



# Post Travel – Frequently Asked Questions

## Travel - FAQ – Post Travel

Question	Answer
Can registration fees go on the Pro-Card?	Yes, registration can be charged to the Pro-Card or travel card. If Registration fees are charged to Pro-Card, they are reconciled when you submit your monthly CBS report. If registration fees are charged to travel card, you would reconcile these fees, and the airfare and other travel expenses within 14 days of returning from the business trip.
Is the Conference website sufficient for conference brochure?	No! Conference website will most likely expire some point within 1-3 years after the conference ends, making it hard to reference. We can audit up to 7 ears in the future so the links would not be sufficient. You may take a screen shot of the website showing the relevant information such as the conference name, date, location, topics and any meals included and attach those screenshots to the expense report.
Booking item with no receipt for \$3.00 was not included. How can this be added?	Out of pocket expenses under \$25.00 do not require a receipt. travel card transaction Under \$50.00 do not require a receipt.
If a traveler does not have a travel card, then paying for the hotel personally is the only option?	Yes, that is correct. If you choose not to request a travel card, you will need to use a personal credit card. The University will not issue cash advances for any expenses that can be covered by the travel card. The virtual card/direct bill is no longer an option for hotel bookings.
What if you will be sharing a hotel room with another UCONN faculty members and sharing the hotel expense. Will Concur allow to split the hotel cost between the town faculty members?	Going forward, you should be using a travel card so there will be no need to split the hotel charge. Once traveler uses their travel card for the charge. Within Concur you will split allocation to multiple KFS accounts, as needed.
If my expense report was returned, who should I contact?	Expense report returned to the traveler should be directed to the individual who returned the report. From within an expense report, click details, and then click comments to find details sent back with the report, including the individual that returned the report.
Where do you attach the conference brochure?	Conference brochure should be attached on the expense report by clicking "Report" drop down menu at the top of the expense report then clicking "Attach receipt images then browse"
What other expenses aside from hotel expenses that require itemization?	Hotel is the only one. Others can be itemized should you need to split the expense between multiple expense types.

## Travel - FAQ – Pre-Travel

Question	Answer
How can you make an individual line item have a zero allocation?	You can make an individual line item have a zero allocation on the expense report by clicking "details", then "allocations", and allocate by dollar or percentage and change the amount to zero.
What if a traveler uses the travel card and spends more than they have been allocated from their department? How will the department get that money back?	The traveler will have 14 days after the report has been fully approved to repay the personal or unauthorized costs to the accounts payable department after which they will proceed to deduct the amount from the traveler's payroll check.
What if you will be sharing a hotel room with another UConn faculty member and sharing the hotel expense. Will Concur allow to split the hotel cost between the two faculty members?	Going forward, you should be using a travel card so there will be no need to split the hotel charge. One traveler uses their travel card for the charge. Within Concur you will split allocation to multiple KFS accounts, as needed.
Expenses incurred months in advance are not be eligible for reimbursement until travel is completed?	That is correct. You will be reimbursed after the trip is complete.