UEI / CONCUR

TRAVEL REQUEST Steps and Checklist

Domestic Travel - Submit Request at least 30 DAYS PRIOR TO TRAVEL
DO NOT pay for any travel expenses until travel is officially approved via Concur.

Below are steps and required documents to submit a Concur Travel Request.

_____ Complete Essential Travel Expense Justification (TEJ) Funding Request Form and work with your Dept. Chair to determine the account used to fund your travel. Funding information is required to complete the Travel Requests.

_____ Dept. ASC provides account information. Add this information to the form and send to Dept. Chair for approval.

_____ Approved TEJ Funding Request form sent to ECS Dean's Office for review.

_____ If driving, a current Driver's Authorization must be on file with Risk Management prior to travel. Please complete the Driver's Authorization Forms if needed. You will not be reimbursed for mileage if forms are not current with Risk Management. (Forms are Checklist, DAP, VOA, and STD 261)

Attach all supporting documents that apply to your travel from the list below:

_____ Completed Travel Planner showing travel estimate.

_____ Conference registration information.

_____ Conference / Meeting information including a detailed Agenda, dates, and venue.   If agenda is large, please provide URL.

_____ Abstract or Conference submitted Paper if presenting at a Conference or Meeting.

_____ Letter of Acceptance / Letter of Invitation

_____ Other documents as needed.

Send TEJ form and supporting documents to the Department Chair for approval. Once approved, send TEJ and documents to Suzy in the ECS Dean's Office. Then enter UEI Travel Request in Concur.

_____ Using Concur, click Create New Request

_____ Enter Travel information.   For Fund, select MDS01 – General Operating Fund

_____ In the Comments To/From Approvers/Processors section, enter plans for Class coverage.

_____ Click Create.

_____ Under Expected Expenses, Click Add. Scroll down to Section .09 Other and choose Liability/Unfunded Only

_____ For the Amount enter $0.00.

_____ In the Comments To/From Approvers/Processors section, enter "UEI Funded Travel and the appropriate Account number (See TEJ for info.) Example – UEI Funded Travel – Account # 1234

_____ Click Save

Do Not make any travel arrangements in Concur. You will receive an email notification that your Travel Request has been approved.

Domestic Travel must be approved by the Dept. Chair, Dean's Office, and Accounts Payable, Travel.

Once approval has been received via Concur, download the approved Travel Request as a PDF and send to Suzy in the ECS Dean's Office. Suzy will send the Concur Approval, Cost Estimate form, and all supporting documents to UEI for final review and approval.

Once approved by UEI, make travel arrangements.

_____ Your Dept. ASC can use the ProCard to purchase your Conference Registration. This will eliminate an out of pocket expense.

_____ Use Enterprise Rent-a-Car. This is a University contracted supplier and you can use direct billing, eliminating out of pocket expense.

_____ If driving, a current Driver's Authorization must be on file with Risk Management prior to travel. Please complete the Driver's Authorization Packet if needed. You will not be reimbursed for mileage without current forms in Risk Management.

If you have questions, or require assistance, contact Suzy in the ECS Dean's Office or your Dept. ASC

UEI

Supporting Documents needed for Domestic Travel Expense Claim Reimbursement

TRAVEL EXPENSE CLAIMS <u>MUST BE COMPLETED WITHIN 60 DAYS AFTER LAST DAY OF TRAVEL.</u>

When travel has commenced, please complete the UEI Travel Expense Claim form

ALL ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR REIMBURSEMENT, INCLUDING MEALS.

Receipts should include all of the following: name of establishment, items purchased, date and time, show all taxes, fees, or tip, and proof of payment. Please note: Bank statements and confirmations will not be accepted. Save all your receipts.

Complete the UEI Travel Expense Claim form and attach all documents and itemized receipts. See list below:

___ Conference/Professional Development/Meeting Information. Detailed Agenda with meeting times/dates and breaks. If agenda is too large, please provide URL.

___ Conference /Meeting/ Registration receipt which must show paid in full/$0.00 balance

___ Conference submitted paper if presenting at a Conference or Meeting.

___ Copy of Conference name badge.

___ Transportation receipts (must show payment with zero balance – confirmations or itineraries are not acceptable) this includes, air, bus, train, taxi, shuttle, Uber, Lyft etc.

___ Mileage to and from Airport (if flying and claiming mileage). Provide maps showing mileage.

___ Parking receipt from Airport or other.

___ Hotel Folio/Receipt (must show payment info. and a $0.00 balance – reservation confirmations are not acceptable)

___ Meal receipts for ALL claimed meals. (total meal allowance for Domestic Travel is $55.00 per day unless meals are provided by the conference). Fully itemized receipts **ARE REQUIRED**. Alcohol is prohibited. Please purchase separately.

___ Rental Car receipt (if applicable – reservation should be made by through Enterprise so that all insurance is covered)

___ Gas Receipts for Rental Car (if applicable – rental car must be returned with appropriate amount of gas, State of CA will not pay for Enterprise/car rental company to fill car which will make the renter liable for gas refill).

___ Other receipts or documents as necessary.

Once Expense Report is submitted using Concur, it will be routed as follows for approval - ECS Dean's Office, Dept. Chair, and Accounts Payable -Travel for final approval. It typically takes only 1 week for approval and reimbursement to be issued.