TRAVEL & CONCUR GUIDELINES & TRAINING

Travel Contact

During business hours: Stephenie Durham at 903-223-3112.

Please only call after-hours for hotel and/or rental car travel card declines or when traveling with students. All other declines will be addressed the following business day.

How to Order a Travel Credit Card

Go to our travel site & review the Travel Guidelines PowerPoint.

https://tamut.edu/administration/accounting/travel.html

After reading, please complete the travel card application on the website. It is a DocuSign that is signed by the card holder and their supervisor.

How to Order a Travel Credit Card

Non-frequent traveler/State Travel/Student Travel: Dart Card

Single use (trip) card that is preloaded with funds. Requires a separate application for each card needed. Application here.

General Card Information

When activating the University/Agency Travel card, establish a PIN for use at Chip-enabled terminals. Card declines due to PIN issues can only be addressed by the cardholder by calling the automated number 1-877-905-1855 or the number on the back of the card.

Dart Cards can only be setup or reset by the back office (accounting).

During business hours, contact Stephenie Durham at ext 3112. After-hours travel card declines for hotel and/or rental car, contact Stephenie at 903-223-3112. All other declines will be addressed the following business day.

In general, the state may pay or reimburse a state employee for a cancellation charge if the charge is incurred:

-for reason related to official state business; or

-natural disaster or other natural occurrence; or

-employee illness or personal emergency.

Cancellation charges are not reimbursable if the employee should have, but failed to, cancel a travel reservation in time to avoid the charge.

PCI Compliance-Federal Trade Commission

- Only the cardholder can physically store/have possession of the card.
- Administrators cannot under any circumstance have another's physical card, written card information, photos/scans, etc.
- Card information should never be shared via text, email, Teams, written/typed, etc.
- The cardholder can store their card information on Concur (which is secure) for an admin. to be able to use it to book travel reservations.

Travel Process

1. If you are staying overnight, search the GSA daily rates for the city you are traveling to.
2. In Concur, look up expected costs for rental car, hotel, and/or airfare for the trip.
3. Send these estimates plus any additional costs (meals, gas, parking) to supervisor for approval.
4. Once approved, create a travel request in Concur using these amounts.
5. Submit travel request.
6. Once you have received the email from Concur saying the request is approved, book reservations in Concur.
    a. No reservations or purchases should be made before this step. Funds will not be available on your travel card until you have received this email. Airfare booked without approval will be denied.
    b. Book car rentals, hotel and airfare in Concur to guarantee contracted rates and travel policy compliancy.
7. Go on trip! Save or take pictures of your receipts.
8. When you have returned, start the expense report. (You can start the expense report before your trip to continually add your receipts & expenses while on the trip.)
9. Upload receipts and import expenses. Input any out-of-pocket expenses.
10. Submit expense report.

Some Important Travel Policies

One Day Rule- The day before and after your event are considered reimbursable travel days if you need to use them.

Personal Travel- Personal travel expenses should never be paid for with your travel card or included on your expense report. Personal travel that coincides with business travel should be clearly identified on your request.

Non-Overnight Meals- If you are not staying overnight for the trip, the meals for the single day are not reimbursable.

Conservation of Funds- Texas Government Code Section 660.007 requires Conservation of State Funds by mandating that state travel be by the most cost-effective method, considering all relevant circumstances.

State vs. Local Funds- State accounts have more restrictions on what they can pay for when traveling.

Booking- Concur should be used to book unless there are special circumstances. Do not use Expedia or other sites like this. You must book using our contracted vendors.

Detailed Itineraries

The state of Texas is now requiring that all travel involving a state account has a detailed itinerary attached before being approved. All Texas A&M University members must now use the link below to create the itinerary. Itineraries must be attached to every Concur travel expense report that is funded by a state account (1XXXXX). Failure to do so will result in the report being returned to the traveler for corrections. For assistance with the itinerary or further questions, please reach out to travel@tamut.edu.

https://it-lf-ecmf.tamu.edu/Forms/TravelItinerary

Travel Per Diems

Travel per diems can be found on the GSA website.

If the destination is not listed on the site, then you are held to the rates listed below.

For areas not listed (city or county), the rates are:

- Lodging In-State: up to $107
- Lodging Out-of-State: up to $107
- Meals In-State/Out-of-State: up to $59

Grant/Contract travel follow these guidelines unless grant/contract states otherwise. (Verify with Grant Specialist)

If traveling on state funds, employee's travel card CANNOT be used for meals. Must be charged to a Dart card or paid out-of-pocket.

Travel Per Diems

In-State or Out-of-State Meals and Lodging	Refer to the U.S. General Services Administration's (GSA's) federal **Domestic Maximum Per Diem Rates**, effective Oct. 1, 2023. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: • Lodging in state/out of state: up to $107. • Meals in state/out of state: up to $59.

Automobile Mileage	65.5 cents per mile (Jan. 1 – Dec. 31, 2023)

Automobile Mileage	67 cents per mile (Jan. 1 – Dec. 31, 2024)

One Day Rule

The day before official state business begins and the day after official state business ends are travel days reimbursable by state policy unless:

- The travel distance requires more than 1 day, or;
- The extra day(s) are incurred to qualify for a discount in airfare.

Additional days are considered personal business and are not reimbursable.

Combining State and Personal Business

If a traveler combines personal travel with official state business travel, the traveler is only allowed reimbursement amounts that fall under the Textravel Chapter 660 of the Texas Government Code. Meals, lodging, or car rental that was incurred on personal days cannot be reimbursed.

A state employee may not be reimbursed for the rental of a motor vehicle if the rental was necessary only because the employee combined personal business with state business.

The travel card should not be used for personal business.

Conservation of Funds

Texas Government Code Section 660.007 requires Conservation of State Funds by mandating that state travel be by the most cost-effective method, considering all relevant circumstances.

Booking Hotels, Flights and Car Rentals

Once trip is approved in Concur, traveler may:

Book local and international flights

Make car rental reservations

Reserve hotels

Using our contracted Concur travel agent, Corporate Travel Planners is recommended. Once all reservations are complete, traveler is ready to go on trip.

Using Expedia, Travelocity, and other online booking agents is highly discouraged.

Airfare

Only book airfare after receiving the Travel Request approval notice.

After Travel Request is approved, airfare booked via Concur must be charged to a state travel credit card.

Change fees of $250 apply after the airfare is booked.

If using state funds, the university travel card must be used. Also, the airfare must be purchased on the STMP Airline Contract .

Lodging

Hotel charges must be itemized in Concur by date to show the full breakdown of room rate, tax and additional charges.

Receipts are required. Lodging receipts must be original and complete.

Receipt must include:

- Hotel name & address
- Employee's name
- Full itemization per day include room rate
- Final balance of $0.00.

If lodging is in the State of Texas, we are exempt from the state occupancy tax. Tax exemption form can be found on the travel website.

Higher Lodging

Any lodging expense claimed above the standard or per diem rate, if applicable, will NOT be reimbursed unless you fall under one of the following exceptions.

If traveling on state funds, must use the lodging rates listed on the previous Travel Per Diems slide.

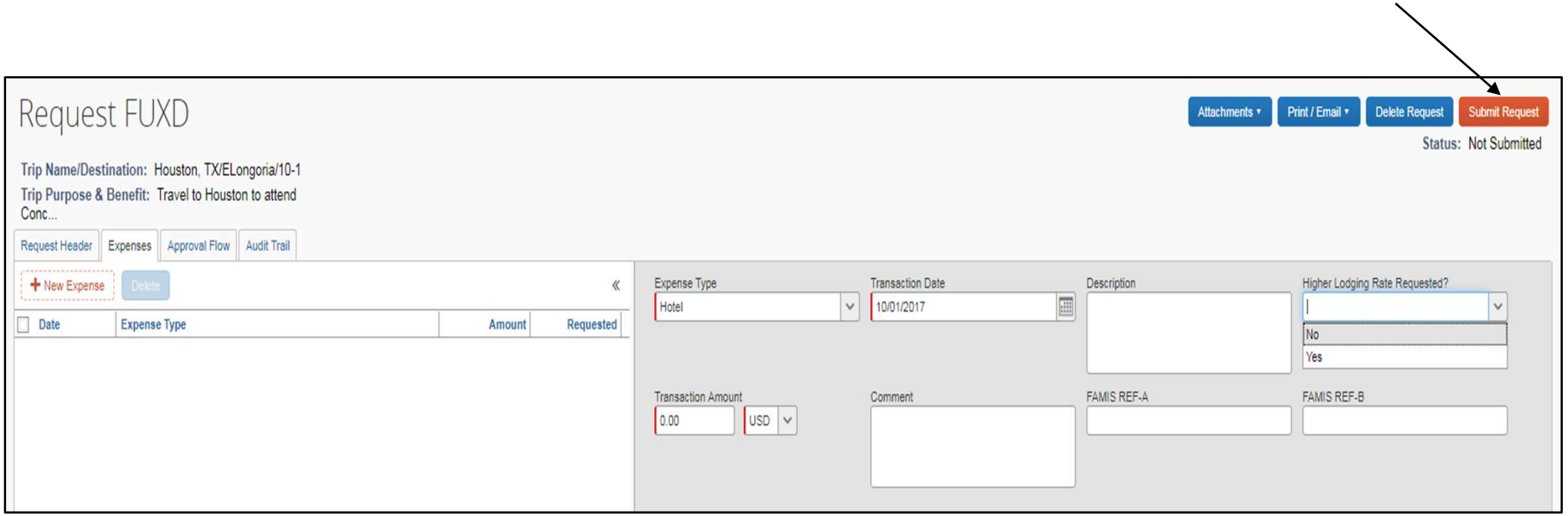
If requesting a higher lodging rate, please choose "Yes" in the Higher Lodging Rate Requested box.

Exception 1: Staying at conference hotel. If you are attending a conference and you are staying at the conference hotel at the conference rate, you are allowed additional reimbursement for your lodging if you meet all of the following conditions:

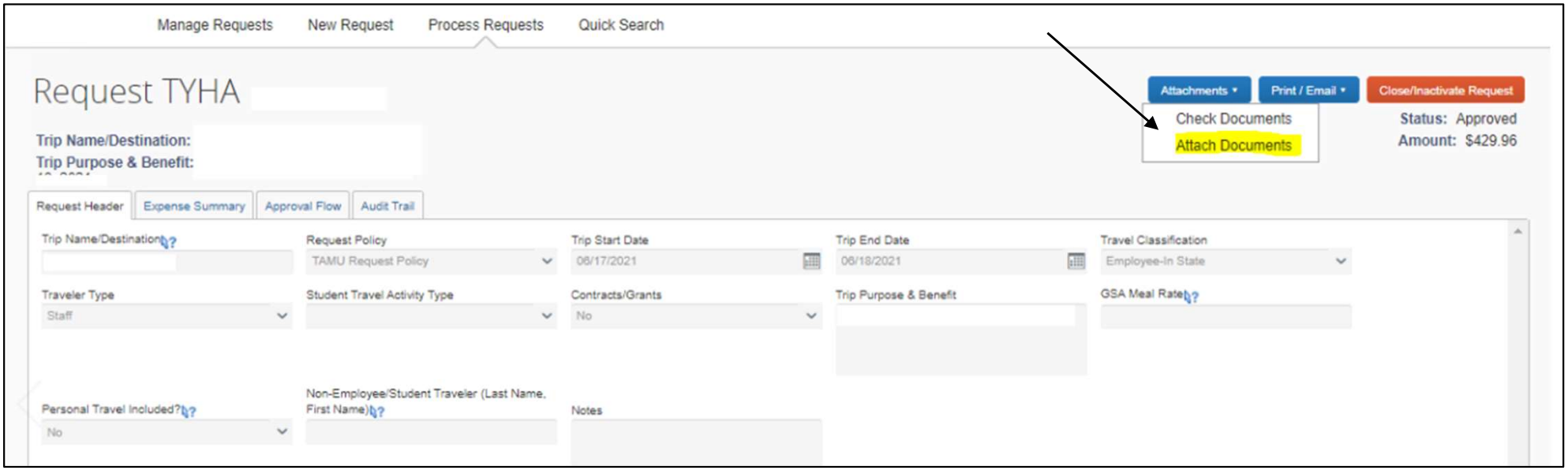
- Your accommodation is one of the hotel's standard rooms, and
- You must attach documentation provided by the conference stating the conference hotel and room rate allowed for your stay.

Exception 2: Reducing meals to increase lodging. A state employee may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

Higher Lodging



Higher Lodging



If requesting higher lodging, attach documents with conference name, dates, hotel and nightly rate.

Rental Vehicles

Travelers should purchase under contract whenever possible. Contract rates are usually much less than market rates and the contract rates include the required coverage. Contract rental cars include CDW/LDW and liability insurances, so no additional coverage is necessary when picking up the car. So please refuse any additional coverage offered.

If using state funds, it is required that the purchase of the rental car be made using the STMP – Car Rental Contract

State agencies are exempt from the Motor Vehicle Rental Tax. When renting a car in Texas, present the Motor Vehicle Rental Exemption Certificate to the vendor when picking up the car.

Rental Vehicles

Receipts are required for rental vehicles.

Receipts must show:

- Employee's name
- Rental company name & address
- Full itemization of rates and any additional fees

If renting in the State of Texas, we are exempt from the state motor vehicle rental tax. Tax exemption form can be found on the travel website.

Rental Vehicles

Enterprise/National and Hertz are our current contracted rental companies. When all possible these companies need to be first priority.

Rentals CAN be booked via Concur.

- Enterprise/National—UTS711 or TAMUS764-TAM
- Hertz-91500

As of 2023, Avis is no longer has a contract with the State of Texas. They will continue to honor the contract rates and provisions. They CANNOT be used for state funded travel though.

4 Per Car Policy

When two or more employees are traveling with the same itinerary on the same dates, they are required to coordinate their travel and ride together.

Rental reimbursement can only be claimed for one car for every four people, unless sufficient documentation is provided to justify payment for more than one vehicle.

Rental Vehicles

Enterprise is no longer offering PAI coverage (Personal Accident Insurance). This would cover drivers and passengers for their medical costs, emergency card and accidental death during your rental trip, up to a certain limit.

As a reminder, please follow the Comptroller's instructions below if renting a vehicle not on a state contract:

Non-Contract Rental Car Vendors

If you rent a vehicle from a non-contract rental car vendor, insurance may or may not be included in the base rental rate. Inquire at the time of rental if the contract insurance coverage is included. If it is not, you must purchase the LDW and Liability insurance. If you need to use a non-contract rental car vendor under an allowable exception, LDW and Liability insurance charges will be reimbursed by the Comptroller. Liability insurance supplements, Personal Accident Insurance, Safe Trip insurance, or Personal Effects insurance are not reimbursable. (Please refer to Textravel, a Web resource published by the Comptroller of Public Accounts.)

Personal Mileage

Current mileage reimbursement rate is .67 cents per mile.

The university selected GoogleMaps as its mileage guide for employees to use to determine the mileage reimbursement if not using odometer readings.

If you choose to use odometer readings you MUST complete a mileage log documenting miles from point A to B, B to C, C to D, etc. The mileage log can be found on the travel website.

If using state funds, the reimbursement will be limited to the most cost-effective method.

When two or more employees are traveling with the same itinerary on the same dates, they are required to coordinate their travel and ride together.

Mileage can only be claimed for one car for every four people, unless sufficient documentation is provided to justify payment for more than one vehicle.

Virtual Conferences

The following classification types will not require a travel request prior to submission of the expense report. This will allow the travel card to be used for registration more easily if you do not have access to a P-Card. Please note that if funds need to be loaded onto the travel card for the purchase, an email from the account manager approving the purchase will need to be submitted to travel@tamut.edu.

- Student-Virtual Only-for conference registration expense for students attending virtual conferences.
- Employee-Virtual Only (No Travel)-for conference registration expense for faculty/staff attending virtual conferences.

Meals

Meals are not reimbursable within designated headquarters.

- ***Designated Headquarters--****The area within the boundaries of the city in which a state employee's place of employment is located.*

NON-OVERNIGHT meals are NOT allowed.

Receipts are not required unless charge is over $75.

A state agency may not reimburse a state employee for the purchase of an alcoholic beverage unless the employee is a peace officer who purchased the beverage as evidence for an administrative or criminal case. Texas Government Code Section 660.113

Reimbursement for tips or gratuities of any amount or any kind from state funds (accounts beginning with a 1) are not allowed unless the gratuity is a mandatory charge.

Reasonable (15% up to 20%) tips and gratuities are reimbursable from institutional funds (accounts beginning with a 2 or 3). Also, restricted and grant accounts beginning with a 4.

Meals/Tip Overages

What counts toward your GSA daily meal rate?

The meal, taxes and tips go toward your GSA meal rate. Be sure to use the date of the meal on the receipt when calculation daily GSA amount used, not the date imported from the credit card charge.

Went Over the GSA meal rate?

- Itemize one of the receipts for the day you went over into 2 lines.
- On one line, put the amount you went over the GSA daily rate by and mark “Unallowable Charge”. Add a comment to this line explaining you went over the GSA rate for the day.
- On the second line, put the remaining amount of the charge.

Went Over the 20% Tip?

- Itemize the transaction that you went over the tip allowance into 2 lines.
- On one line, put the amount you went over and mark “Unallowable Charge”. Add a comment to this line explaining you went over 20%.
- On the second line, put the remaining amount of the charge.

Student Travel

Any travel involving students must be categorized as Student-Domestic Travel in Concur.

All receipts must be kept and included on the expense report.

State funds cannot be used to fund student travel; only local funds can be used.

A list of students traveling must be included on the trip request and expense report.

Dart Cards can be provided to students that are traveling. Application here.

Student Travel Procedures:
https://www.tamut.edu/compliance/rules-procedures.html

State Travel

A Dart Card must be used when traveling using state funds. Application here.

All receipts must be kept and included on the expense report in Concur.

Tips are not allowed on a state account. Any GSA overages or tips must be allocated to a local account.

Any amount over the GSA rate for hotel (conference hotel rates) must be allocated to a local account. The state will only pay the GSA portion of the hotel and hotel tax.

Cost comparison's must be completed and attached the request and expense report.
Texas Comptroller Rental Vehicle vs Personal Mileage Cost Comparison

Prospective Employee/Non-Employee/Contract

We can arrange/book travel for prospective employees/non-employees w/contract.

A W9 must be submitted to Accounts Payable so the traveler can be reimbursed.

Hotels for prospective employees/non-employees are direct billed to the university.

Requests and expense reports are required for prospective employees/non-employees. The department admin. will submit the request and expense report.

Airfare should be booked in Concur and paid for by the administrator.

All other charges should be paid by the traveler. They will then be reimbursed by creating an expense report in Concur and selecting their name under FAMIS External VID.

Expenses related to travel should ONLY be submitted in Concur, NEVER as L Docs to AP.

Prospective Employee/Non-Employee/Contract- Local Lodging

Effective 03/07/24, all reservations made at the Hilton Garden Inn should be made through Kristie Bradshaw at (903) 255-4649 or Kristie.bradshaw@hilton.com. Kristie works Monday through Friday 8 to 5. Please provide:

* Name of the hotel guest,
* Your name & email
* Department that will be paying for the room

- The Hilton Garden Inn will require a credit card or debit card for all hotel guests. This is a Hilton Corporate Policy.
- They will **direct bill** TAMUT for room and local taxes (no Texas sate taxes) only.
- Guests will be required to pay for meals and alcohol.
- If the university is covering the cost of meals, the guest can submit receipts to the department for reimbursement.
- If the traveler's card is charged for the room by mistake, contact Kristie to have the hotel refund the traveler's credit card and direct bill us as intended.

When a hotel guest cannot make the reservation (travel delays, weather, etc.) please call or email Kristie as soon as possible. The hotel cancellation policy is 24-hour notice. If cancellation is on Saturday or Sunday, call front desk. They will need guest's name, your name and department. Follow up with an email to Kristie as soon as possible.

If you have any questions, please contact Russell Ryan at (903) 223-3056 or rryan@tamut.edu.

Receipt Requirements

All expense items over $75.00 will require a receipt regardless of expense type.

All receipts are still required when traveling on grant funds or with students.

Receipts must show proof of travel and proof of payment as well as include the travelers name when applicable.

Receipt Requirements

EXPENSE TYPE	RECEIPTS REQUIRED?		*Comment Required
	Yes	No	
Phone		X	X
Business Meals	X		
Meals		X	
Hotel	X		
Hotel Tax	X		
Rent-Apartment/House	X		
Conference Registration	X		
Incidentals		X	X
Internet		X	
Travel Agent Fees		X	
Supplies	X		
Airfare	X		
Airfare Ticket Tax	X		
Airline Fees	X		
Boat	X		
Bus/Shuttle	X		
Car Rental	X		
Gasoline		X	
Limousine		X	X
Mileage Single Engine Aircraft		X	
Mileage Turbo Aircraft		X	
Mileage Twin Engine Aircraft		X	
Personal Car Mileage		X	
Subway		X	X
Taxi		X	X
Train	X		
Parking		X	X
Tolls		X	X

*Description required in Comments field. Example "parking at airport 3 days X $10/day" or "Taxi from airport to hotel"

Corporate Travel Planners (CTP)

Contact information is available for CTP on the home page of Concur.

Select “Read More” to view their hours and forms of contact.

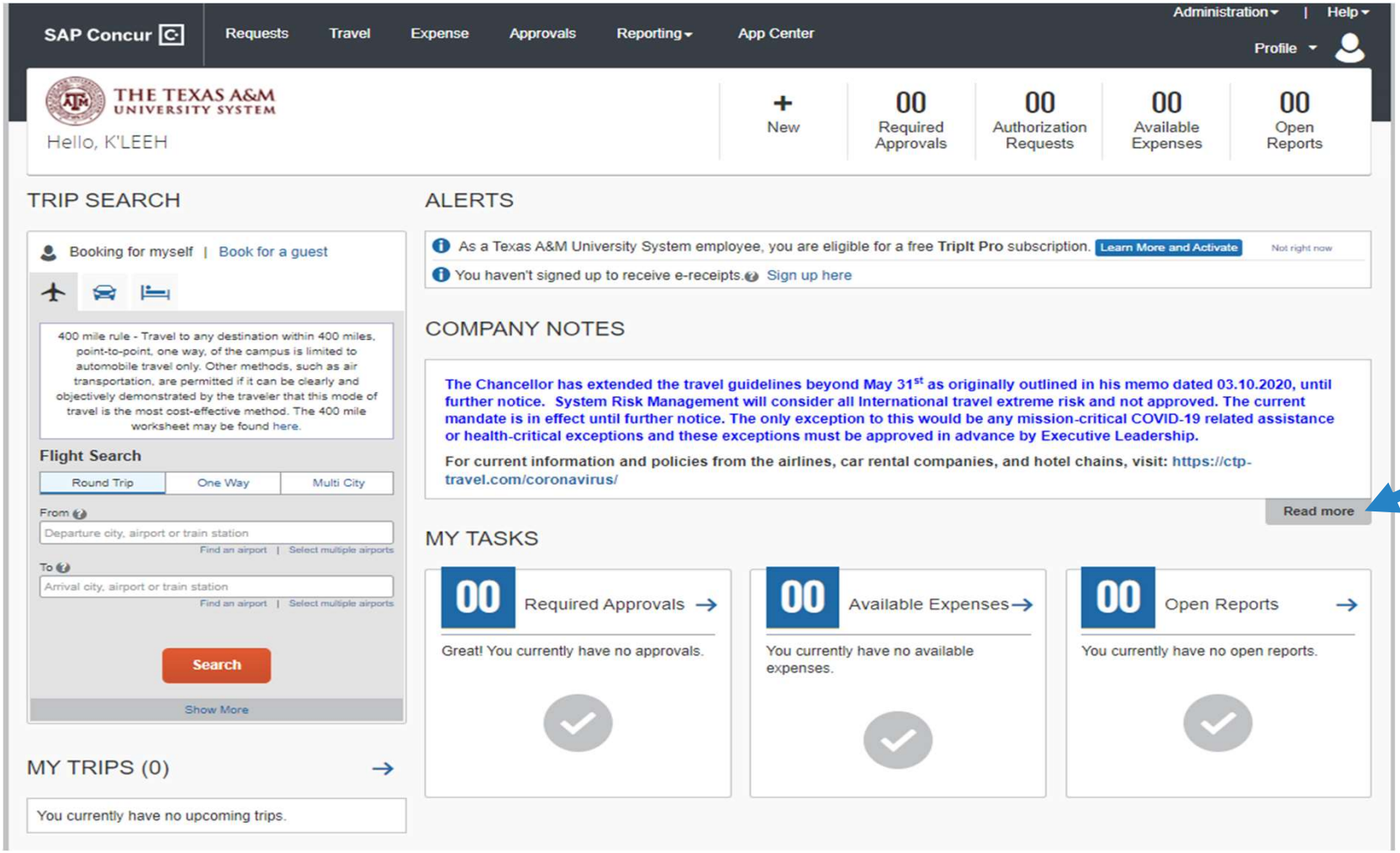
Will provide and deliver comprehensive, client specific travel management services faster and cheaper

Online booking fees will be included with total amount charged to credit card

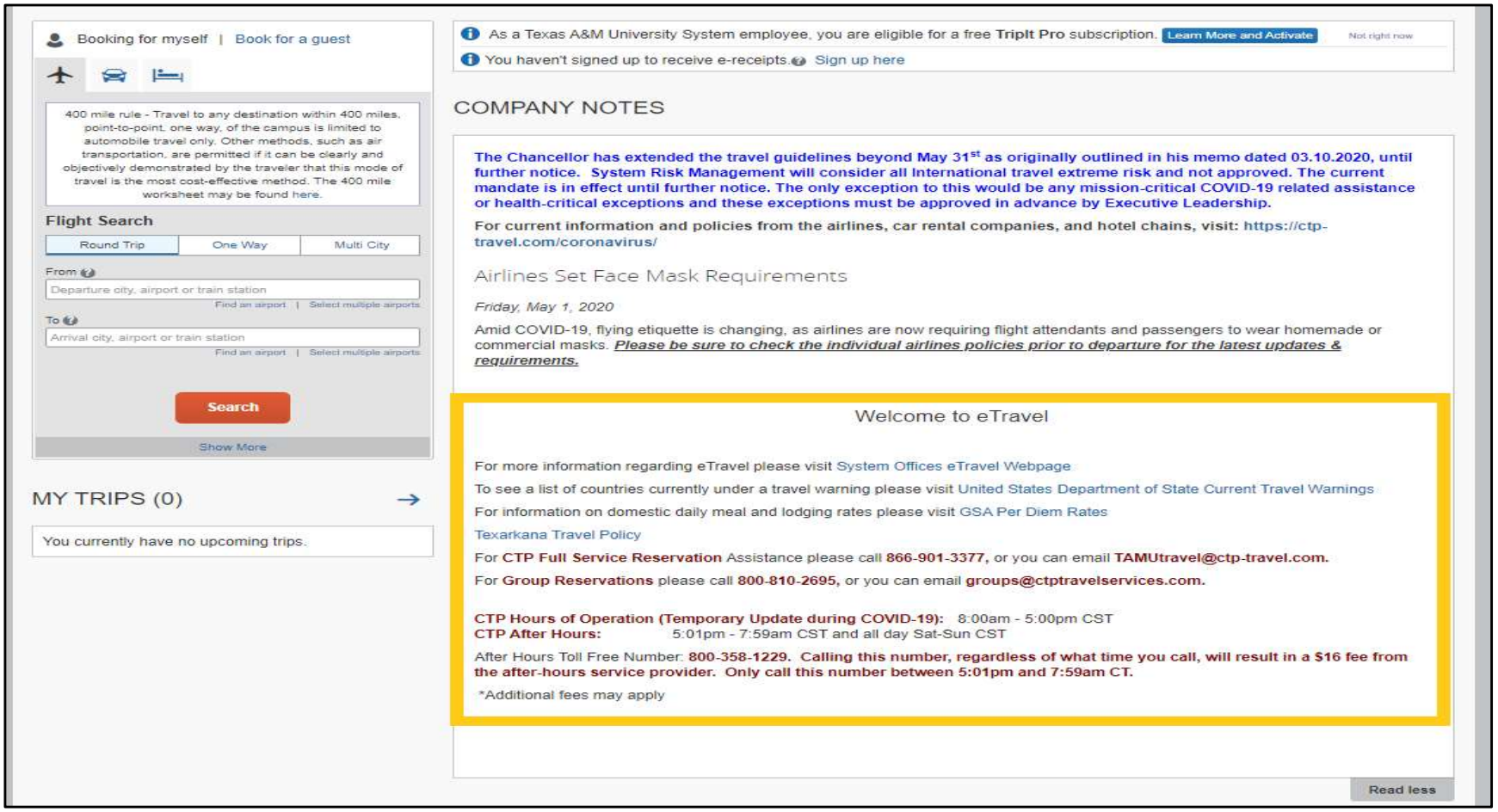
For Group travel it is recommended you utilize Corporate Travel Planners, fees will apply.

Corporate Travel Planners is the only State Contract travel agency we can use.

Corporate Travel Planners (CTP)



Corporate Travel Planners (CTP)



Travel Request

The Request must be completed and approved no later than two weeks prior to the first day of travel.

On the rare occasion where completing the Travel Request prior to travel is not possible, a Travel Request must be routed and approved before completing the Expense Report.

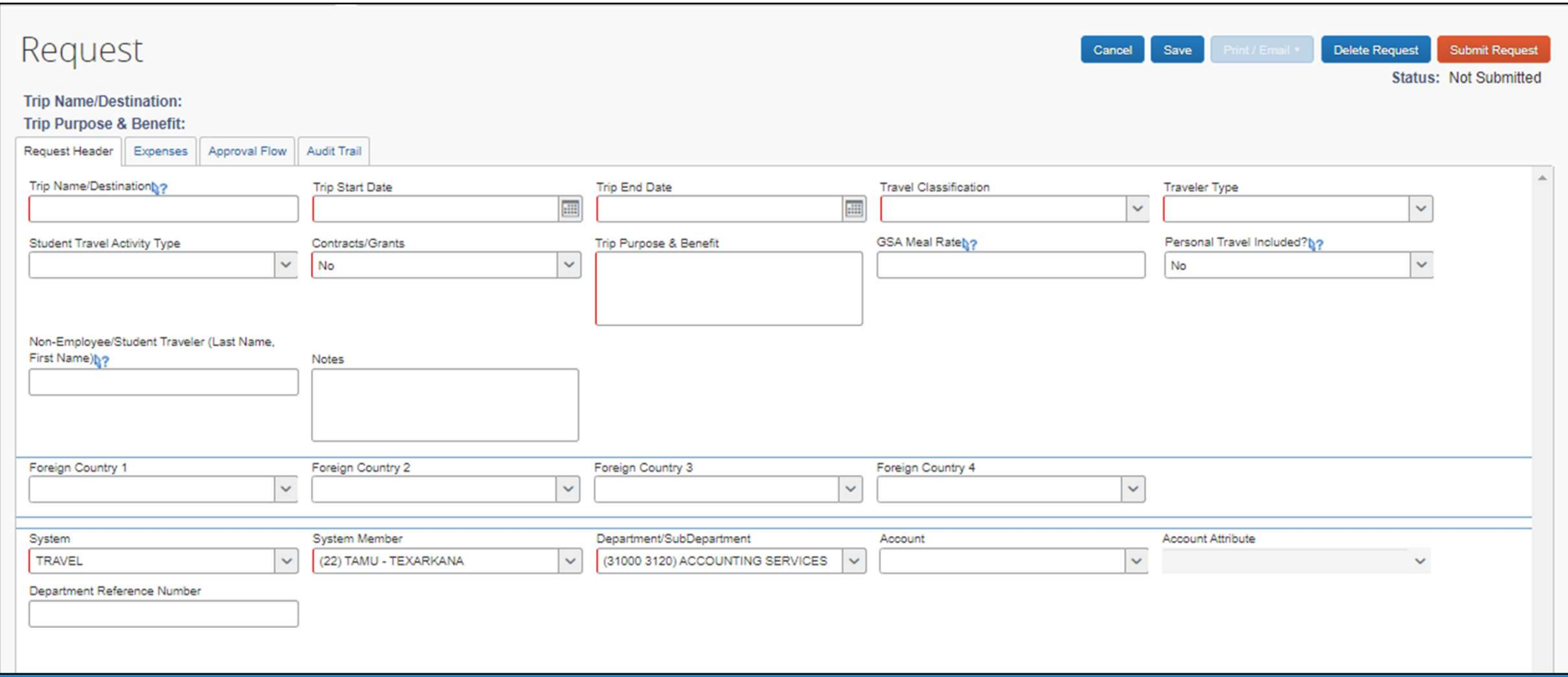
The approved Travel Request determines the amount of money that is loaded on to the university travel cards.

Travel Request must be approved prior to booking any travel arrangements.

A request must also be completed even if no expenses are going to be claimed or if it is a day trip with $0.00 expenses.

Creating the Travel Request (TR):

Under the “Request" tab, select "New Request," complete the request details, and then select "Save.“



Request Header

Trip Name/Destination: City & State REQUIRED

Trip Start & End Date: REQUIRED

Travel Classification: REQUIRED

Traveler Type: REQUIRED

Student Travel Activity Type: Complete when traveling with students

Contract/Grants: Complete if using grant account

Trip Purpose & Benefit: Provide details for supervisor & auditors REQUIRED

GSA Meal Rate: Complete if staying overnight

Personal Travel Included? Complete if any personal travel is included during the travel date range.

Non-Employee/Student Traveler: Complete for students, prospective students or prospective employees.

Notes: Extra space to provide further details.

Foreign Country 1-4: Only use if traveling out of the country.

System: TRAVEL

System Member: 22-TEXARKANA

Department/Subdepartment: REQUIRED

Account: REQUIRED

Account Attribute: REQUIRED

Department Reference Number: Optional

Traveler Classification and Type

When adding traveler classification and type, make sure the correct options are being used.

Commonly Used Classifications/Types:

- Employee-In State/Faculty or Staff
- Employee-Out of State/Faculty or Staff
- Student-Domestic Travel/Faculty with students or Staff with students (used when traveling w/students)
- Prospective Employee-Domestic/Non-employee
- Prospective Student/Staff (used for Recruiting trips)

If you are creating a TR for a traveler who is a prospective employee or guest traveler, a W-9 form needs to be filled out and sent to Accounts Payable. Please note on the W-9 that the traveler needs to be added in Concur.

Encumbering Your Expenses

Select “New Expense”.

Choose the expense you would like to add to your TR.

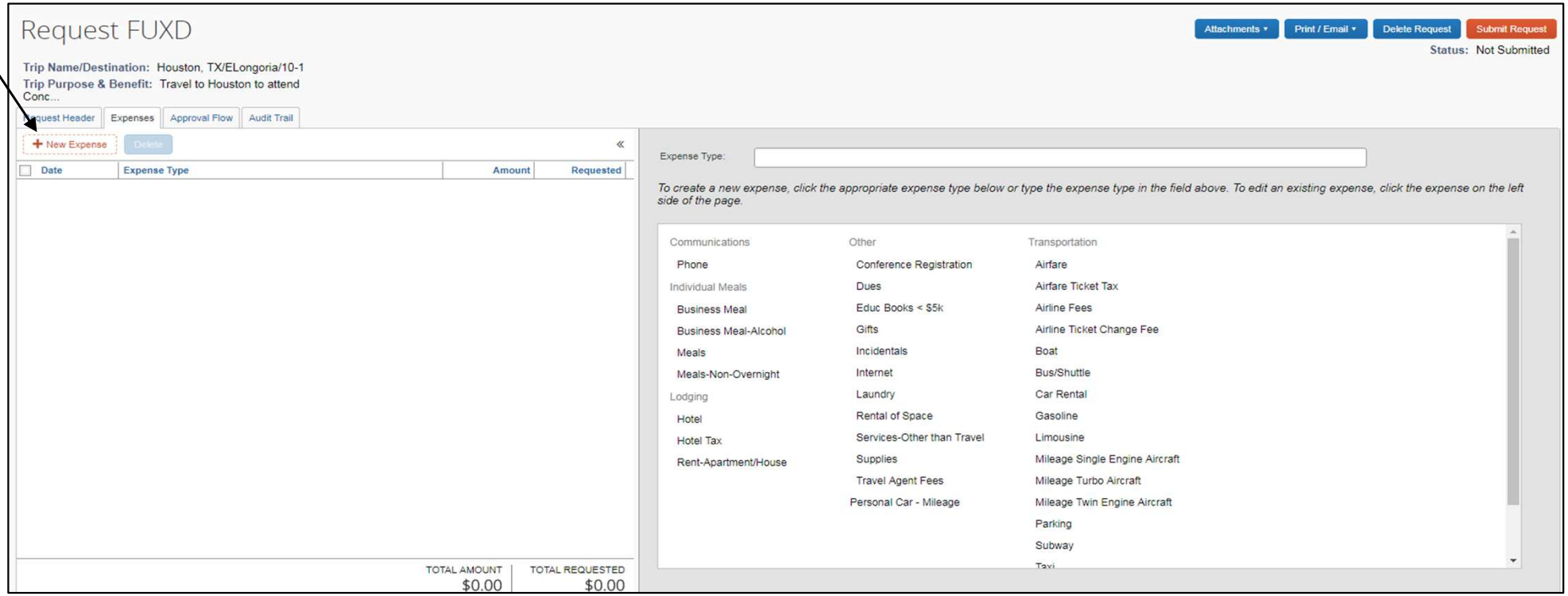
Type in the amount you are requesting for each entry.

Make sure the account number is correct. You may allocate to a different account for each expense (up to 4 accounts including the account listed on the Request Header).

Add detail for your requested expenses (e.g., conference hotel rate $157, meals $59 for 4 days, hotel $124 for 2 nights, parking at hotel $50 for 3 days, sharing rental car with 3 other employees).

There will always be a “buffer” amount added to your card for rental car and hotel deposits. You do not need to include these amounts onto your expenses.

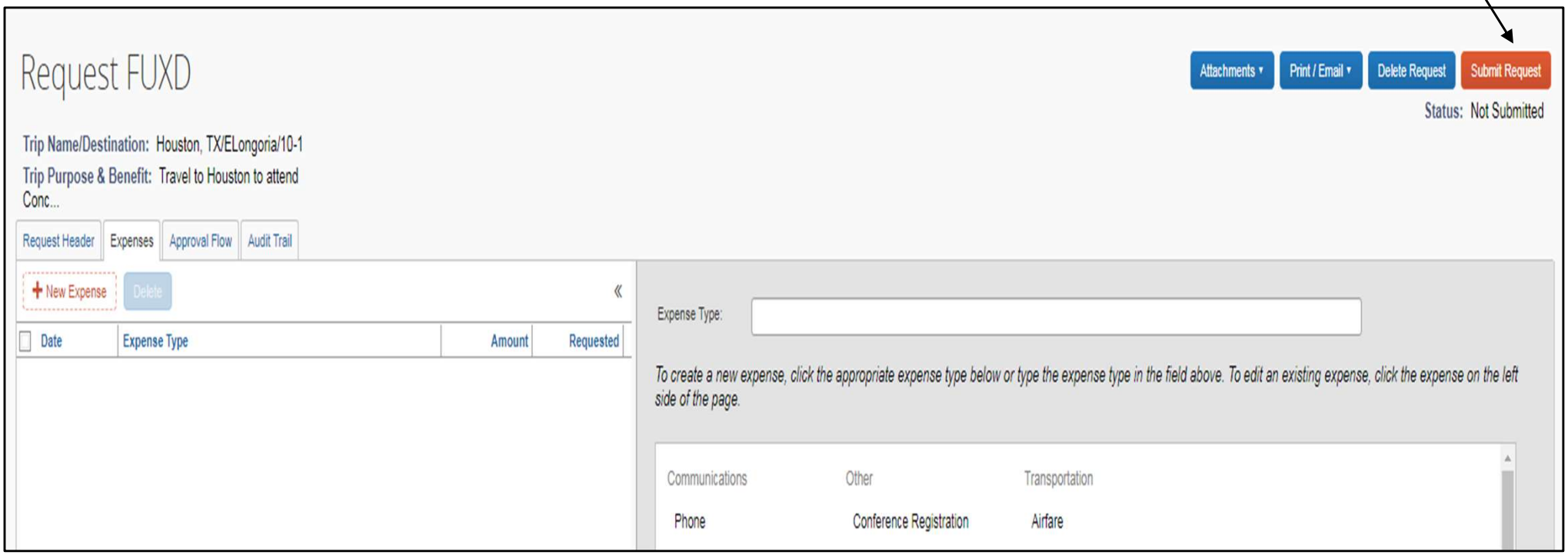
Encumbering Your Expenses



Submitting the Request

Once you have requested all your expenses for the trip, they will appear on the left side of you TR.

You will then click on the “Submit Request” tab. This will send the request to your supervisor to approve.

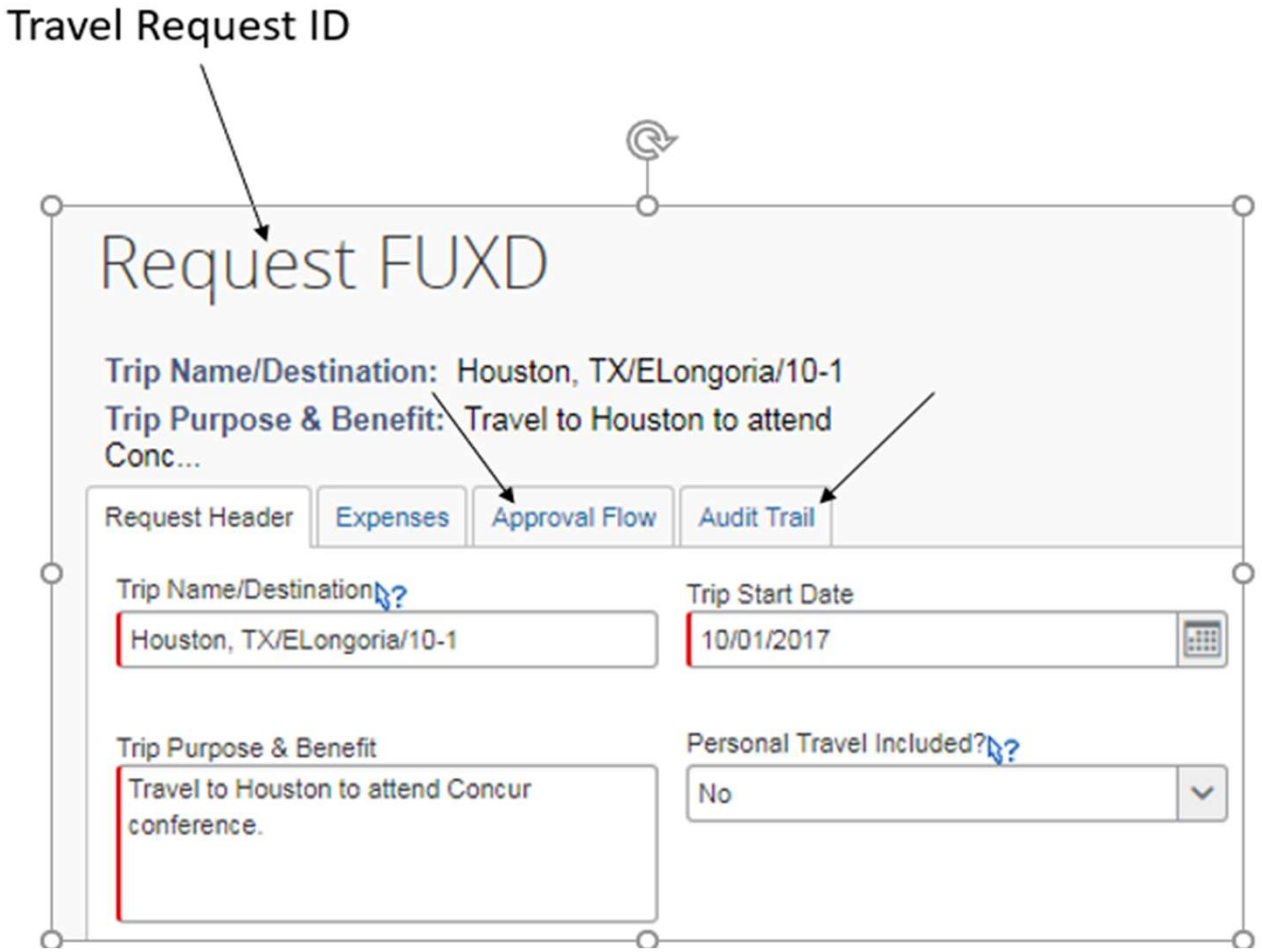


Viewing Your Travel Requests

There are different ways to read your Travel request:

Click on the “Requests” tab and all “Active Requests” will come up. Choose the one you want to look at.

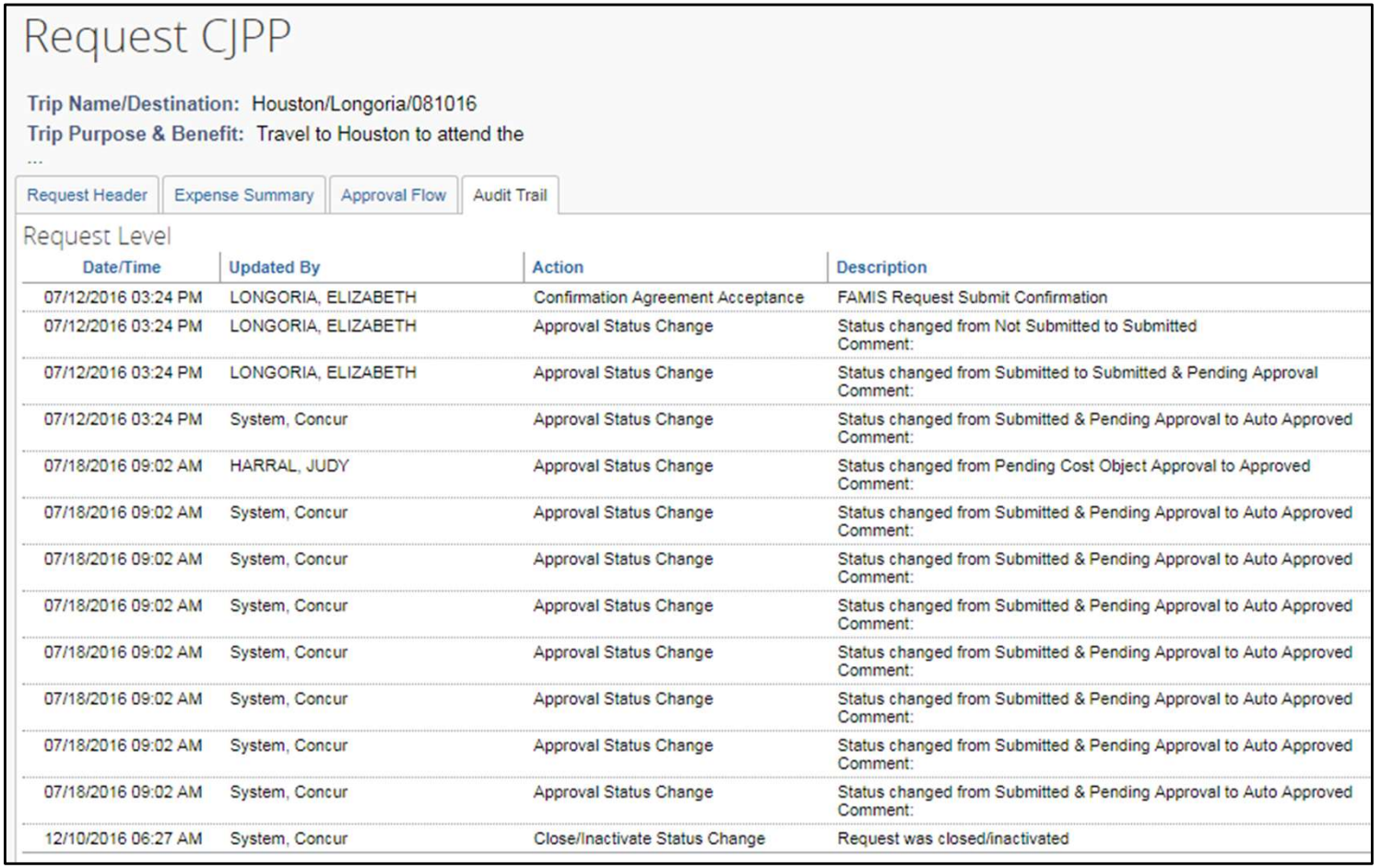
- This will show you the basic information of your TR. It will also show you the “Request ID” assigned to your request.



Viewing Your Travel Requests

Click on “Audit Trail”,

- This will tell you who has touched your document.



Request CJPP

Trip Name/Destination: Houston/Longoria/081016
Trip Purpose & Benefit: Travel to Houston to attend the
...

Request Header | Expense Summary | Approval Flow | Audit Trail

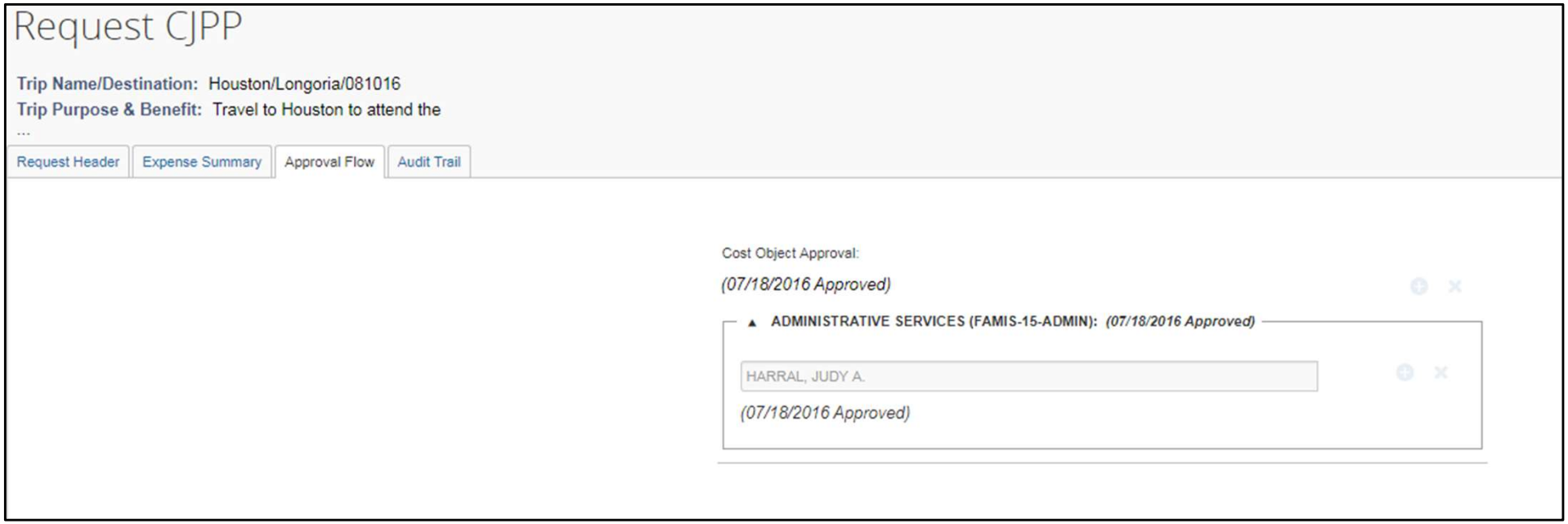
Request Level

Date/Time	Updated By	Action	Description
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Confirmation Agreement Acceptance	FAMIS Request Submit Confirmation
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
07/12/2016 03:24 PM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	HARRAL, JUDY	Approval Status Change	Status changed from Pending Cost Object Approval to Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
12/10/2016 06:27 AM	System, Concur	Close/Inactivate Status Change	Request was closed/inactivated

Viewing Your Travel Requests

Click “Approval Flow”

- This will show the status of your TR and who’s box it is sitting in.



Expense Report

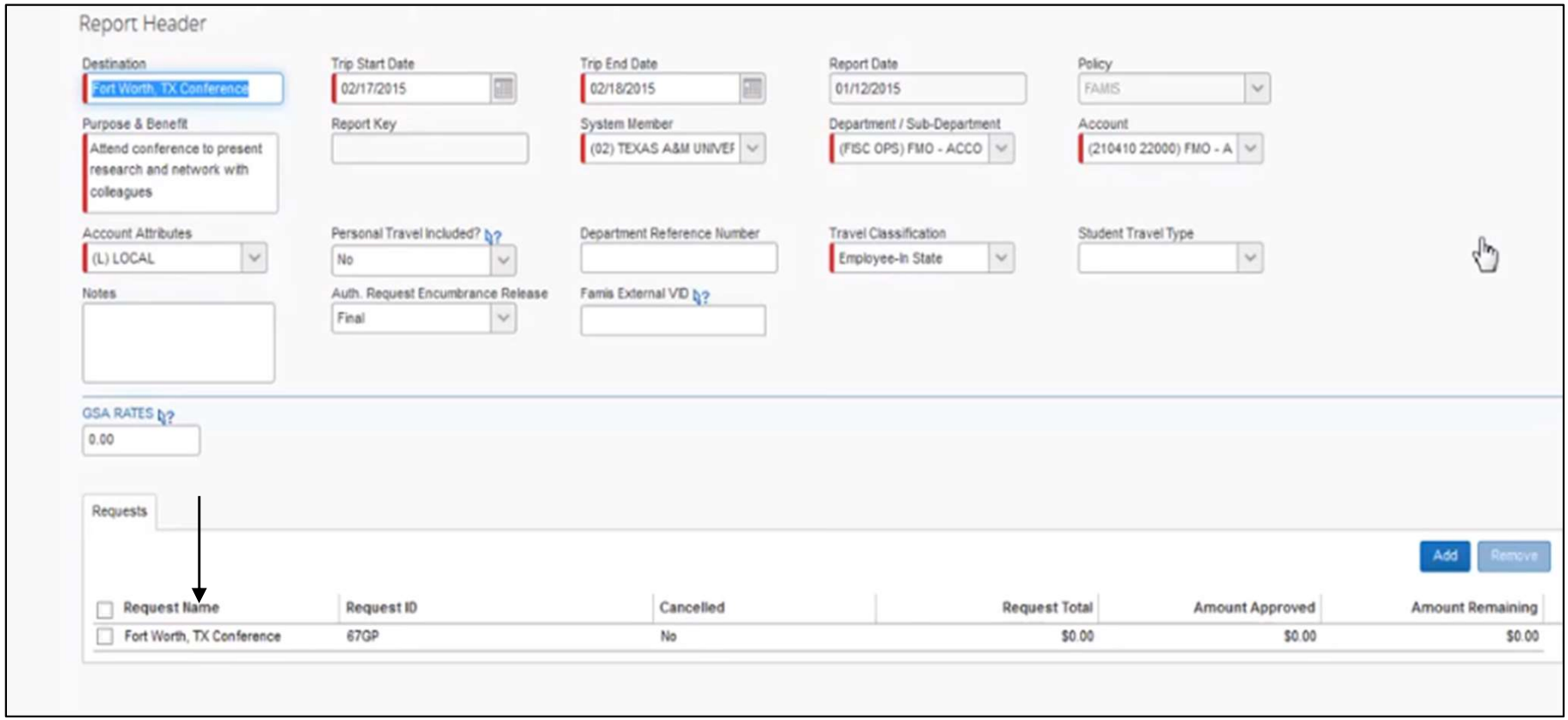
Once you have returned from your trip you will create an expense report to reconcile your charges and be reimbursed for any out-of-pocket expenses.

Expense reports should be completed within 30 days of your trip. After 90 days, the total of the expense report become taxable income for the traveler.

Locate approved request then click “Expense” under the “Action” column.

Expense Report-Report Header

The Expense Report Header is displayed with the Travel Request attached.

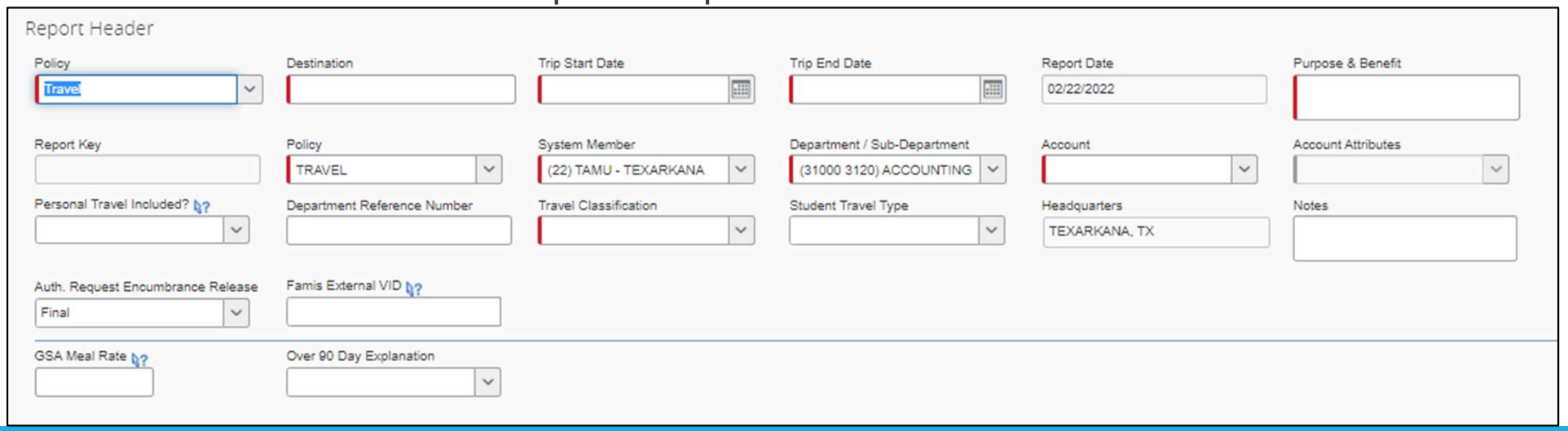


Expense Report-Report Header

Confirm that the information previously entered on the Travel Request is also included on the Expense Report. Complete any missing boxes.

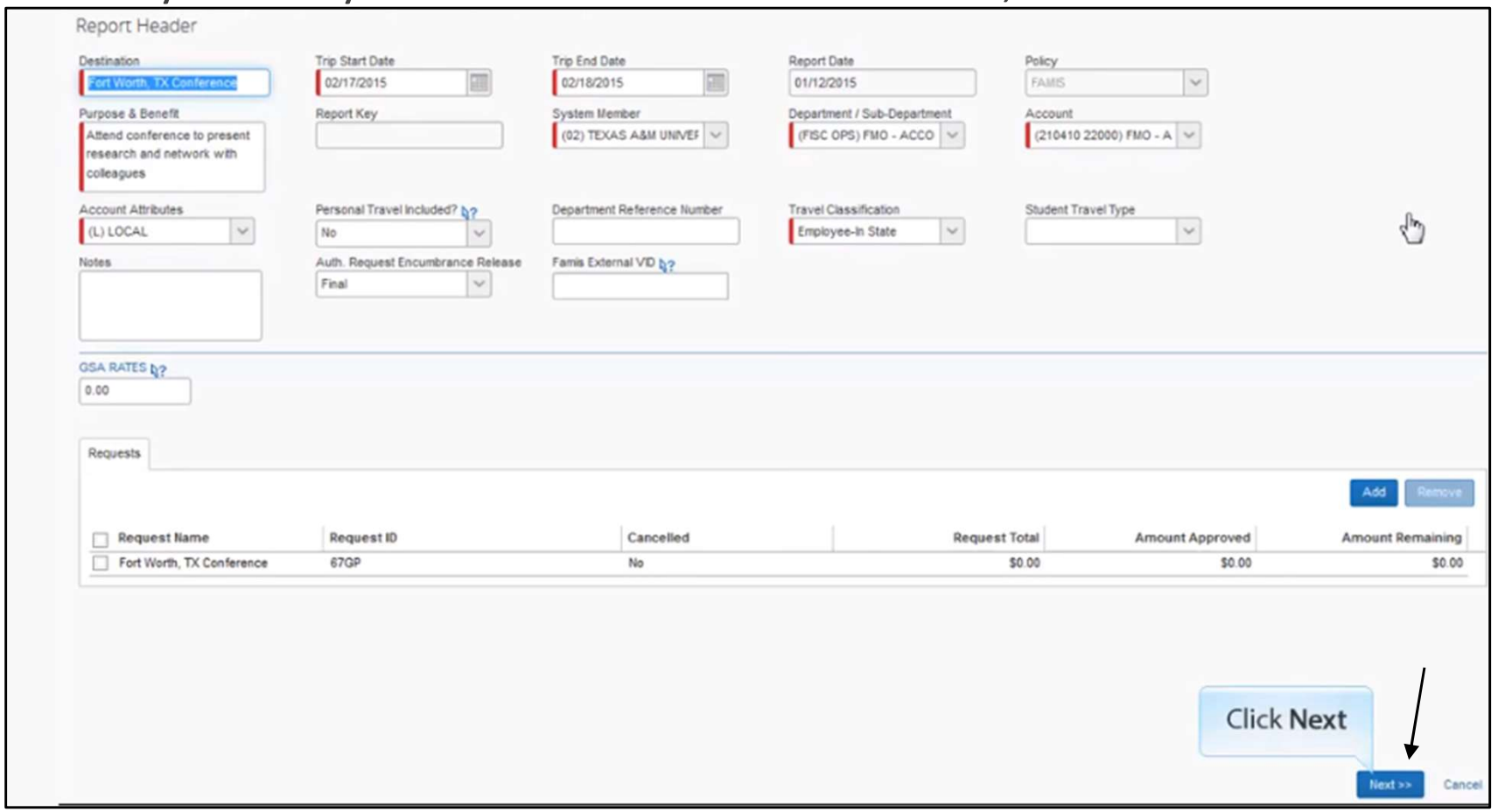
Auth. Request Encumbrance Release: Select “Final” or “Partial”. Only use partial if this an expense report for a travel request that will have multiple expense reports completed. Marking Final unencumbers the amounts from the travel request.

FAMIS External VID: Input if a non-employee will be receiving a reimbursement on this expense report.

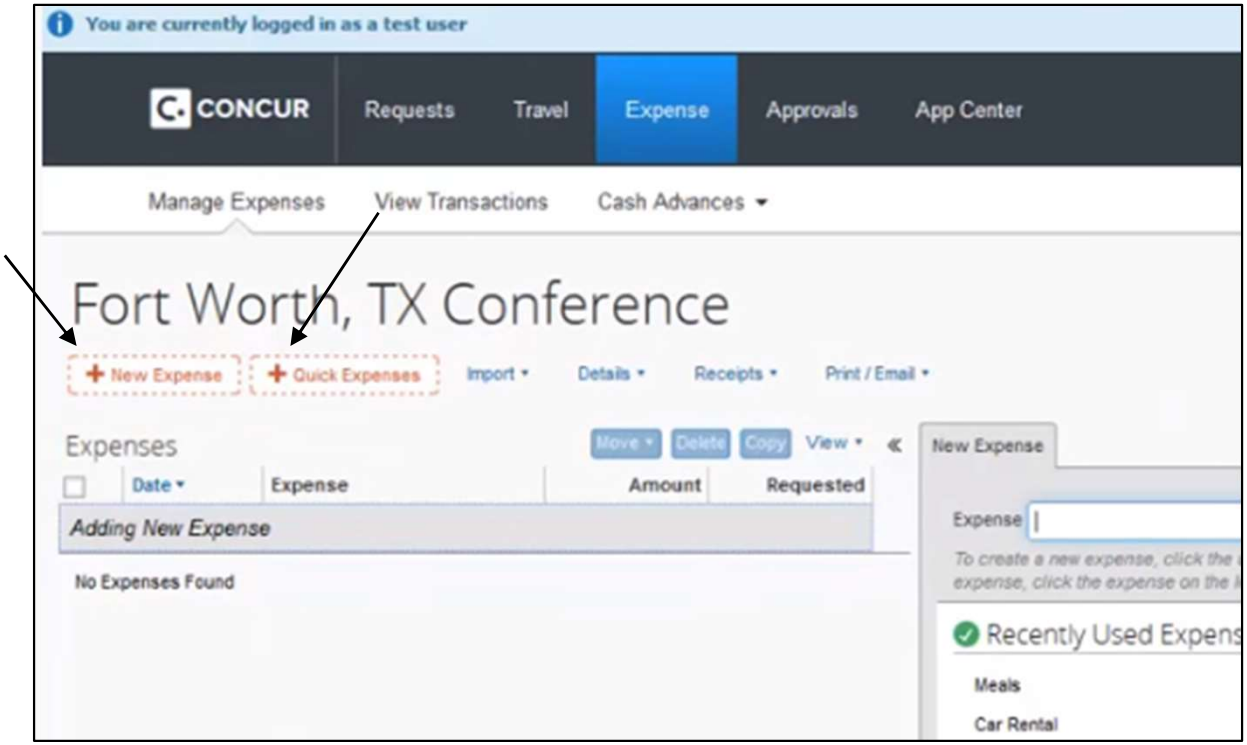


Expense Report-Report Header

Once you verify the information on the header, click “Next”.



Expense Report-Add Expenses



Use “New Expense” for out-of-pocket expenses.

Use “Quick Expenses” for charges on the travel card.

Include details on each expense (e.g., hotel $124 for 3 nights, $50 parking for 4 days at airport, conference hotel rate $157)

Credit Card Charges and Expenses

Some charges may take longer to appear in Concur.

“Undefined” charges will need to have the expense type manually selected.

Charges should have the orange travel card symbol.

Line items can also be itemized and/or allocated to a different account.

Attach receipt if required.

Save (you may also save as you enter data).

Allocating Charges & Expenses

Charges can be allocated to a different account than the one selected on the report header. Charges can also be partially allocated to multiple accounts.

If line item needs to be expensed to a different account number:

- Click on line item
- Select allocate (located on lower right side of screen)
- New window appears
- Select account number
- Allocate by amount or percentage
- Click Save and Done

Claiming Your Out-of-Pocket Expenses

Charges that were paid by the traveler with their own funds for the trip should also be added to the report.

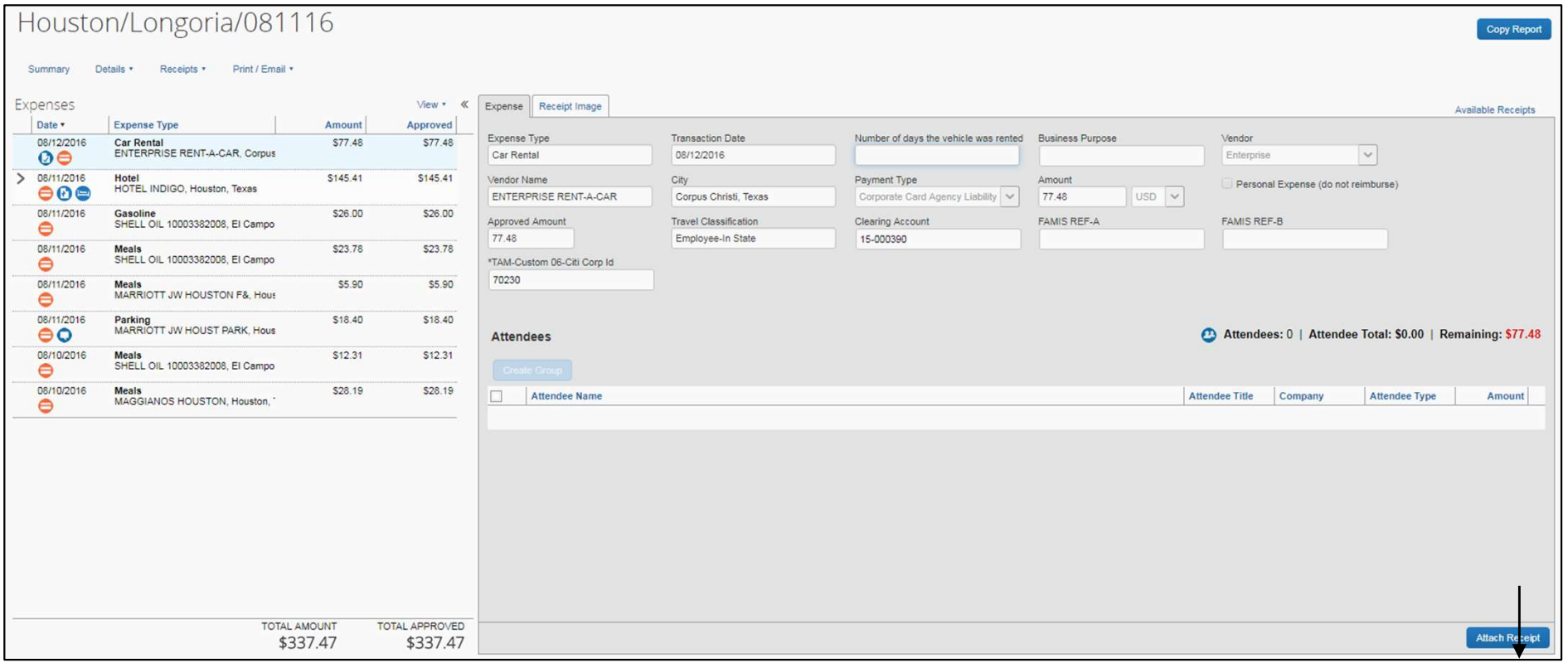
To add an out-of-pocket expense:

- Click on New Expense
- Select the expense you are claiming
- Fill out all required fields denoted in red
- On Payment Type choose “Out of Pocket”

The total itemization must balance to the amount being claimed.

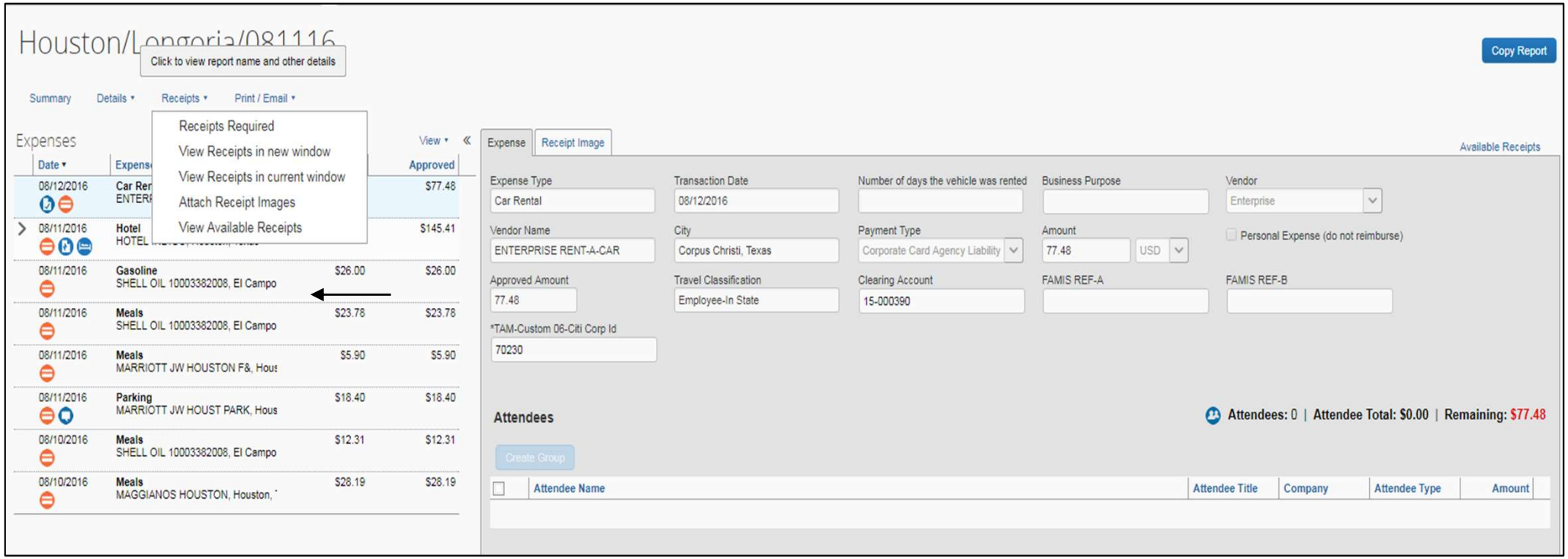
Adding Receipts

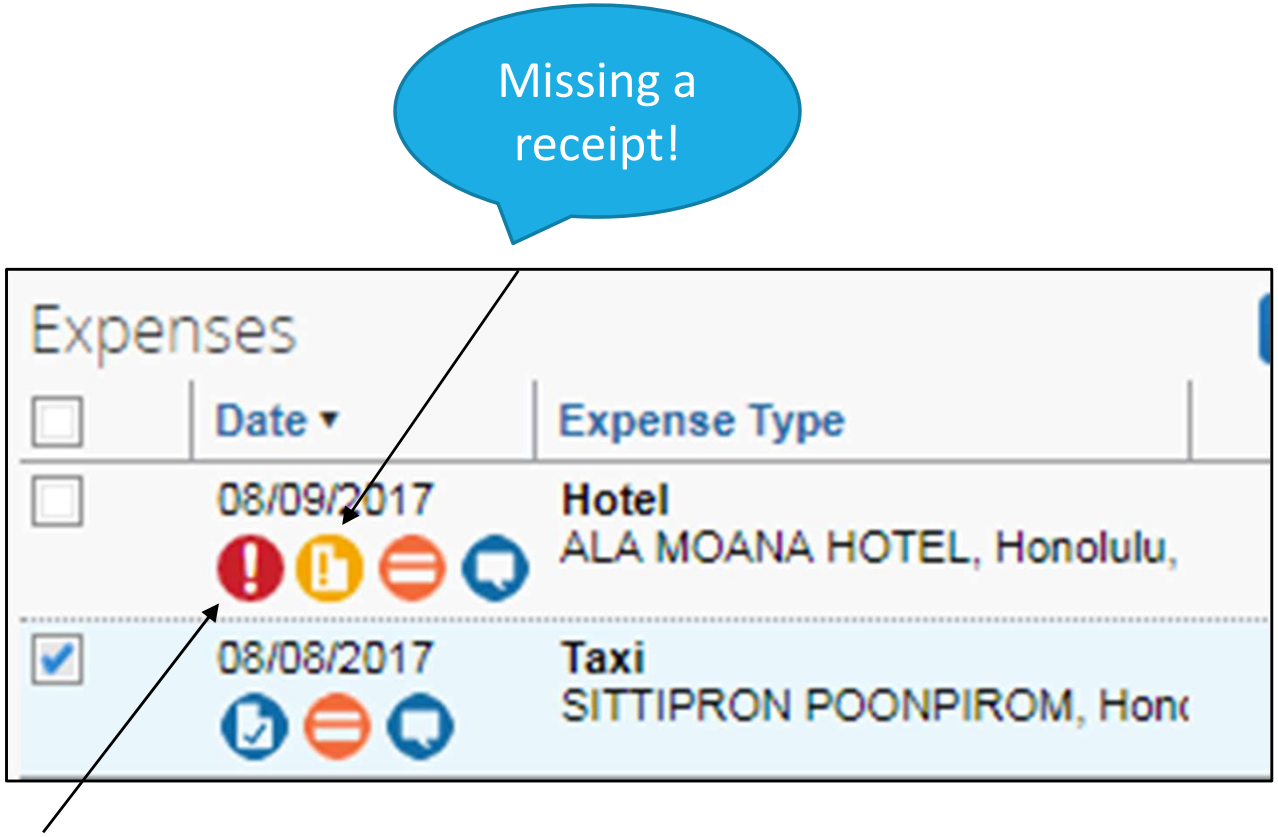
To add receipt to a specific charge-select “Attach Receipt” while viewing the expense.



Adding Receipts

To add receipt or extra documentation to the ENTIRE report, select “Receipt” in the header options, then “Attach Receipt Images”.

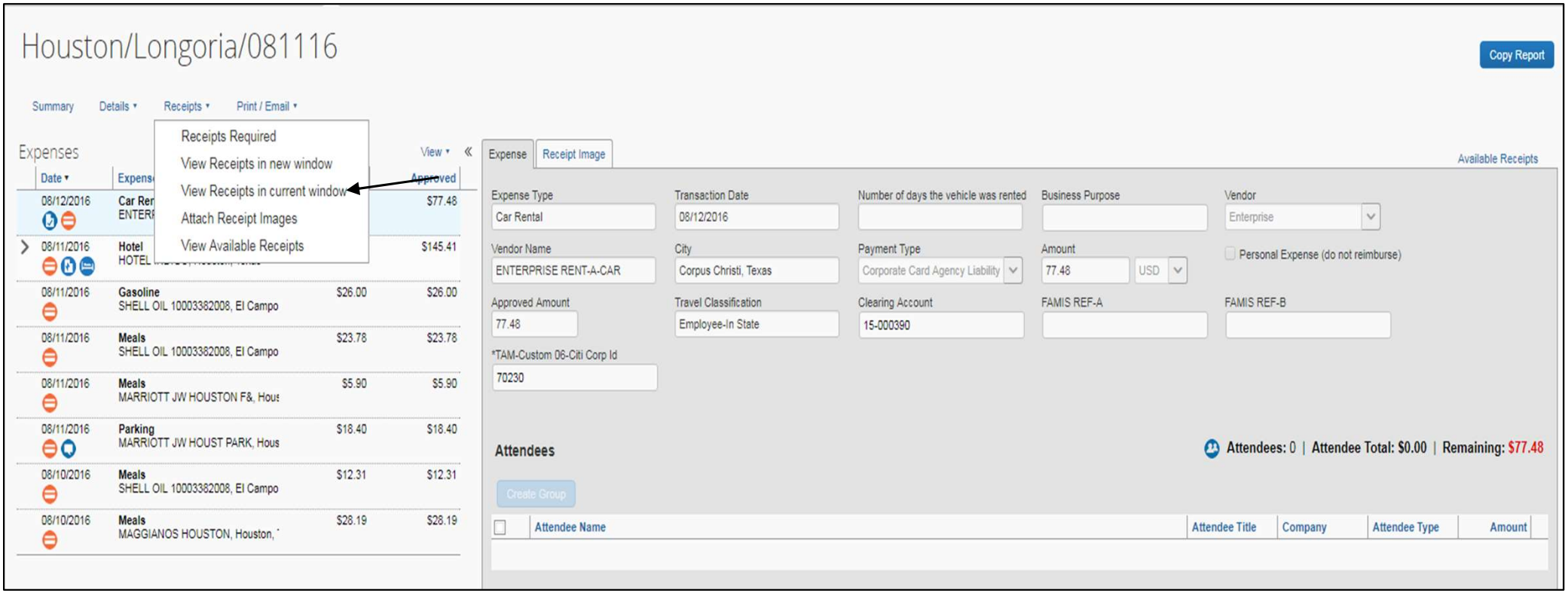




The red circle with the exclamation mark indicates a hard warning and will not allow you to submit this report until the error has been corrected.

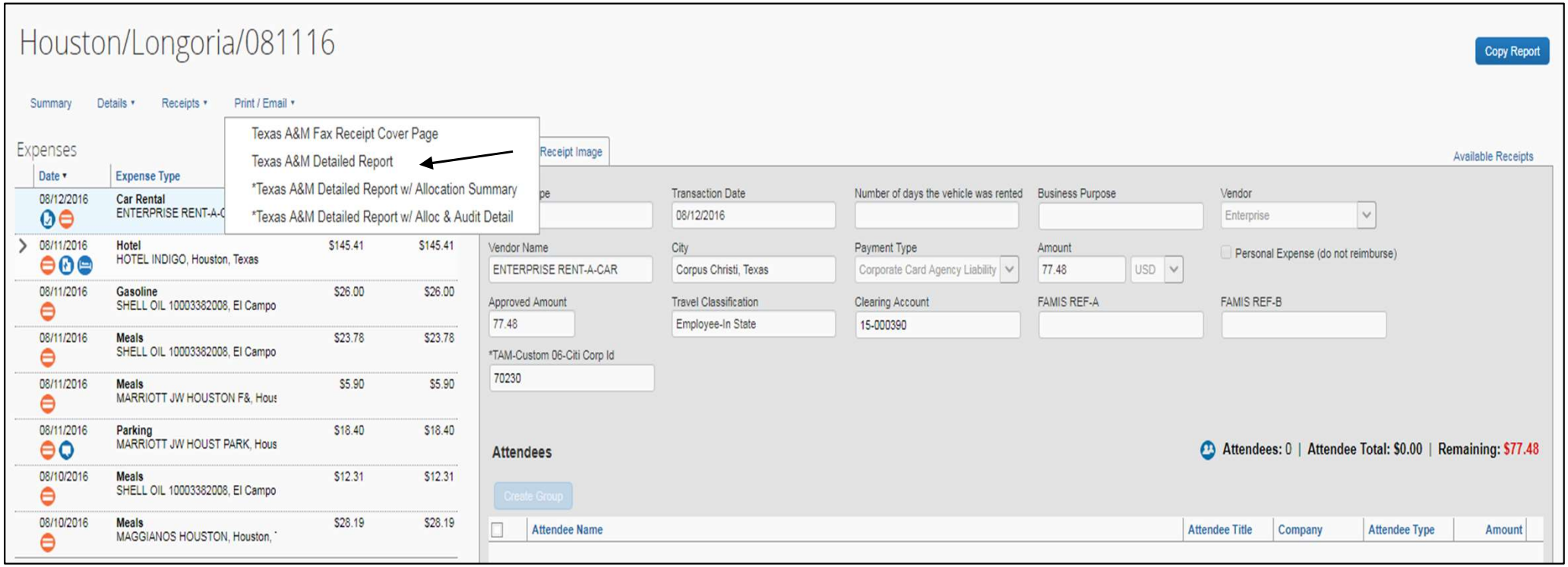
Review Your Receipts

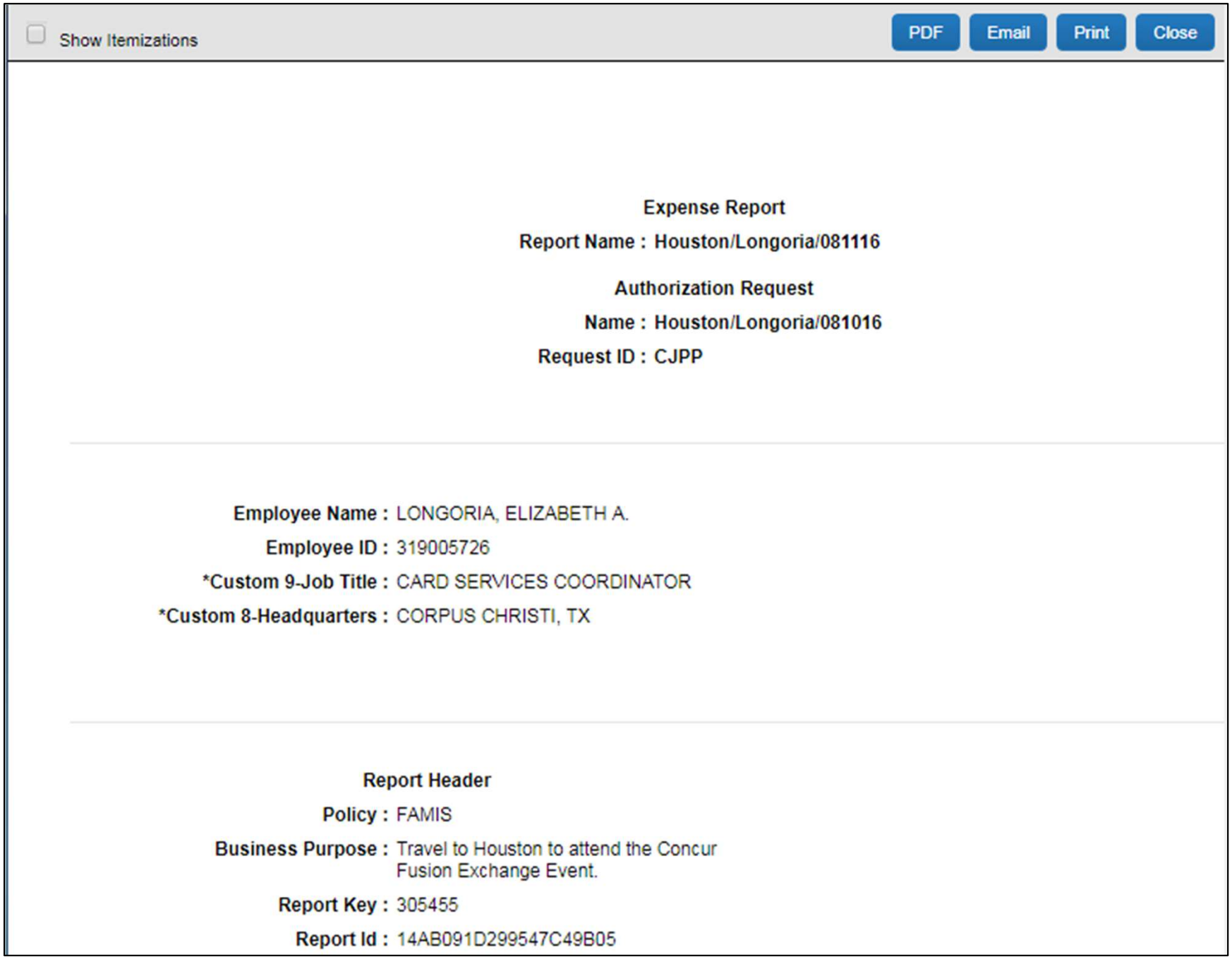
To review all of your receipts and supporting documentation at once, select “Receipt” in the header options, then “View Receipts in New Window”. This will open a new screen to view as a PDF.

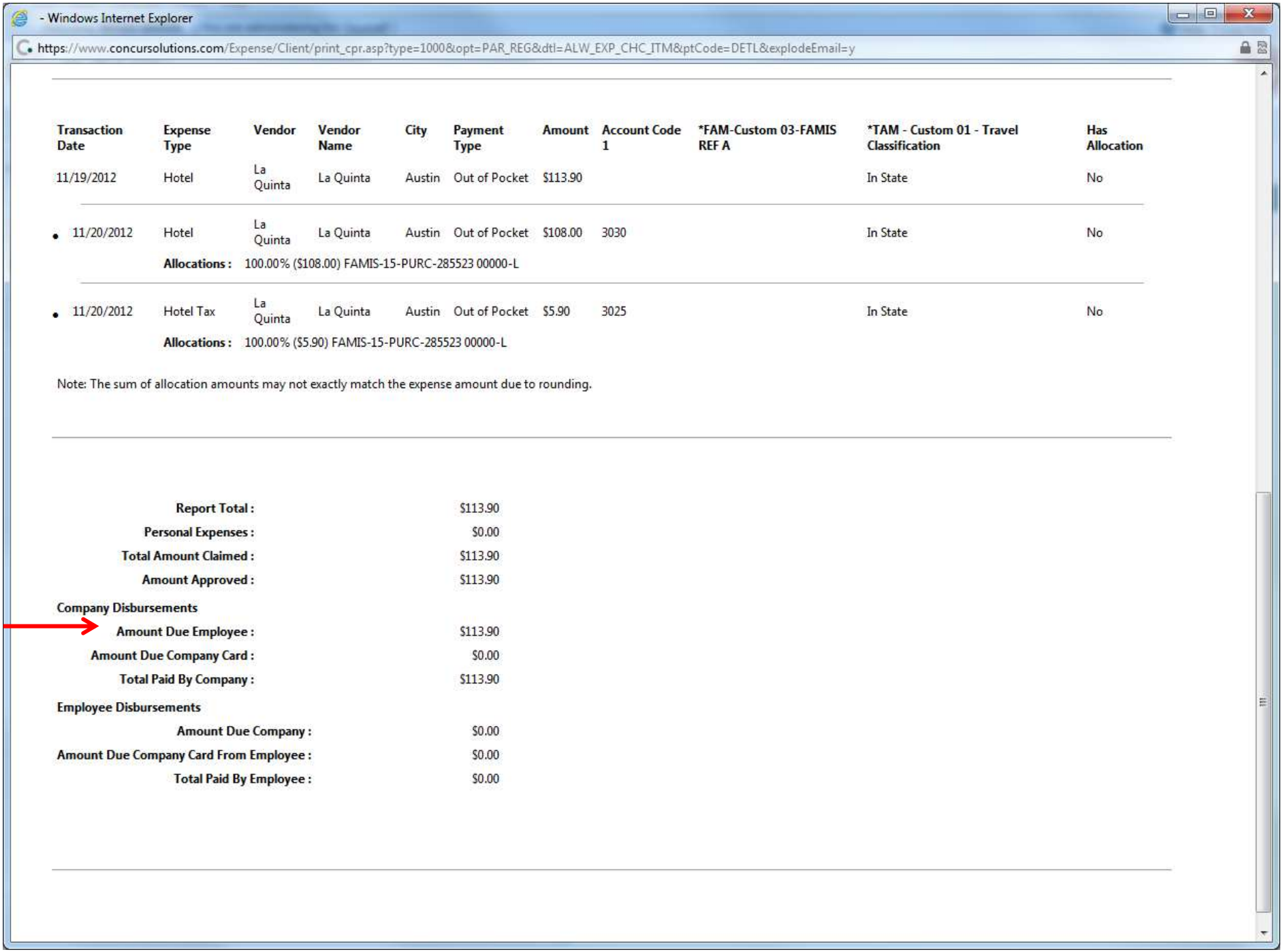


Printing Detailed Report

To print or save your report, select “Print/Email” in the header options, then select “Texas A&M Detailed Report”. This will open a PDF with the option to print, email or save as PDF. The PDF includes the report and the receipt documents attached.




Show Itemizations
PDF
Email
Print
Close
Expense Report
Report Name : Houston/Longoria/081116
Authorization Request
Name : Houston/Longoria/081016
Request ID : CJPP
Employee Name : LONGORIA, ELIZABETH A.
Employee ID : 319005726
*Custom 9-Job Title : CARD SERVICES COORDINATOR
*Custom 8-Headquarters : CORPUS CHRISTI, TX
Report Header
Policy : FAMIS
Business Purpose : Travel to Houston to attend the Concur Fusion Exchange Event.
Report Key : 305455
Report Id : 14AB091D299547C49B05



Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	*FAM-Custom 03-FAMIS REF A	*TAM - Custom 01 - Travel Classification	Has Allocation
11/19/2012	Hotel	La Quinta	La Quinta	Austin	Out of Pocket	$113.90			In State	No
• 11/20/2012	Hotel	La Quinta	La Quinta	Austin	Out of Pocket	$108.00	3030		In State	No
Allocations :	100.00% ($108.00) FAMIS-15-PURC-285523 00000-L									
• 11/20/2012	Hotel Tax	La Quinta	La Quinta	Austin	Out of Pocket	$5.90	3025		In State	No
Allocations :	100.00% ($5.90) FAMIS-15-PURC-285523 00000-L									

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Report Total :	$113.90
Personal Expenses :	$0.00
Total Amount Claimed :	$113.90
Amount Approved :	$113.90
Company Disbursements	
Amount Due Employee :	$113.90
Amount Due Company Card :	$0.00
Total Paid By Company :	$113.90
Employee Disbursements	
Amount Due Company :	$0.00
Amount Due Company Card From Employee :	$0.00
Total Paid By Employee :	$0.00

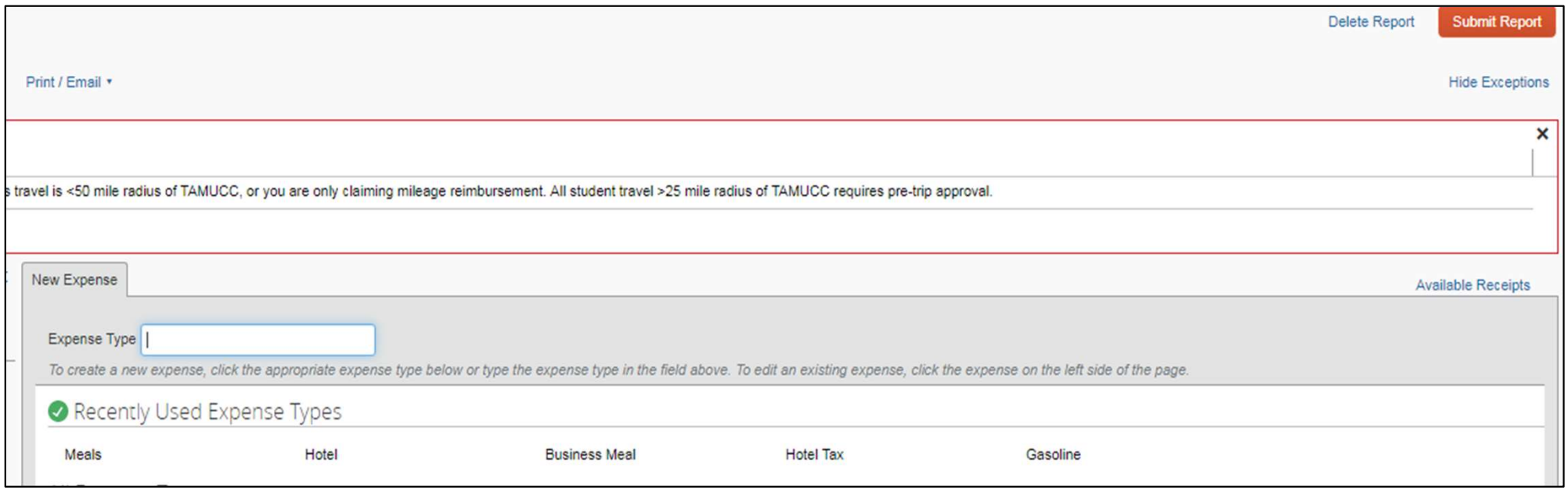
Submit Expense Report

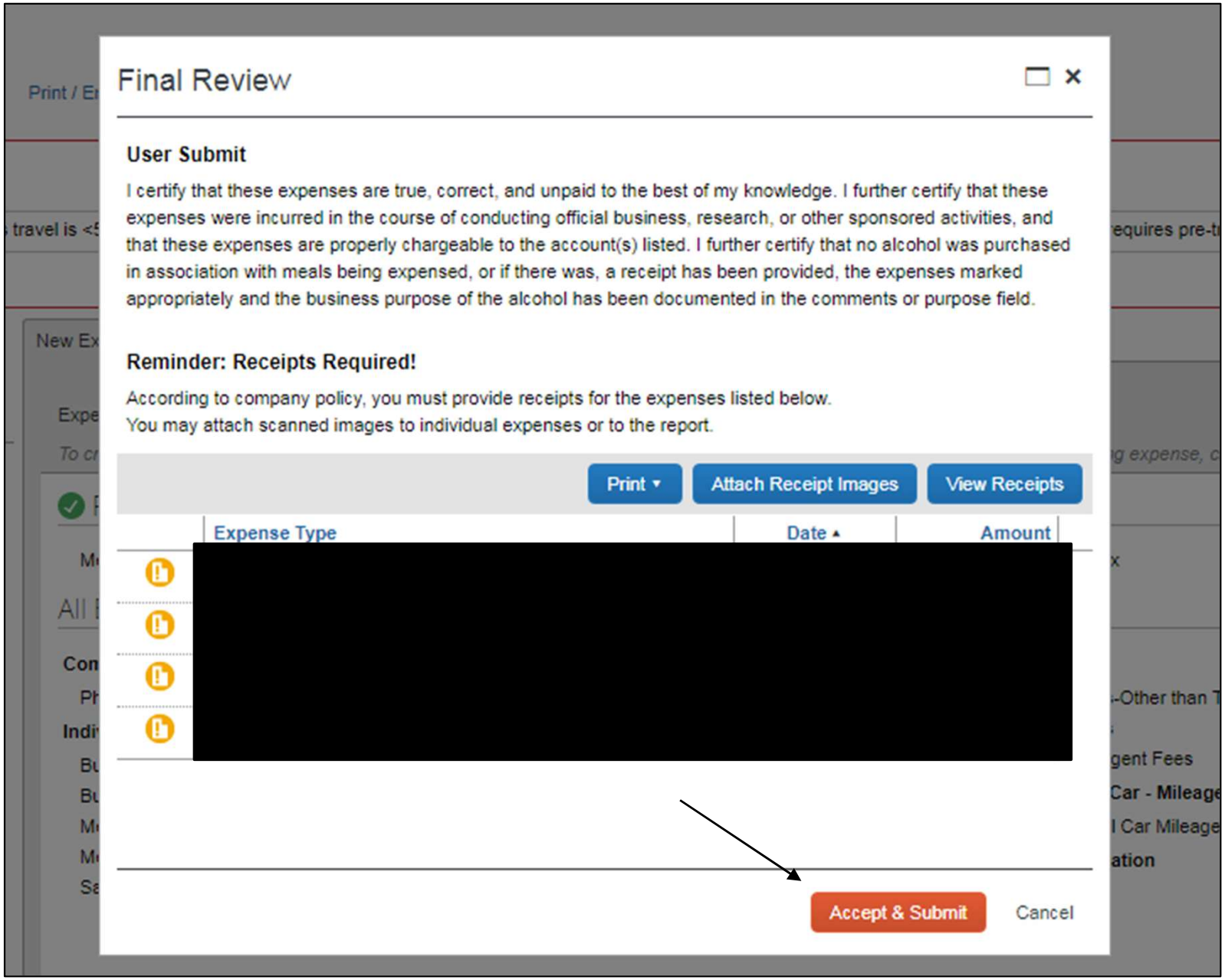
Once you have completed your Expense Report for you trip you will now Submit the Report.

Click on the “Submit Report” button on the top right.

You will be prompted to a “Final Review”.

Select “Accept and Submit”.




Final Review
User Submit
I certify that these expenses are true, correct, and unpaid to the best of my knowledge. I further certify that these expenses were incurred in the course of conducting official business, research, or other sponsored activities, and that these expenses are properly chargeable to the account(s) listed. I further certify that no alcohol was purchased in association with meals being expensed, or if there was, a receipt has been provided, the expenses marked appropriately and the business purpose of the alcohol has been documented in the comments or purpose field.
Reminder: Receipts Required!
According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.
Print
Attach Receipt Images
View Receipts
Expense Type
Date
Amount
[redacted]
Accept & Submit
Cancel

IRS Accountability Plan

The IRS has issued publication 463; Travel, Entertainment, Gift, and Car Expenses. This document requires accountable plans, such as TAMUT's to have employees account for their expenses in a reasonable period of time.

Submission of expense report within 90 days of travel end date:

- Best practice is to submit within 30 days
- Applies to out of pocket and travel card transactions
- If not submitted within 90 days of travel end date:

Travel card immediately suspended until expense report is submitted and approved.

Expenses become tax reportable income to the employee and a tax withholding form must be attached to the expense report.

IRS Accountability Plan

Unassigned travel card transactions assigned to an expense report within 90 days of post date:

- Documents travel end date, which allows for aging/tracking of expenses
- Best practice is to assign transactions within 30 days
- After 60 days lose dispute rights with the bank
- If not assigned within 90 days of post date:

Travel card immediately suspended until transactions are assigned to an expense report and the travel end date can be evaluated.

If the travel end date is less than 90 days, the card suspension will be removed.

If travel end date is older than 90 days, the expenses become tax reportable income to the employee and card will remain suspended until expense report is submitted and approved.

90-Day Policy

All expenses must be adequately accounted for within 90 days or the expenses will be reported as taxable income to the employee and the travel card suspended.

This policy has been implemented to meet the "reasonable period of time" in the IRS accountable plan. Expenses that fall within the IRS accountable plan are not reported as taxable income to the employee.

IRS Accountable Plan

- expenses must have a business connection
- must adequately account for these expenses within a reasonable period of time
- must return any excess reimbursement or allowance within a reasonable period of time

Aging Transaction Escalation Policy

Travel Card Transactions

Based upon posting date if unassigned to a report, or trip end date if already assigned to a report.

- Expenses should be submitted within 30 days. If not, daily email notifications are sent from Concur to cardholder and delegates.
- Scheduled monthly report to department business staff for all aging transactions in their department
- Scheduled weekly report to department business staff for transactions greater than 60 days for their department

(Contact travel@tamu.edu to request these reports be delivered for your department or to make changes to recipients. It is important that all departments receive these reports).

- Weekly report in Controller Connection of all transactions greater than 90 days. Please monitor this report as these transactions need to be addressed immediately.
- 90 Days notify cardholder and department approvers through Oversight that the card will be suspended in 5 days if no response.
    - Reminder: At 90 days, expenses that are not submitted become taxable to the cardholder. Please see 90-Day Policy.
- 120 Days and beyond notify Assistant Dean/Division Manager through Oversight
- 150 Days notify Dean/VP through Oversight
- 180 Days notify CFO/Controller through Oversight
- 210 Days if items are not cleared, FMO will mark all items as unallowed and begin a collection process from the employee and place them on state hold.

Concur Mobile App

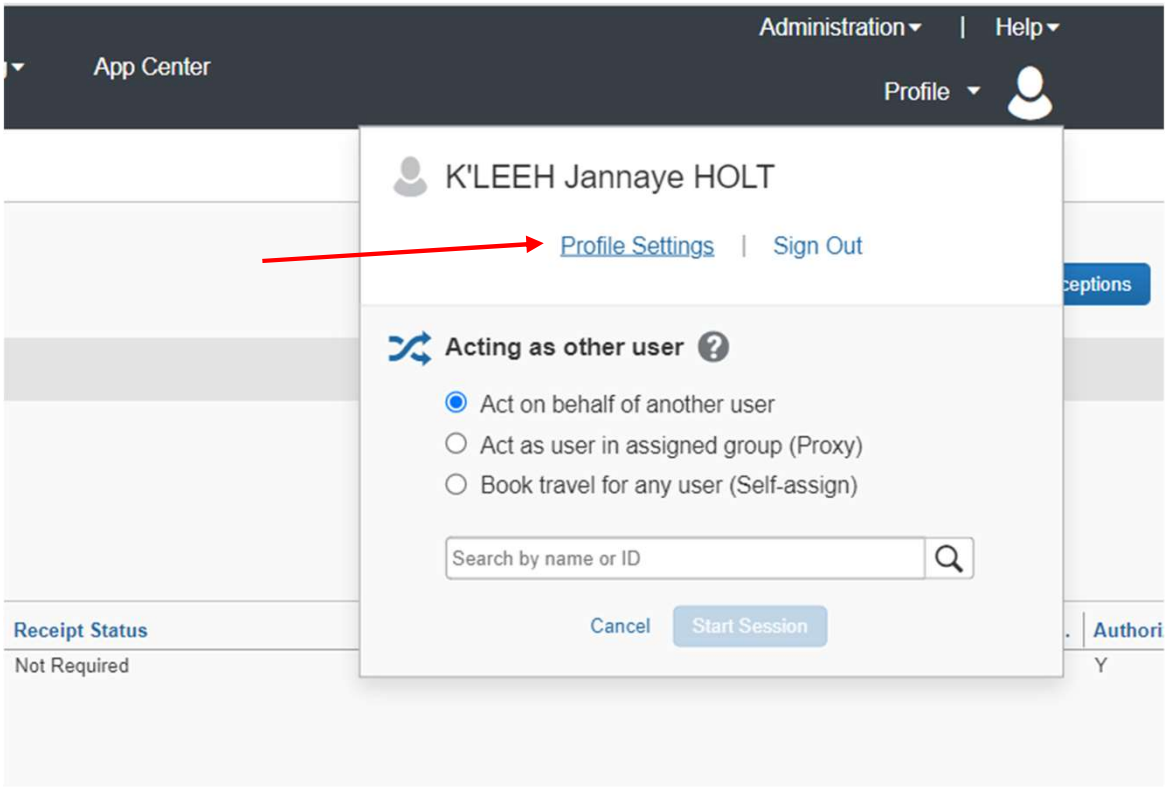
Use your phone camera to take photos of receipts in the app.

App can record personal mileage using drive option or by entering starting and ending addresses.

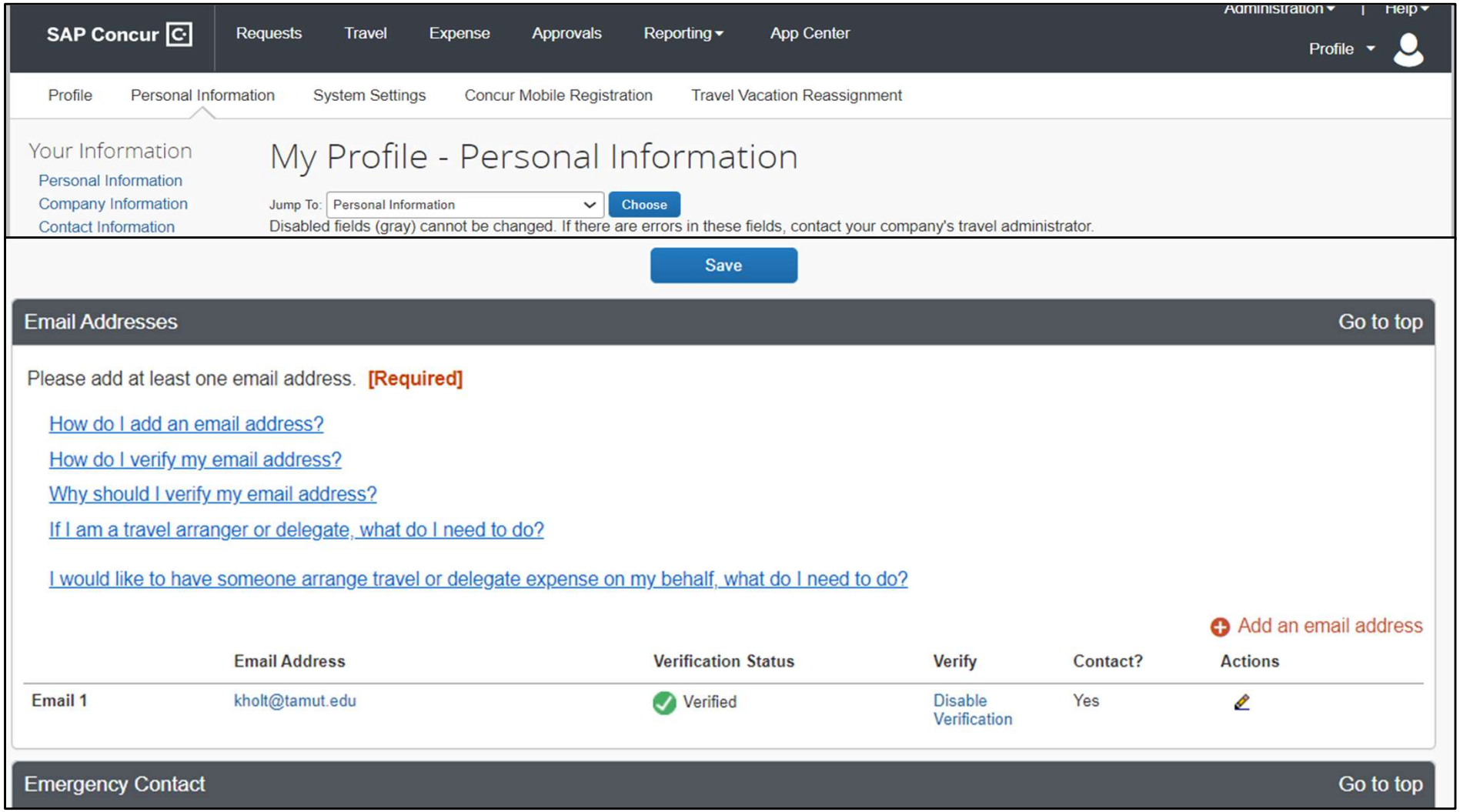
Transactions can be added to expense report immediately while in the app or saved to add on later.

- Log into Concur via web browser.
- Verify email address if you have not already.
- Go to Profile->Profile Settings->Personal Information->Scroll down to Email Addresses
- Use company email address and hit verify.
- Concur will send you an email with a link to verify.

Concur Mobile App



Concur Mobile App

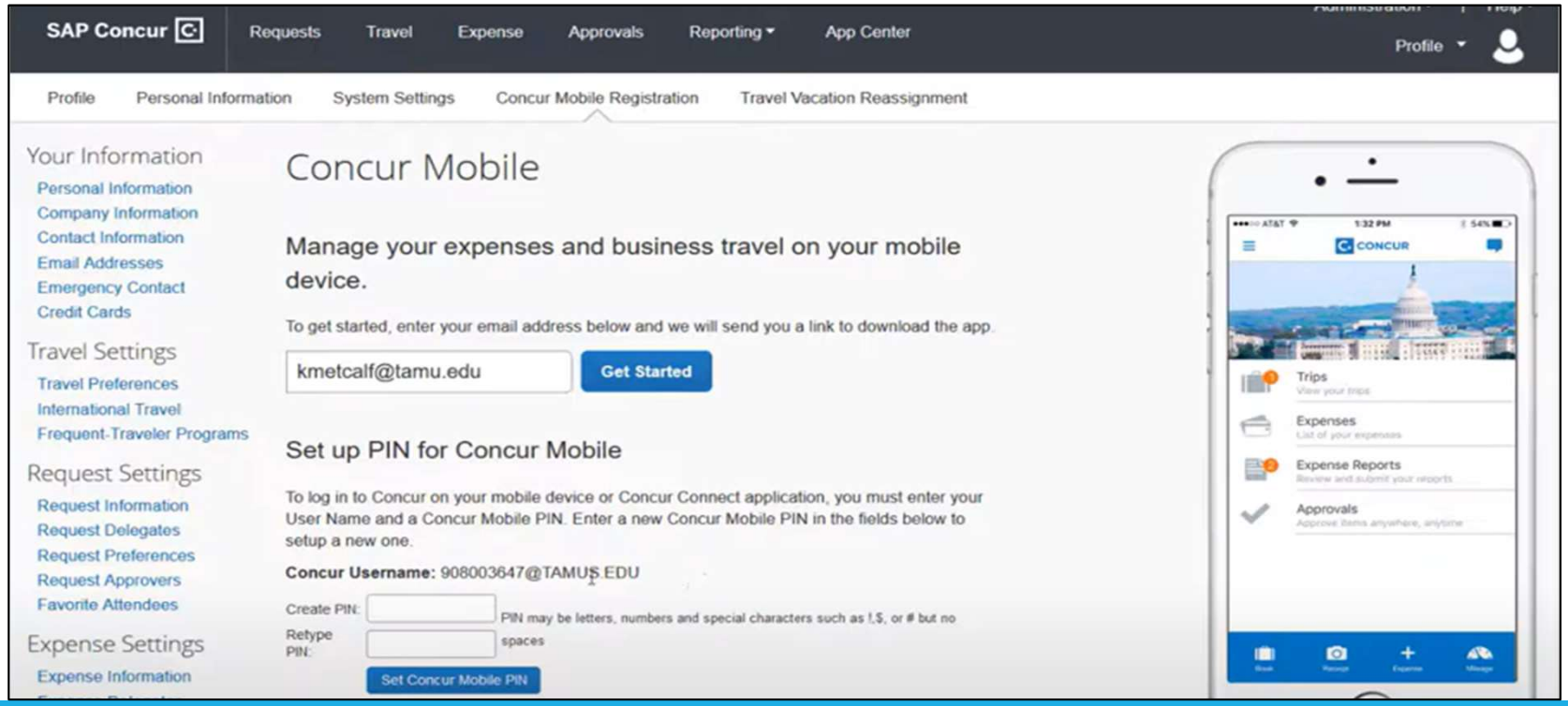


Concur Mobile App

After verifying your email, go to Concur Mobile Registration.

You can use your verified email address or your UIN@tamus.edu.

Create a pin for the app.



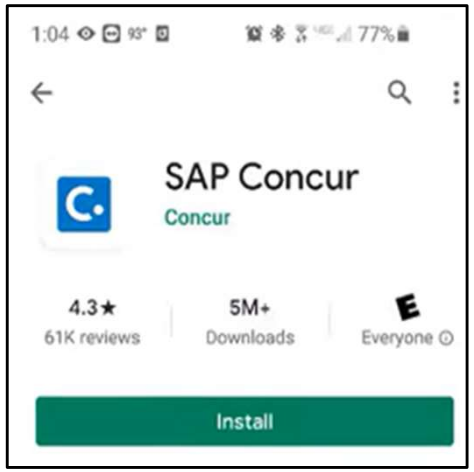
Concur Mobile App

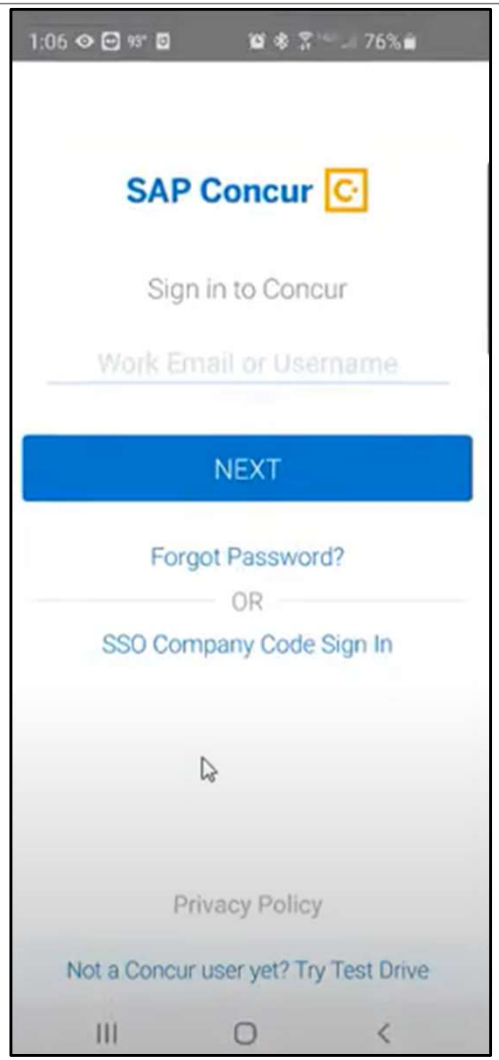
Concur will send an email with a link to download the app.

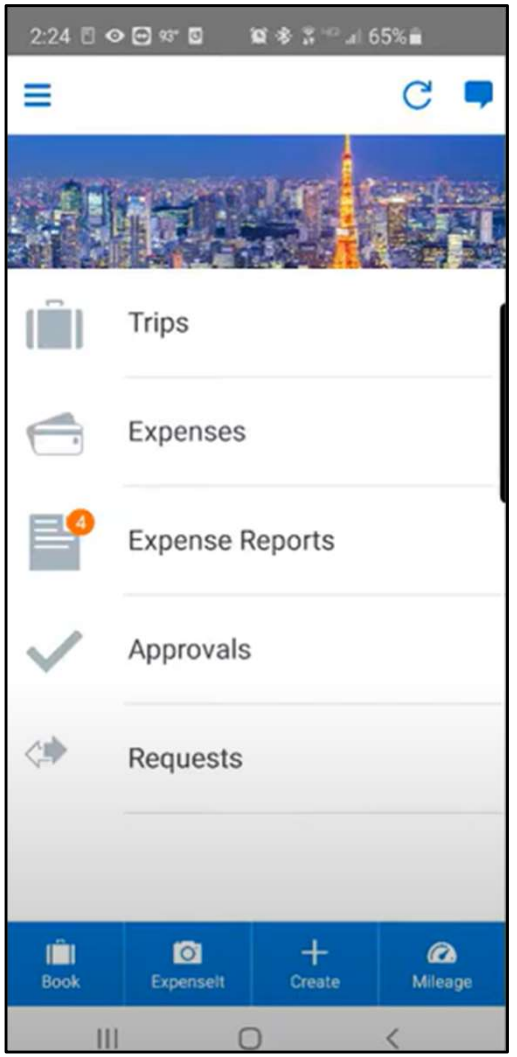
You can also download the app in the Apple App Store and Google Play Store.

Use the email username and pin you just created to login.

It will pull up the SSO screen. You will only have to complete the SSO login every 90 days.







Questions?

Please scan and complete quiz.

CONGRATULATIONS!!!!!

You have successfully completed the Concur Refresher Training

Slides from today's presentation can be found at

https://www.tamut.edu/administration/accounting/travel.html

Concur Training Videos- http://it.tamus.edu/concur/training/

TexTravel-- https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php

THANK YOU…