu/content/dam/financialservices/Pcard/FSS%20-Travel%20Card%20Application%20060519.pdf>

- Travel Card Training

- <https://onpoint.ou.edu>

- Travel Policy

- <http://www.ou.edu/content/dam/financialservices/Policies/FSS%20-travel.pdf>

- Travel Policy Quick Guide

- <http://www.ou.edu/content/dam/financialservices/concur/quick-guides/FSS%20-Quick%20Guide%20-%20OU%20Travel%20Policy%20110819.pdf>

# What is Concur?

---

- Travel and Expense Management system
- Facilitates request to travel process
- Book travel online
- Travel Card expenses imported
- Upload receipts electronically
- Email notifications
- Online approvals
- Mobile apps
  - Concur Mobile
    - Book travel
    - Take pictures of receipts
    - Can approve or submit reports
  - TripIt
    - Personal travel assistant
    - Forward reservations/confirmations
    - Flight tracking with immediate updates

# Before Travel Process

---

## Travel Request

- Required for Out of State/International travel
- Option for in state travel
- Submitted by Traveler or Delegate
- Why, Where and When?
- Personal Travel?
- Optional expense estimates
- Online approval by Supervisor or offline approval with documentation

## Online Booking

- Corporate Travel Planners - CTP
- Booked by Traveler or Delegate
- Economy/Coach class – domestic
- Business class – foreign
- Be cautious with Basic Economy
- Warning on flights \$100 over lowest available rate
- Comparable quote required when booked outside CTP

## Other Payments

- Made by Traveler
- Hotels should be contacted directly for sponsored rate
- Rental cars must have a business justification
- Can use Motor Pool for instate travel

# After Travel Process

---

## Expense Report

- Identifies all expenses
- Expenses must be in compliance with OU and State policy
- Prepared by Traveler or Delegate
- Submitted by Traveler

## Supervisor

- Approval from Supervisor
- Can have an approval Delegate

## FAMS Approver

- Skipped if same as Traveler or Supervisor
- Can have an approval Delegate

## Grants

- If charged to XX5XXXXXX accounts

## Financial Services

- Approves or sends back to Traveler

# Concur Expense Reports

---

## •Traveler Type

- Grant/Non Grant
  - Distinction between travel being charged to a grant vs. all other sources for budget purposes
- Employee
  - All travel reimbursements and Travel Card charges
- Non Employee
  - Direct payments on their behalf, not reimbursements
  - Expenses can be submitted after they are incurred

## •Trip Type

- In State
  - Mileage Only or other in state travel expenses
  - Submitted on a regular basis (monthly or quarterly)
  - Must be greater than \$25 or more than 30 days old
- Out of State
  - Conferences, Trainings, Research, etc. outside of Oklahoma
  - Approved request required
  - Submitted after event is over
- International
  - Conferences, Trainings, Research, etc. outside of the US
  - Approved request required
  - Submitted after event is over

## •Expense Payment Types

- Cash/Out of Pocket
  - Expenses paid personally that need to be reimbursed
- Travel Card
  - Expenses paid with the OU Travel Card
  - Pending Card Transaction
- Paid with Unused Ticket
  - Used when an airfare expense has been paid, the ticket was cancelled and the itinerary for the new trip loads

# Concur Expense Reports

---

## •Report/Trip Purpose

- Conference
  - Travel related to a formal conference arranged by a sponsor
- Meeting
  - Travel related to an informal meeting
  - Additional explanation of business purpose is required
- Mileage Only
  - Travel expenses for mileage, parking and tolls
- Other Travel
  - Travel that does not fit into any other category
  - Additional explanation of business purpose is required
- OU Visitor
  - Non employee travel
- Recruitment
  - Travel related to recruitment
- Research/Collaboration
  - Travel related to research or collaboration with another entity
- Study Abroad
  - Travel related to studies abroad
- Teaching
  - Travel related to teaching duties
- Training
  - Travel related to specific training objectives
- University Advancement/Development
  - Travel related to University development
- Athletics
  - Post Season
  - Recruiting
  - Staff
  - Team Travel

# General Travel Expenses

---

- Agenda/Event Information
  - Placeholder for additional documentation - \$0
  - Used to document dates, times and location of event as well as any meals provided
  - Not required for Mileage Only reports
- Comparable Airfare Quote
  - Obtained online through CTP
  - Required when airfare is not paid through CTP
  - Applies to Apples comparison
  - Cannot be obtained for past dates
- Mileage
  - Reimbursed based on current State rates
  - Deduct commutes as appropriate
  - If driving instead of flying out of state, an Airfare vs. Mileage form is required
- Per Diem
  - Rates set by GSA for meals and incidental expenses
  - Must be in travel status 18 hours/overnight **and** 60+ miles away from office
  - Reduced by ¼ per provided meal
  - Reductions not required for continental breakfasts or when registration is free
  - Cannot begin/end 24 hours before/after official event, 48 hours for international
- Per Diem In Lieu of Lodging
  - Additional \$10 per day when no Lodging expense is incurred
- Personal/Non Reimbursable
  - Personal charges on the Travel Card that may result in a Payroll deduction



# Travel Card or Reimbursement

---

- **Actual Meal Cost (Claiming Per Diem)**
  - Meals paid with the Travel Card reducing the amount earned from Per Diem
  - Travel Card expenses only – not Cash/Out of Pocket
- **Actual Meal Cost (Not Claiming Per Diem)**
  - Actual meal expenses when not claiming Per Diem
  - Cannot exceed the amount that would have been earned with Per Diem
- **Airfare**
  - Domestic flights should be booked with Economy/Coach rates
  - International flights can be booked with Business Class rates
- **Airline Fees**
  - Baggage fees, Change fees, On Board Internet Access, Seating Upgrade fees, etc.
  - All fees except for Baggage require a business justification
- **Agency Booking Fees**
  - \$5 fees for flight, hotel or rental car booking
  - Calling CTP is \$25 and after hours calls are an additional \$16
  - Recommended for complicated or international travel
  - One ticket at a time for online booking
  - CTP can book multiple tickets and split payment over the phone

# Travel Card or Reimbursement

---

- Dispute/Fraud
  - Erroneous Travel Card charges from vendors
- Foreign Transaction Fee
  - Additional fee for transactions outside the US
  - Fees related to Actual Meal Costs should not be coded as a Foreign Transaction Fee
- Freight/Shipping
  - Only allowable when in travel status
- Local Transportation
  - Taxi, Shuttle, Uber, etc.
  - Tipping is capped at 20%
  - To/From locations required for business justification
- Membership
  - Allowable when the University receives a discount for the membership or the membership is required for event attendance.
  - Documentation is required
- Miscellaneous Travel Expenses
  - Visas in foreign locations, dry-cleaning, internet access, etc.
- Parking
  - Use for separate Parking expenses
  - Lodging allows for Parking to be itemized
- Printing/Copying
  - Only allowable when in travel status

# Travel Card or Reimbursement

---

- Reductions
  - Expense Reduction
    - Travel Card expenses reduced due to budget
  - Mileage – Reduction
    - Reductions on mileage due to budget
  - Per Diem – Reduction
    - Reductions on mileage due to budget
- Registration
  - Must meet University pre-payment guidelines
- Rental Car
  - Ensure this is a justifiable business expense, not a personal convenience
- Rental Car Fuel
  - Not allowable for personal car fuel
- Subscription
  - Only allowable when in travel status or related to a registration
- Supplies
  - Only allowable when in travel status
- Tolls
  - Receipts under \$25 are not required
- Train
  - Amtrak
- Training
  - Business related training

# Travel Card or Reimbursement

---

- Lodging
  - GSA Rate
    - Rate assessed by Government
    - Varies for each location/season
    - Used when there is no Sponsored Rate
  - Sponsored Event Rate
    - Rate negotiated by sponsoring organization
    - Must provide documentation showing sponsored single room rate(s) and location(s)
  - OU Sponsored Event
    - Rate negotiated by OU for an OU event
    - Must provide Agency Sponsored Designated Lodging form
  - Non Sponsored Event Rate
    - Rate in excess of GSA or Sponsored Event Rate
    - Must provide documentation showing sold out status of Sponsored Lodging Rates/Locations
    - Limited to the Sponsored single room rate or the GSA rate
- Lodging - Advanced Deposit
  - Advanced deposit for lodging, usually one night, required by some hotels
- Lodging – Group
  - Payments for multiple rooms
- Lodging – Non Employee
  - Payments on behalf of non employees
  - Direct payment to hotel on a Payment Request Form is more common

# Demonstration

---

- Profile

- Personal information
- Travel Card/Personal Credit Card number
- Department number and license plate number
- Delegates
- e-Receipts
- Concur Mobile registration

- Request

- Request header
- Offline – Approval attached
- Online - Concur workflow process

- Booking

- Yourself or guest
- Flight matrix
- Payment
- Required questions

- Out of State report

- Expense from Request
- Itinerary and Per Diem
- Mileage
- Agenda/Event Information
- Local Transportation
- Missing Receipt Affidavit
- Lodging
- Allocations
- Comments
- Receipts

# Emails

---

- Travel Bookings
- Requests/Expense report updates
- Travel Card transactions
  - Must be moved to a report to acknowledge charges are valid
  - 15 – 29 days = Traveler and Delegate
    - Every 5 days
  - 30 – 89 days = Traveler, Delegate and Supervisor
    - Every 3 days
  - 90 – 120 days = Traveler, Delegate, Supervisor and Travel
    - Every weekday
  - 121 days = Traveler, Delegate, TAL Approver and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**
- Report/Trip end date
  - Must be submitted by the Traveler
  - 15 – 29 days = Traveler and Delegate
    - Every 5 days
  - 30 – 89 days = Traveler, Delegate and Supervisor
    - Every 3 days
  - 90 – 120 days = Traveler, Delegate, Supervisor and Travel
    - Every weekday
  - 121 days = Traveler, Delegate, Supervisor and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**

# Next Steps

---

- Talk with your department
  - Your role
  - Profile setup
  - Delegate
  - Request process
  - Travel Card

# Questions?

---