I.   Processing Concur Travel Requests

Each Travel Request requires the following information to be entered in the header:

1. Document ID: Contains traveler's Last Name, First Name Initial, Destination, and First Date of Travel (MMDDYY)

2. Primary Purpose of Travel: Travel purpose

3. Traveler Type: Classification of traveler

4. Travel Type: Type of travel which is used to determine accounts for travel expenses

5. Travel Start Date/End Date

6. Purpose/Benefit: Trip purpose and university benefit

7. Number of Personal Days: Indicate any travel days spent primarily on non-business Travelers may not be reimbursed for travel expenses that occur on days spent primarily on non-business activity, except for allowable transportation expenses to return home (travel primarily for business only).

8. Foreign Travel for Employee/Prospective Employee: Indicate if this is employee or prospective employee travel to or from all countries outside Canada, Mexico, the United States and U.S. territories and possessions.

9. Is a state fund cost center used on this trip? The answer should be "Yes"

10. Destination City/Cities: List all destination cities.

11. Cost Center and Grant Type: Enter the cost center information.

12. Will any travel cost be paid by a non-UH third party? If any travel cost is paid by a non-UH third party, indicate the third party name, and if 100% of the cost was paid by the third party. Then indicate if the traveler is an investigator on a Public Health Service (PHS) grant, and/or his/her salary is paid from a PHS grant. If so, Concur will automatically notify the Division of Research (DOR) to ensure compliance with federal requirements. If partial costs are covered by the third party and the travel is funded/paid by PHS, attach the third party letter (if available) indicating the amount/percentage covered.

13. Estimated amount of travel expenses to be paid or reimbursed by the university.

14. Attach a conference announcement or brochure.

15. Concur Travel Request is approved by the following individuals:

    a. Traveler
    Concur requires the traveler (employee) or delegate of the traveler (non-employee) to submit the Travel Request.

    b. Supervisor or Unit Head
    Concur requires supervisor (or delegate) of the employee traveler and the unit head (or delegate) of the non-employee traveler to approve the Travel Request.

     c.   Certifying Signatory
Certifying signatory of the cost center shown on the Travel Request header is required to approve the Travel Request.

     d.   Vice President
Travel to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions must be approved by the appropriate Vice President (or delegate).

     e.   Chancellor
Travel to or from foreign countries other than Canada, Mexico, or Puerto Rico and other US possessions must be approved by the Chancellor (or delegate). The traveler is not authorized to begin the foreign trip until the Chancellor (or delegate) has approved the Travel Request.

II.   Processing Concur Expense Reports

Concur Expense Report must be linked to the corresponding Travel Request.

The following information is required in the Report Header of the Concur Expense Report:

1.   Document ID: Contains traveler's Last Name, First Name Initial, Destination, and First Date of Travel (MMDDYY)

2.   Traveler Type: Classification of traveler

3.   Travel Type: Type of travel which is used to determine accounts for travel expenses

4.   Primary Purpose of Travel: Travel purpose

5.   Cost Center and Grant Type: Enter the cost center information.

6.   Traveler is BOTH a non-employee and a foreign national: If this is "yes", the Expense Report will be routed to UH Tax.

7.   All receipts submitted within 60 days or not moving expense: If this is "no", the Expense Report will be routed to UH Tax.

8.   Is this for Department Travel Card charges? Travel card cannot be used for state fund travel.

9.   4 Digits for Department Travel Card (This does not apply to State Fund Travel)

10.   Traveler's Travel Request ID (This does not apply to State Fund Travel)

11.   Travel Start and End Date

12.   Number of Personal Days

III.   Travel Allowance Page
This page is required for State Fund Travel only.

The following information must be entered:

1. <u>New Itinerary Stop</u>: Departure city, date, time of departure, arrival city, date, time or arrival must be entered for each way. If flying, the departure time is when a traveler is required to be at the airport to board an airplane. The return time is when the flight actually returns to designated headquarters (i.e., lands in Houston for university employees). You must complete an itinerary for each leg of the trip.

2. <u>Indicate any meals that were not paid out of pocket</u>: Based on the information entered in the Travel Allowances page, Concur automatically computes the federal travel rates for meals/lodging set by the U.S. General Services Administration.

Each expense must be recorded by selecting the appropriate Expense Type and entering the required information in the Concur Expense Report.

1. The amount of meal and/or lodging expenses must be entered for each day of travel. Based on the travel information previously entered in the Travel Allowances page, Concur will automatically compute the maximum amount and process the payment up to the limit.

2. For lodging, room rate and tax rate must be separately entered to be itemized.

   For personal car mileage reimbursement at the mileage rate set by the Comptroller/IRS, the Concur Mileage Calculator must be used to record travel points and compute the mileage.

IV. **Additional Requirements**

a. Receipts in a foreign currency will be converted to U.S. dollars, and the exchange rate will be displayed in Concur.

b. If both state fund and local fund are used for a trip, separate Expense Reports are prepared for state fund and local fund. The Expense Reports will need to have a reference to each other.

c. If a third-party reimbursement is received before the employee submits the Concur Expense Report, the expenses related to the reimbursement should be included with a payment type" Paid by the third party" in Concur. The amount paid by the third party will be excluded from the reimbursement amount.

   If the third-party reimbursement is received after the Concur Expense Report is approved by Accounts Payable, travel expenses covered by the third-party reimbursement will be included in the expenditure detail and paid to the employee. A personal check from the employee for the amount of the third-party reimbursement must be deposited into the appropriate university cost center and account within 10 days of receipt of the third-party reimbursement.

d. For details on how to create Travel Request/Expense Report, please visit UH Travel Website
https://uh.edu/office-of-finance/ap-travel/concur-tcard/tm-printable/