



Pre-Travel – Frequently Asked Questions

Travel - FAQ – Pre-Travel

Question	Answer
Do faculty or staff have different concours? Or are they the same? As in does one group have more access than the other? (Non-department head faculty)	Same - (Only Change is the type of Traveler)
What should we know about faculty booking travel on behalf of groups or GAs/Grads or a mix of Grad/Undergrads where the faculty member may or may not be attending this travel? Grads/Interim/Undergrade/students	Should apply for own travel card. meals and other items are very limited. Faculty can pay for Guest or Undergrade. Indv. Must Pay–self-then must complete out of pocket expense. Need special form to complete for booking for using travel card of supervisor.
What are the rules around booking Air B&Bs instead of hotels?	Be aware of fees & Cancelation. UConn will cover, one person will pay
Do I need approval to travel?	All travel (except in-state mileage reimbursement) should be pre-approved in Concur, in accordance with University policy.
How can I book travel?	<p>a. All travelers should be utilizing the University’s Travel Management Company, Anthony Travel, to book all airline travel. Your T-Card should be used for all travel bookings.</p> <p>b. Flights can also be booked online in Concur which route to Anthony Travel for ticketing.</p> <p>c. See https://travel.uconn.edu/ for links to Anthony Travel and T-Card applications.</p>
What happens if I book travel through Anthony Travel, but my trip is cancelled, or I have to change my plans.	<p>a. Anthony Travel will handle ticket cancellations for cancelled travel. Please contact Anthony Travel immediately when you need to make any changes or cancelations.</p> <p>b. For all other incurred charges, you should seek a full refund. Please contact Travel if you have any questions or need assistance travel@uconn.edu.</p>
What happens if I didn’t book travel through Anthony Travel (e.g., tickets were booked on Expedia or directly with an airline) and my trip is canceled, or I have to change my plans. Will I get reimbursed for tickets purchased through another travel agency?	<p>a. No, the University cannot reimburse for tickets purchased outside of Anthony Travel when a trip has been cancelled. If you do not take the trip, there is no basis for the University to reimburse funds.</p> <p>b. If the traveler used their University T-Card to purchase tickets outside of Anthony Travel, they could be personally liable and will be required to reimburse the University for cancelled non-reimbursed travel.</p> <p>c. We strongly recommend using Anthony Travel to ensure you are protected against any personal financial liability for travel costs whenever traveling for work.</p> <p>d. Contact Travel at travel@uconn.edu for additional questions.</p>

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Are there any restrictions to travel internationally?	<p>a. International travel does not require any additional approvals.</p> <p>b. In addition, employees are required to complete Global Affairs Travel Waivers when traveling to countries the State Department categories as level 3 and 4.</p> <p>c. No international travel should be scheduled without a fully approved travel request in Concur.</p>
If my travel is several months in advance and I want to plan my trip now, what should I do?	<p>a. All travel must be pre-approved in Concur prior to departure, so we encourage the submission of a Concur request well ahead of planned travel.</p> <p>b. We strongly encourage all faculty, post docs, researchers, students and staff to utilize the University's travel agency, Anthony Travel, when ready to book any travel (travel.uconn.edu). If your plans have to change, Anthony Travel can work on your behalf to rebook tickets or obtain credits for any canceled flights.</p> <p>c. As part of the planning process, prospective travelers should plan ahead and apply for the University's travel card (T-Card) and attend either a full training on travel or refresher training found at travel.uconn.edu.</p> <p>d. Please note, Pro-Cards can no longer be used for travel related expenditures.</p>
Can I extend my business trip with personal travel?	<p>a. Yes, you may combine travel for personal and business reasons subject to the guidelines as established in the travel policy and supervisor approval.</p> <p>b. Note: Personal travel also includes any time during which you might be undertaking consulting activities approved through the faculty consulting approval process.</p> <p>c. The University will not pay for expenses incurred during additional personal days or any other personal travel expense.</p> <p>d. The traveler must obtain supporting documentation and justification from the time of the booking that the travel that includes personal travel does not exceed the cost if the traveler just traveled for business.</p> <p>e. Failure to provide supporting documentation and justification may result in the travel expenditures not being reimbursed. f. Contact travel@uconn.edu with any questions.</p>
What if I choose to drive instead of fly to my domestic destination when flying would normally be the most economical option?	<p>a. You must contact Travel Services at travel@uconn.edu in advance of planning your trip to review options for not traveling by air to your destination and what could be allowed for reimbursement in accordance with University policy.</p> <p>b. A request for mileage reimbursement that is higher than the cost of a flight may not be eligible for full reimbursement. Contact Travel Services prior to traveling for assistance. travel@uconn.edu</p>

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How soon can I apply for a travel card?	Prior to applying you will complete the travel card training then proceed to complete the travel card request form. Both are available on the UConn Travel website. Links to them are also on the Concur homepage.
Can the traveler book as much as they want using the travel card and then figure out who pays later?	If the traveler misuses the travel card disciplinary action can be taken such as suspension or termination of travel card privileges. The traveler must also repay the University for any Personal/nonreimbursable expenses charged and it would be considered a violation of the travel card policy and agreement.
What happens if you requested a Travel Card and successfully completed the training for months ago, but never received it? Do we have to apply again and take the training again or do you have a record of it?	You do not have to re-apply for the travel card. Please reach out to the travel card administrator at pcard@uconn.edu and they can check on the status of your travel card request.
Is a Travel Request needed if someone's booking travel for a guest that is not affiliated with UConn, like a search candidate for a faculty position?	Requests are not required in Concur for guests, but approval must be obtained in one of two ways. Either the approval is held within the department, or there is a request in Concur. When filling out the expense report for the guest, there will be a drop down on the report header to say how approval was obtained. (An email from the department head serve as appropriate approval? - Yes! Just make sure that you attach to the expense report)
If I have to change my schedule and tickets after all things are approved what do I do?	If changes need to be made to your itinerary, you should call Anthony Travel to make such changes.

Travel - FAQ – Pre-Travel - Guests

Question	Answer
<p>Are guests eligible for a Travel Card? If not how can we book travel for Guests?</p>	<p>See below for information on payment of Guests Travel segments:</p> <p>Airfare Employees can utilize their University Travel Card to pay for the guest’s airfare.</p> <p>Hotels University has negotiated rate agreements with several local hotels.</p> <ul style="list-style-type: none"> • Employees can book these local hotels in Concur and utilize their University Travel Card to pay for the guest’s local hotel stay without having to complete a 3rd Party Credit Card Authorization. • Hotels without a negotiated rate agreement – Employees can book in Concur for the guest, but the guest will be responsible for paying and then seek reimbursement through HuskyBuy. <p>Car Rental Employees can book in Concur for the guest, but the guest will be responsible for paying and then seek reimbursement through HuskyBuy.</p>
<p>Are Guests required to do a Concur Request?</p>	<p>The University requires pre-approval for travel that involves any travel segment (Airfare, Hotel or Car Rental) for employees, students and guests. For employees and students, the request is initiated and approved in the Concur Request module. For guests that have pre-approval through other means (example – contract, purchase order, departmental program, event, conference, etc.) they will not require a pre-approval to be initiated or approved in the Concur Request module. In these cases, the University Employee will attest to the fact in Concur or HuskyBuy that this pre-approval is held in the department and can produce this pre-approval if requested. Departments can also utilize Concur’s Travel Request for guest travel where there is no clear documentation as to the travel approval for the guest.</p>