



AAUP/OVPR & Grants Award – Frequently Asked Questions

AAUP/OVPR & Grants Award - FAQ

Question	Answer
I have received an AAUP/OVPR Faculty Travel award and would like to attend a virtual conference. How should I pay for it?	You will be able to utilize your travel card, your pro-card, or pay out-of pocket and seek reimbursement utilizing Concur Travel and Expense System.
What if you have more than one KFS account? What about award KFS account?	You can allocate in Concur to multiple KFS account numbers. Award accounts are added on the expense side along with the attachment of the award letter and adding the award number on the report header.
Can we directly charge AAUP/UCRF accounts for airfare and reg. fees instead of having to do GLT afterwards?	Yes, if the conference has already taken place. However, if the conference has not yet taken place and you have charged the expense to your Pro-card that is reconciled on a monthly basis, you would need to charge the expense to your department account then after the event has taken place you would need to do a General Ledger Transfer (GLT) in KFS. We suggest that you use your travel card for all registration fees that way you will add that to the expense report for your entire trip that would be submitted after the trip has occurred.
When traveling on an award, do we have to cover the entire trip ourselves and use awards/KFS after the fact?	Travelers are allowed to use their travel cards and when submitting their expense reports, allocate expenses to the travel award account and any other KFS accounts as needed. Any expenses that are not approved as business expenses will be the responsibility of the traveler and may need to be charged to another KFS account or marked as Personal/Nonreimbursable
Can I use KFS to submit a Disbursement Voucher for my reimbursement of the virtual conference?	No, Concur is our new platform for all Travel and Expense reimbursements. You will need to create a Non Travel Expense Report in Concur to submit a reimbursement for the conference. Please visit travel.uconn.edu for additional resources, or contact us at travel@uconn.edu .
Does the Concur system link to AAUP, or Provost to request funds from those sources automatically?	You will still need to request AAUP awards outside of Concur. You will then attach the award letter to your expense report, enter the award number on the report header and allocate charges to that award KFS account.
Can travel card be used if you have AAUP funds for the trip that would be covered like airfare/lodging?	A travel card can be used for all UConn business-related travel expenses. When creating your expense report, the expense(s) being charged to the award acct should be allocated to the KFS Account you were provided with on your AAUP award letter. If you spend more than the award allows, you will have to allocate those expenses to another KFS account or you will have to itemize the transaction to mark the overage as Personal/Non-reimbursable expenses.

Travel - FAQ – Pre-Travel

Question	Answer
If I'm booking travel with a UConn travel grant, and don't travel for my department regularly, do I need to apply for a travel card? Usually I'd charge it to a KFS number for the grant?	Yes! All travelers are encouraged to get a travel card if they plan on traveling on the University's behalf. Otherwise travelers also use a personal card and seek reimbursement.
If only part of our travel is covered (for ex, through the AAUP/OVRP faculty travel award), does the university still allow us to use Concur and do we later get billed the amount that was not covered? Or is there an option in Concur to add a 2nd form of payment?	You will still proceed with the process in place today to request the Award. When you return from travel you will create an expense report in Concur where you will enter the award number on the expense header and attach the award letter. The traveler will need to allocate the overage to another KFS account or treat them as personal charges. You can also reach out to Anthony Travel at the time of booking to split any expenses that will be personal to be charges on a personal card.