

DOMESTIC TRAVEL

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Travel Request

Book Travel

Expense Report

Collect Receipts

Submittal

COMPLETE PRIOR TO TRAVEL

COMPLETE ONCE AN
EXPENSE POSTS

COMPLETE AFTER TRAVEL

- Complete travel request in Concur system
- Step 2 can only be initiated once the travel request has been approved

- Once travel request is approved, utilize Concur system to make hotel, flights, trains, and rental car arrangements
- Hotels can be booked directly with vendor when room blocks or negotiated rates are provided
- If attending a conference, save registration forms and agenda to be included with the expense report
- Airfare should be booked using the Aircard payment.

- Upon the posting of a charge, generate an expense report from the approved travel request
- All charges relevant to this travel, which are posted to Concur, should be pulled into this same report
- This report will not be submitted until travel is completed and all expected charges have been posted
- If a p-card has been used that is not the traveler create an Expense Report and reference the Travel Request #

- Collect all receipts associated with the travel
- Hotel bill must be itemized with a zero balance.
- Check agenda for meals provided and allocate according to travel times
- Cross-reference any other reports that are related to Expense Report you are working on.
- Mileage will have to be added back on as it doesn't roll from the TR.

- Submit the expense report
- Once approved, you can check back on the dashboard to see the status of the reimbursement.

