



# INFREQUENT USER TRIP CHECKLIST

## 1. PLANNING YOUR TRIP

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- Look in to transportation and accommodation costs for the trip in Concur or by contacting Professional Travel. Be sure to include cost estimation in the Travel Request. Only the most direct route and least expensive mode of travel is reimbursable.
- If your travel will be overnight, please be sure to include Meals per Diem in the Travel Request and become familiar with the amounts allowed for your trip.
- Complete Travel Request in Concur with all estimated costs. We recommend submitting a Request at least two weeks in advance of trip. Once request is approved, you may begin booking travel. We recommend using Concur/Professional Travel for all travel needs.
- Do not accept or purchase car rental insurance for your travel. The University has liability insurance that covers employees when renting in the University's name. Collision coverage is provided through the Bank of America Purchasing Card.
- Be sure that bank information, email addresses, e-receipts, travel preferences, personal credit cards, etc. are updated and saved in your Concur profile.
- Download and become familiar with the Concur Mobile Apps to aid in travel. (Especially helpful for receipts)

## 2. BEFORE YOU GO

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- If the trip is international or out of state, alert the bank (Bank of America and/or personal) to prevent the card being shut off.
- Gather any contact information needed including but not limited to: Disbursements Office, Professional Travel, Bank of America and any Governmental agencies.
- Read and understand the University's Transportation and Travel policy to be sure of compliance with University policies.
- Approvers Only: Please set up and delegate approvers that may be needed when you are traveling or check and use the mobile app to approve on the go. (Excludes Cost Object Approvals)

## 3. WHILE TRAVELING

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- Keep important contact information available at all times in case of emergency.
- Keep all itemized receipts (even if uploaded to the app) for business expenses.
- While not required, we recommend using the mobile apps to keep track of expenses in Concur.

## 4. AFTER YOUR TRIP

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- Begin uploading any cash expenses incurred while on travel. Wait for any Purchasing Card transactions to import to Concur before expensing them out. Submit report within 30 days after trip whenever possible.
- Be sure to fulfill all requirements for various expense types used. Itemized receipts are required for all Purchasing Card and Cash transactions over \$50 dollars. Airfare, lodging, rental car, and business meals will **always** require an itemized receipt. A missing receipt affidavit may be used if receipt is not sufficient.
- Using the Itinerary Tool, claim any Meals per Diem as necessary and previously approved.

## 5. REMINDERS

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- Reports are to be done monthly; this may break up different expenses of the trip depending on the timing of booking and travel.
- Contact the Disbursements Office or our help page accessed through Concur to guide you through any questions that arise.