

eTravel/Concur

Welcome to Texas A&M University-Corpus Christi
Financial Services Certification Course



TEXAS A&M UNIVERSITY- CORPUS CHRISTI eTravel/Concur Highlights

Presented by: Elizabeth Longoria, Card Services Coordinator

&

Sue Vickers, Assistant Travel Coordinator



Training Objectives



- ➔ The primary purpose of this presentation is to provide highlights of the eTravel/Concur travel program.

- ➔ The overview will include:
 - ➔ Where Do Rules Come From?
 - ➔ Traveler Responsibilities
 - ➔ Approver's Responsibilities
 - ➔ Reconciling & Auditing Travel

Where Do Rules Come From?

- TX Government Code Chapter 660
- General Appropriations Act, Article IX, Part 5
- TX Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22
- TAMUS Regulation 21.01.03 Disbursements of Funds
 - Located at TAMUS.edu

Where are the travel rules?

- Travel Guidebook
- CBT Handbook
- TexTravel
- State Travel Management Program

eTravel/Concur Rules



- State and local rules have been uploaded to the eTravel/Concur system according to the previously mentioned Acts, Codes, Regulations and Programs. For details go to tamucc.edu/travel
- A yellow flag indicates a “soft” warning and traveler should read warning(s) and take appropriate action and/or explain transaction on expense report(s). Traveler is able to submit report with a yellow flag.
- A red flag is a “hard” warning and the system will not allow a traveler to submit an expense report until the warning has been addressed and corrected.

Q: Where is the vehicle rental information?

A: On the TAMUCC Travel Website, under the Rules/Regulations tab.

TAMUCC Travel Guidebook
TexTravel (STMP)

Q: Where are the (GSA) Rates?

A: On the TAMUCC Travel website, under the Rules and Regulations Section

- GSA – General Services Administration (US) guide for Domestic Per Diem Rates
- (you can also get the foreign per diem rates)

Q: Where are the Travel Warnings?

A: On the TAMUCC Travel website, under the Rules and Regulations tab.

- U.S. Department of State Travel Warnings and Consular Information Sheets

Traveler's Responsibility



- 1. Obtain permission to travel
- 2. Encumber funds for travel
- 3. Submit required travel documents
(depending on type of travel domestic/foreign)
- 4. Take appropriate training, if applicable
- 5. Follow all State and Local rules
- 6. Obtain required receipts
- 7. Reconcile travel expenses

1. Obtain Permission to Travel

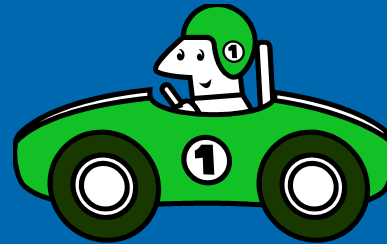
- All State employees, students, or non-state employees who travel on official TAMU-CC business, regardless of whether or not they are going to request reimbursement, must have advance approval on a ***Travel Request (TR) Concur*** before a trip is taken.
- Approval of travel prior to the expenses being incurred is a System Regulation.
- The TR provides a record of those approvals.

Travel without a Pre-Approved TR



- An Expense Report can be processed even though a TR was not created.
- Traveler should submit a memo with the expense report explaining why a TR was not created, and that they had prior approval for the trip. The memo should be signed by the traveler and their supervisor and/or Dean.
- A copy of a contract may also be used in lieu of a TR for non-State employees.

Travel - No TR Required



- A TR is not required for travel that is for:
- Local Mileage only (ex: to HEB, Wal-Mart, etc.), and/or . . . Cannot claim mileage to/from headquarters unless providing a service (i.e. IT staff servicing computer off campus)
 - Mileage is within a 50 mile radius of TAMU-CC (ex: Kingsville, Robstown, Rockport, etc.) and/or . . .
 - Is part of an employees' normal duties (ex: clinical visits, student teacher visits, recruiters, etc.) This type of travel requires a mileage log.

2. Encumbering Funds

- Traveler should encumber funds for their trip
 - Use GSA per diem rates to encumber for meals and lodging
 - If using personal owned vehicle, a cost comparison needs to be completed – traveler will only be reimbursed the lesser of the two.
 - “Conservation of Funds”

Account Funding on Travel Request Header

- Account number used on Request Header will be used to encumber all line items on the TR.
- If another account # needs to be used on the TR, you may allocate a different account number to a specific line item. (lodging, meals, transportation, etc.)
- The encumbrance will post against the account # used on the line item.

If the TR object codes do not match the expense report object codes, liquidation of TR encumbrance may not clear off properly.

This may require manual liquidation.

Please check your TR's after an expense report has been processed and paid.

The traveler, or creator of the document, may need to “close/inactivate” the TR in order for the funds to be released.

BEST PRACTICE

- When using multiple accounts...
 - Do not enter an account # in the request header
 - Enter account #'s in the individual line items

3. Submit Required Travel Documents

➤ DOMESTIC TRAVEL

- Requires Travel Request (TR)
- Copy of GSA rate sheet (only if meals or lodging involved)
- Copy of Conference Flyer (if applicable)
- Copy of Conference Agenda (only areas traveler participated)
- Copy of paper being presented (if applicable)

Foreign Travel Documents

- Foreign Travel Checklist
- Export Control Checklist
- Justification Memo with supervisor's signature
- Approved Travel Request (TR)
- GSA rate sheet (if meals or lodging involved)
- Copy of Conference Flyer (if applicable)
- Copy of paper being presented (if applicable)
- Copy of Travel Warning(s)
- Acknowledgement of Risk (if applicable)
- Extreme Risk Travel Questionnaire (if applicable)
- Proof of Foreign Travel 2111728 Train Traq Course
- Proof of Export Control 2111212 Train Traq Course

4. Take Appropriate Trainings if Applicable...

- 2112042: eTravel-Concur 101 for TAMUCC
- 2111728: International Travel Safety: Safe Passage Presentation (1 training required)
- 2111212: Export Controls & Embargo Training – Basic Course (Annually for foreign travelers)
- 2111496: The Guidelines for Disbursement of Funds - TAMUCC

5. Follow State and Local Rules

tamucc.edu/travel

- Travel Guidebook
- CBT Handbook (Corporate Billed Travel Card)
- TexTravel
- STMP (State Travel Management Program)
- Book Airfare through eTravel/Concur
 - Details Located on Travel Website
 - Shorts Travel Agency is State Contracted Vendor

6. Obtain Required Receipts

- Hotel
- Airfare
- Car Rental

Travel Office will not accept missing receipt forms for any of the above items.

- Meal Receipts – Not required – unless...
 - Meal(s) are \$75 and over (IRS rule)
 - If using Grant funds (check with Grants office) or
 - If your department requires receipts

Approver's TR Responsibility for Domestic Travel

- Review and approve (or reject) the traveler's Travel Request
- Confirm trip has been encumbered
- Check for higher lodging approval (only a Dean, Director/Dept. Head, VP or President may approve higher lodging – no Assistants or Associates)
- Check for multiple travelers (only above staff may approve multiple travelers)

Approver's TR Responsibility for Foreign Travel

- 30 days prior to trip start date:
 - Review and confirm the traveler has a signed justification memo (traveler & supervisor)
 - Review and confirm the Export Control Checklist has been vetted, and approved by Travel Office

Continued...

- Review required documents related to travel warnings
 - Acknowledgement of Risk Form or
 - International Travel Questionnaire for Extreme Risk Countries form (if applicable)
- Confirm required trainings are complete:
 - 2111728: International Travel Safety: Safe Passage Presentation
 - (1training required)
 - 2111212: Export Controls & Embargo Training – Basic Course
 - (Annually for foreign travelers)

Continued...

- Confirm a Day to Day trip itinerary is attached and is clear and concise and shows every day traveler will be away from headquarters.
- Absolutely NO STATE FUNDS can be used for foreign travel.
- No designated tuition accounts can be used for foreign travel.

Continued...

President will only approve foreign travel in eTravel/Concur *(do not forward any paper work to President for review)*

AFTER TR has been approved by President:

- Traveler will get CISI information from Travel Office.
- Traveler will have option to purchase additional CISI medical insurance. Handled through Paul Meyer's Office.



- How many days (pre-trip) are required to get foreign travel approval?
- Does your area VP need to approve a foreign travel TR?
- Can you use State Funds for foreign travel?
- Can you use designated tuition funds for foreign travel?

Traveler's Expense Report Reconciliation



- Traveler should reconcile their travel expenses within 2 weeks after completion of their trip.
- Meal receipts are not required by Travel Office but may be required by their department or by the Grants office.
- Meals need to be itemized on a daily basis (tips may be included as part of meal expense, limited to 20% max). There is a \$1 tolerance.

Non-Overnight Travel

- Meals will not be reimbursed for non-overnight stay.



- Mileage, taxi, rental car, airfare and registration will be reimbursed on non-overnight travel.

Conference Registration Fee



- ➔ Advance payment of registration fee can be made by issuing a purchase order to the organization, or ...
- ➔ Charged to the PCard or CBT travel card, or ...
- ➔ Accounts Payable can issue a check to the organization.

NOTE: Payment cannot be made more than six weeks in advance, unless registration is required in advance to reserve space or to obtain a substantially reduced rate. This must be stated on the registration form. Please attach copy of registration form with expense report.

Conference Registration Fee



- Employee's own money...
 - Cannot be reimbursed until after conference.
 - Social activities, Tshirts/caps, are not reimbursable.

Airfare



- ✈ Airfare can be charged to the CBT traveler's card or Traveler can use their own funds.
- ✈ Booking through eTravel/Concur is highly encouraged. We have a State Contract with Short's Travel Agency.
- ✈ Booking through Expedia, Travelocity, etc. is **highly discouraged**. If using CBT card, traveler must get TX taxes credited or traveler must reimburse TAMUCC.
- ✈ We get discounted rates when booking through eTravel/Concur.
- ✈ If not utilizing Short's Travel Agency, Travel Agency Fee cannot exceed \$19.50. If more than \$19.50 the overage will not be reimbursed.

Hotel/Motel

→ Use State contracted hotel whenever possible.



→ Web link for info on contract hotels is:

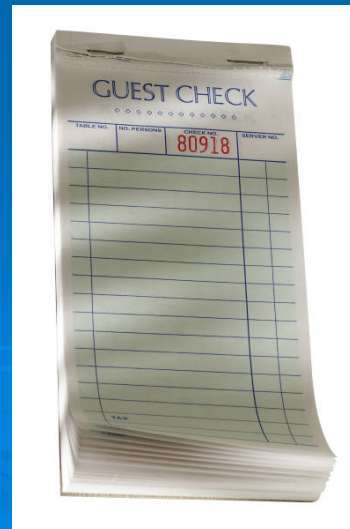
<http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotel-contract/>

Employees Sharing Hotel Room

- When reserving rooms for more than one person, individual CBT cards should be used to hold rooms; make reservations in each individual's name. The CBT card is NOT a departmental credit card.
- When two employees are sharing a hotel room, each individual should obtain his own receipt from the hotel.
- If unable to get separate receipts, one receipt can be obtained as long as each traveler's name appears on the receipt.
- Receipt should have both employee's names and dates of stay. (If a guest – must have guest's name on receipt).

Employees Sharing Room Hotel Receipt

- Traveler can only claim half of hotel cost and allowable tax.
- A statement stating that half of the hotel cost is being claimed must be written on the receipt or explained on the



Hotel Occupancy Tax Exemption Certificate

- ➔ State employees are exempt from the state tax portion of the hotel occupancy tax.
- ➔ Submit hotel occupancy tax exemption certificate when checking into a hotel.
- ➔ If state hotel tax is charged on CBT card and exemption form was presented to hotel and not honored, please inform Travel Office. We will report to State of TX Comptroller's office.
- ➔ If state hotel tax is charged: Traveler must get credit from vendor or reimburse TAMUCC.



- If paid in cash, reimbursement of state tax allowed if noted on travel expense report that tax exemption was not accepted. Some hotels will not honor the tax exemption if using a personal credit card. This must be stated on the expense report.
- City, county and local taxes including energy surcharges on hotel are reimbursable.
- Out-of-state hotel tax are paid in full. No need to provide tax exempt certificate.

Request for Higher Lodging Rate



- ➔ To claim a higher lodging rate, on TR request, traveler will be prompted to answer yes or no. If yes, an explanation needs to be entered. (ex. GSA \$109/Higher Lodging \$139 @ 2).
- ➔ Dean or Dept. Head can approve higher lodging.
- ➔ Higher lodging cannot be paid with State funds. The overage and the prorated taxes must be expensed to a local account.

Mileage



- Mileage is currently at \$0.54/mile.
- Out-of-state mileage is limited to average coach airfare unless cost of mileage is less. A cost comparison needs to be completed. We will only reimburse the lesser amount.
- If utilizing State funds, a cost comparison between driving personal vehicle and rental vehicle and/or airfare must be stated on expense report and supported with mileage calculator located on the travel website.

State Contracted Rental Car Companies

- Enterprise and Avis



Approver's Expense Report Responsibilities

- Check if TR is attached to expense report
- Check for higher lodging and multiple traveler approval
 - Get proper approval if missing
- Check receipts
 - Verify they are for correct time frame
 - Verify they show proof and method of payment

Approver's ER Responsibilities

- Check for personal expenses
- Check if correct person is being reimbursed
- Check for flat meal per diem (or appearance of)
 - not allowed – actual expenses only
- Check for daily meal allowances
 - Meals should be itemized on a daily basis
 - Do not lump sum on one line item (\$75 and over require receipt)
 - If daily allowance exceeded, mark overage as personal expense

Approver's ER Responsibilities...

- Check if claiming fuel for car rental
 - If claiming fuel, need copy of car rental receipt
- Check for personal car mileage
 - Cannot claim fuel reimbursement when using a personal vehicle
- Check yellow warning flags
 - Verify that warnings have been addressed, explained and/or corrected
- Check for tips
 - Maximum is 20% (\$1 tolerance)

Back Office (Travel) Auditing

- “Approved and in Accounting Review”
 - When you see this, it is in the Travel Back Office waiting to be audited
 - Expense Reports are audited on a first in, first out basis.
 - Expense Reports will not be returned unless there is a monetary change, account # change, or need additional approval(s).
 - Back Office can change some object codes and some travel classifications. We will send notice to processor of any change(s).

Back Office Auditing

➤ Back office checks:

- For Travel Requests (or permission to travel)
- For all required receipts (proof and method of payment)
- All “yellow” flags for compliance and/or explanations
- Audit Trail/Approval Flow (for proper approvals)
- Travel Classifications/Object Codes/Account numbers
- Payee’s name
- Mileage Calculator/Odometer Readings/Mileage Log(s)
- Method of Payment
 - (Corporate Card Agency Liability or Out of Pocket ONLY No Company Paid allowed)
- Amount Due Employee
- If employee owes TAMUCC – we check if correct account is being reimbursed

Helpful Links

TAMUCC Travel

- <http://purchasing.tamucc.edu/travel/>
- TAMUS <http://www.tamus.edu/>
- Email: Travel@tamucc.edu

CONGRATULATIONS!!!!

You have completed the eTravel/Concur Highlights Session....

One More thing....

TAKE YOUR TEST!

GOOD LUCK!