Concur Travel Expense Overview

SAP Concur

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Welcome to Concur Travel for UConn

Anthony Travel is the University's Travel Management Company.

Should you need assistance from one of our travel agents, please feel free to contact our team:

- **Hours:** Monday - Friday, 8 AM to 5:30 PM EST
- **Phone:** (860) 325-2558
- **Email:** UConnCampusTravel@anthonytravel.com

Services including, but not limited to: new booking requests, post-booking changes or cancellations, and general travel itinerary queries.

Emergency Assistance (outside of business hours)

For urgent travel-related issues which cannot wait until the next business day, you can contact the Anthony Travel emergency after-hours service:

- **After-Hours Phone:** (800) 523-5819

Traveling with multiple UConn travelers on the same itinerary?

Contact the Anthony Travel team using the information below:

- **Phone:** (860) 325-2558
- **Email:** UConnCampusTravel@anthonytravel.com

Logging Into Concur

1. Navigate to Concur Web browser –www.travel.uconn.edu

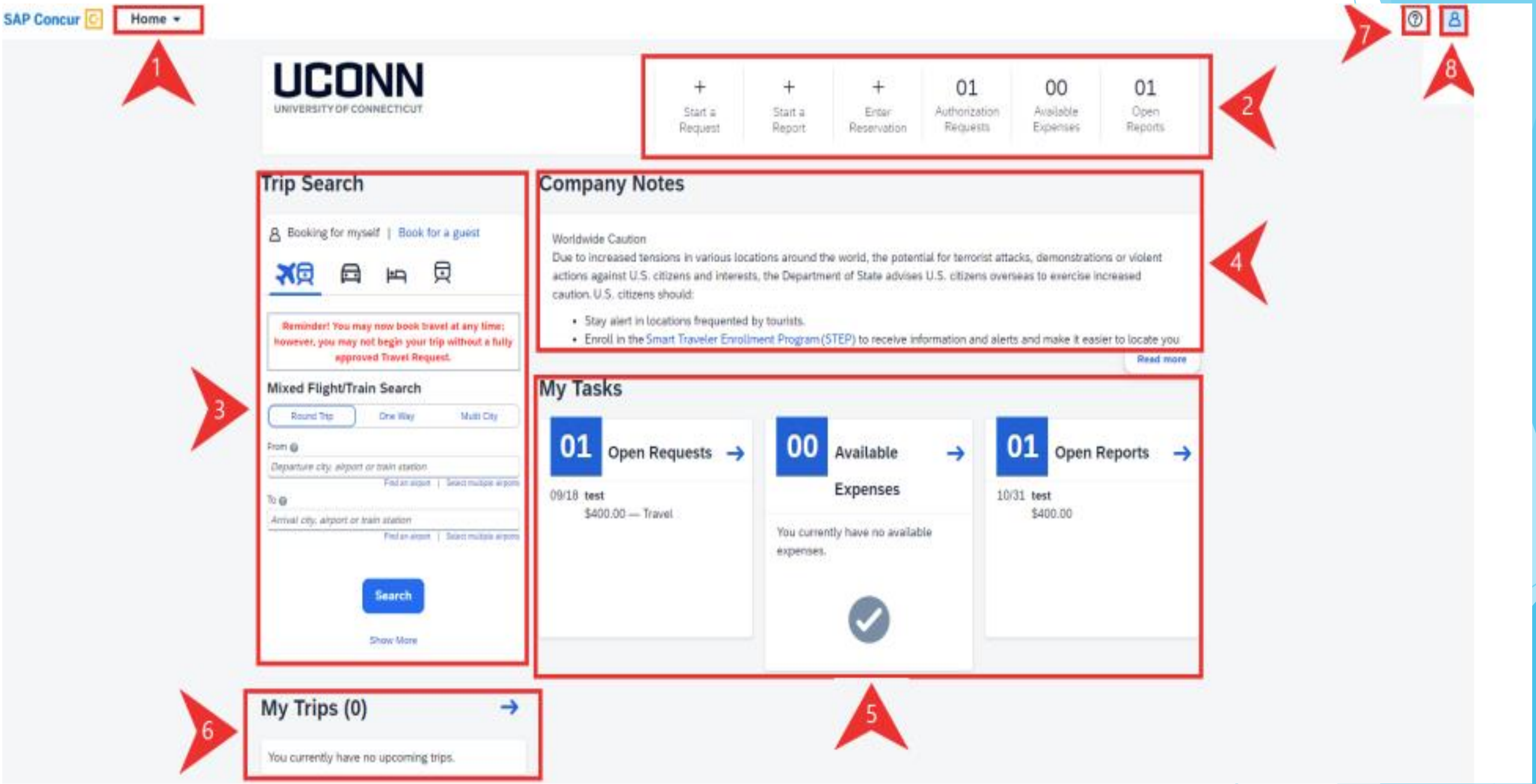
2. Login to Concur Travel & Expense.

Submit

Verify

Travel

CONCUR Home Page



CONCUR Home Page - 2

1. SAP Concur Menu	This dropdown section displays various categories so you can navigate to a desired section, focusing on features exclusive to the selected topic. For example, click Requests from the dropdown to navigate to a view displaying Request specific information.
2. Quick Task Bar	This section provides Quick Tasks (links) so you can quickly access features such as: start a new report, open reports and requests, and manage available expenses.
3. Trip Search	This section provides the tools you need to book a trip, such as: flights, hotel, and car rental.
4. Company Notes	This section includes important, up-to-date, UConn Travel and Expense related information.
5. My Tasks	This section shows your available expenses, open reports, and any approvals requiring your attention.
6. My Trips	This section displays your upcoming trips
7. Help	This dropdown has links to Concur related reference material.
8. Profile	This section stores personal information used for booking travel, streamlining the request process, and for building expense reports.

Expenses Payment Type Guide

Expenses Payment Guide

Payment types are one of many ways expenses can be categorized. Understanding the different payment types, what they mean and how you can interact with them will ease the creation of expenses and expense reports.

Individual expenses can have multiple lines in the Available Expenses section of a user's profile. There are two main categories of payment types, Actual Expenses & Supporting Documents, which breaks down into the Payment Types visible in Concur. Matching expense lines can and should be combined to create one complete expense line, that can be added to an expense report. Concur will attempt to match expense lines automatically, but manual intervention is sometimes needed.

Concur Payment Type Guide

Expenses Payment Guide - 2

Actual Expenses	Actual expenses are what you typically think of when picturing expenses hitting a Concur profile. These are the real expenses, where money is being charged against a credit card. You should be able to tell if an expense line is an actual expense by looking at the Payment Type, Expense Source and Amount. Actual expenses have an Expense Source of 'Corporate Card', and use the following payment types:
UCONN Pro-Card	Pro-Card transactions should automatically generate and be added to a Pro-Card Report. If Pro-Card expenses appear in the Available Expenses section, and cannot be added to a Pro-Card report, please contact pcard@uconn.edu for assistance.
Supporting Documents	Supporting documents contain information associated with an expense, but are missing the actual charge. These often serve as placeholders for future travel, or receipts for recent travel. You should be able to tell if an expense line is a supporting document by looking at the Payment Type and Amount. Supporting documents always have payment type of 'Pending UCONN Individual Card Transaction', may show an estimated value for amount.
Reservation	Reservations are typically delivered before travel has occurred, and contain the estimated amounts to be charged.
E-Receipt	E-Receipts are typically delivered after travel has occurred, and contain the final amount that will be charged.
Combining Expense Lines	Actual Expenses and Supporting Documents often arrive in a user's profile at different times. Concur will attempt to combine the two types together if it can identify a common link. If Concur is unable to combine the different expense lines, users will have to do so manually. Expense lines will also fail to combine if one line has already been added to an expense report.

Expenses Payment Guide - 3

To combine the expense lines, select them using the checkbox field on the far left, and click the Combine Expenses button at the top of the table. Successfully combined expenses should look like: Supporting Documents.

☐	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
☐		UCONN Individual Travel Card	Corporate Card, Reservation, E-Receipt	Airfare	Delta Vancouver Intl	09/19/2023	$561.96

Additional Notes

Pending UCONN Individual Travel Card payment types (supporting documents) can be deleted. If you have already submitted the Actual Expense portion of an expense, you may delete the supporting document expense line. Please be aware that supporting documents may contain information you will be asked to provide, to support your purchase.

Expected Expenses – What to Know!

Expected Expenses

If the Trip includes Air, Hotel and Car Rental expected to be paid for or reimbursed by the University the estimated expenses are required to be added to the Request.

1. Click the blue **Add** button under Expected Expenses.

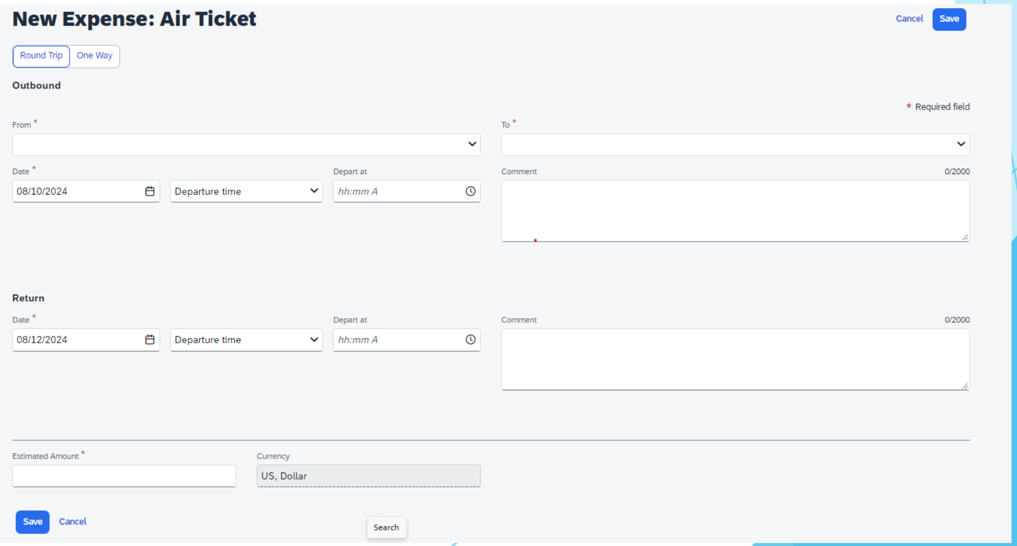
Travel & Entertainment Policy

Air Ticket

1. Click **Air Ticket**.

Note(S): (1) A multiple destination trip will require multiple one-way air tickets. Select One Way, as needed.(2) Contact UConn's TMC for assistance with complex travel, as needed.

2. Begin typing a departure airport (full name or airport code) in the **From** field.
   A live search activates, a list of options become available for selection.
3. Click to select a valid option from the list.
4. Begin typing a destination airport (full name or airport code) in the **To** field.
5. Click to select a valid option from the list.
6. Complete the **Outbound Date**.



Expected Expenses – 2

6. Complete the **Outbound Date**.

7. Complete the **Return Date**.

8. Complete the **Estimated Amount** field.

Note*: The Bradley Parking Pass program has been temporarily suspended by the State of Connecticut dueto Covid19 related parking lot closures. While this suspension is in place you may use pay for parking at the lowest cost parking lot available and seek reimbursement upon return from the trip along with your other travel expenses.*

9. Click **Save.**

Expected Expenses - 3

Car Rental

1. From the **Expected Expenses** menu, click the Add then click **Car Rental**. *The Car Rental fields display.*

2. Begin typing a city name in the **Pick-up Location** field. *A live search activates, a list of options become available for selection.*

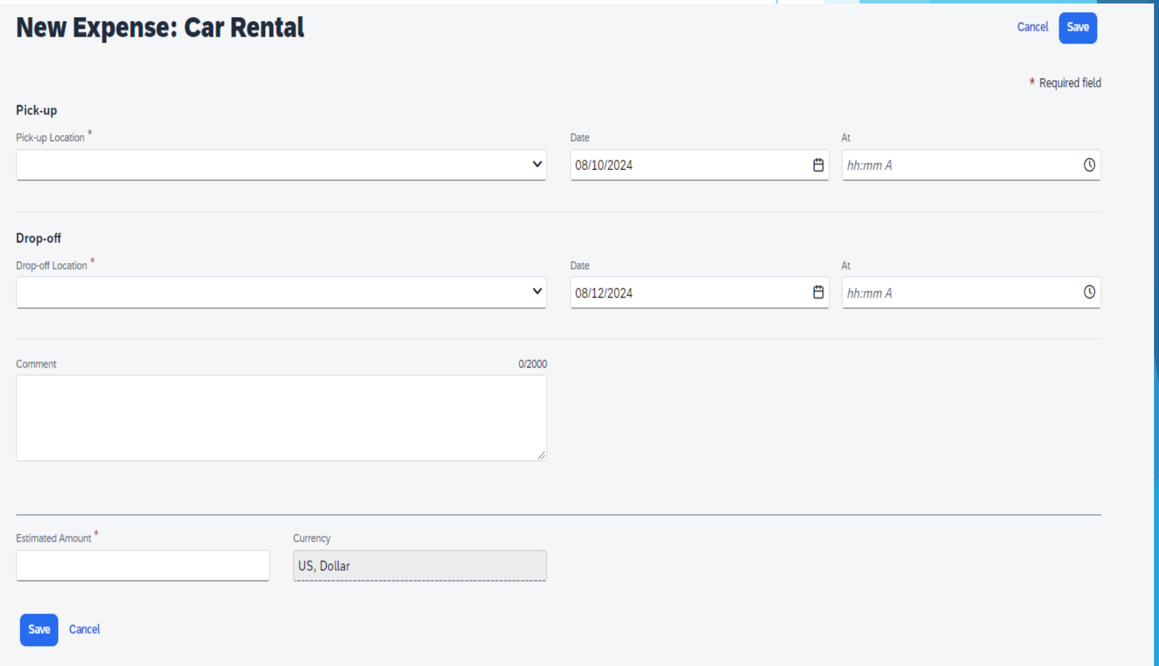
3. Click to select a valid option from the list.

4. Type a city name in the **Drop-off Location** field.

5. Click to select a valid option from the list.

6. Complete the **Estimated Amount** field.

7. Click **Save.**



Expected Expenses - 4

Hotel Reservation

1. From the **Expected Expenses** menu, click **Hotel Reservation**.

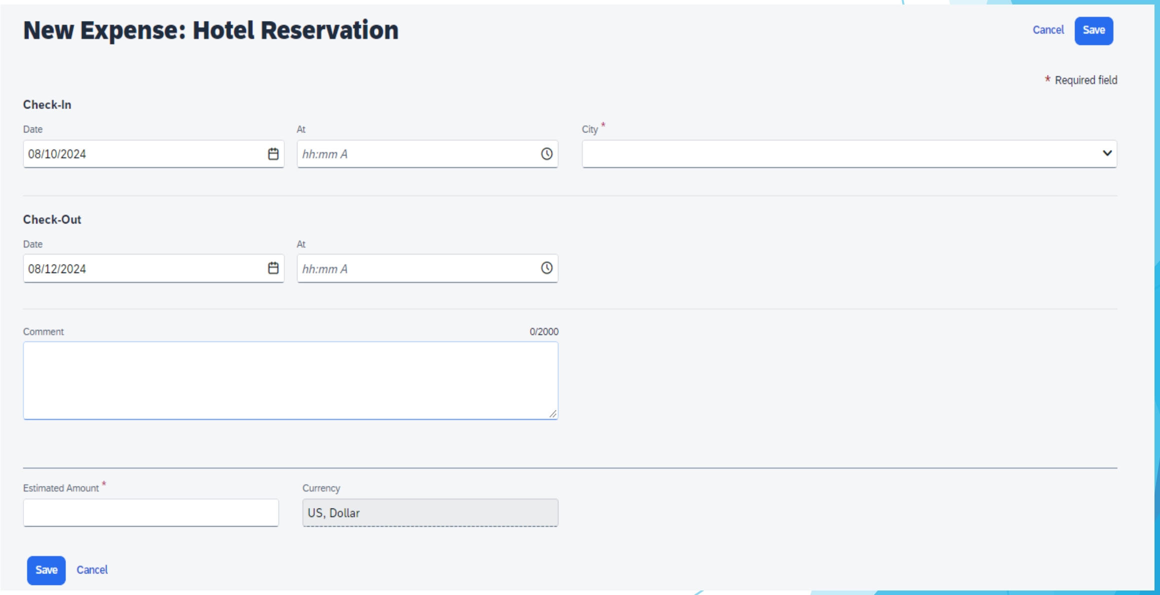
2. The Check-in and Check-out dates will pre-fill from the Request header. Modify as needed.

3. Begin typing a city name in the **City** field. *A live search activates, a list of options become available for selection.*

4. Click to select a valid option from the list.

5. Complete the **Estimated Amount** field.

6. Click **Save.**



Expected Expenses - 5

Other Expenses

Additional travel related expenses can also be added in the **Expected Expenses** menu (e.g., mileage, meals, etc.).

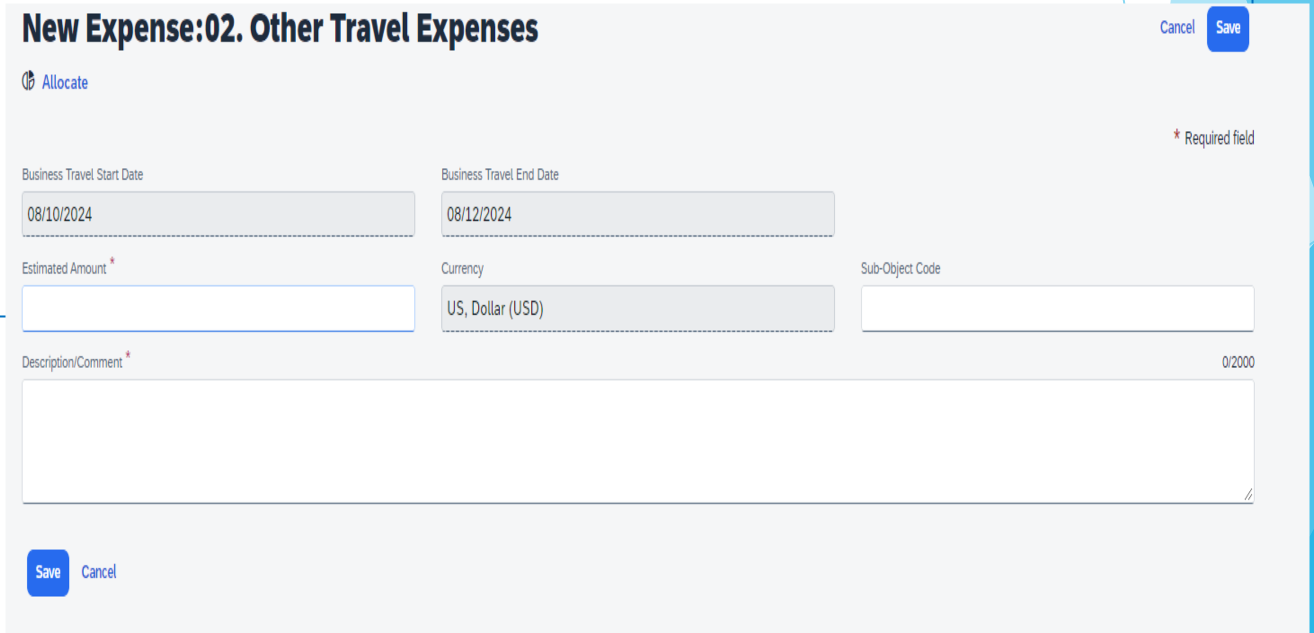
1. Click Add in the **Expected Expenses** menu to get additional expense types.

2. Click the appropriate expense type from the list of expenses that appear or type the expense type in.

3. Complete required expense type fields.

4. Click **Save.**

5. Continue to add additional expenses, as applicable.



Expected Expenses - 6

Home / Requests / Manage Requests / Test

Alerts: 2

Test $951.50

Copy Request | Submit Request

Not Submitted | Request ID: 73VX

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

Expense type	Details	Date	Amount	Requested
Car Rental	Baltimore, Maryland - Baltimore, Maryland	05/06/2024	$230.00	$230.00
Air Ticket	Hartford (BDL) - Baltimore (BWI) : Round Trip	05/06/2024	$300.00	$300.00
Hotel Reservation	Baltimore, Maryland	05/06/2024	$180.00	$180.00
Meal Per Diem Single Location	Baltimore Washington Intl (Airport - BWI), Baltimore, Maryland	05/06/2024	$241.50	$241.50 Allocated
				$951.50

International Travel Information (Policies & Waiver)

1. Policy on Travel to Countries with a U.S. Department of State Travel Warning/Alerts

Policy establishes how, when and where Faculty and other travelers may travel abroad for university sponsored or university-related purposes. **Please visit here for full details**. Please note the addendum in the policy pertaining to the new tiered levels of Travel Advisories.

All travelers (traveling International) must complete an online Travel Waiver application to have travel approved by Global Affairs. All student travelers must also complete an online travel registration form with Global Affairs.

Click here for the online travel waiver form.

To Countries of Concern

All UConn faculty, other travelers or students planning international travel to a country sanctioned by the U.S. Government must clear their travel plans with the Export Control office (exportcontrol@uconn.edu) to ensure that any required approvals or licenses are in place prior to departure.

High Risk (Countries which have OFAC sanctions or embargoes in place)

Sanctions Programs and Country Information

Fly America Exception/Waiver

[Fly America Act Guidance]

UConn travelers are required by the "Fly America Act," to use Airlines owned by an American Company also known as “U.S. Flag Carriers” or on a foreign country’s carrier that has a codeshare with a U.S. Flag Carrier regardless of cost or convenience (with a few exceptions) for all air travel and cargo transportation services funded by Federal Grants.

The checklist and waiver should be completed and attached to all Concur Requests and Reports where air travel is out of compliance.

[Fly American Act Checklist & Waiver]

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U

Uconn **Fly America Exception/Waiver**

Instructions: When a traveler uses a non-U.S. flag carrier on travel to be charged to federal sponsored awards, this form, along with documentation that supports the exception, may be completed and submitted with the request for reimbursement. when contacting and bookiing traveel with Sanditz (the University's preferred vendor), this form is not necessary.

Regulation: Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government unless it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines, FTR sections 301-10.135-138.

Note: Lower cost and personal convenience are not acceptable criteria for justifying the use of a non-U.S. Carrier.

Fly America Exception/Waiver Checklist (Supporting Documentation Required)

I. Travel to and from the United States (check all boxes that apply):

If a U.S. flag carrier **offers nonstop or direct service** (no aircraft change) from your origin to your destination, you must use a U.S. flag air carrier service unless it would:

- ☐ Extend travel time, including delays at origin, by **24 hours or more; or**
- ☐ **Qualifies for an EU Open Sky Exception:** involves the use of a European Union (EU) carrier, travel to or connection through an EU Country and does not involve DOD funding.

II. Travel between two points outside the United States (check all boxes that apply):

If a U.S. flag carrier does not offer nonstop or direct service (no aircraft change) from your origin to your destination, you must use a U.S. flag air carrier service on every portion of the route that it provides service, unless it would:

- ☐ Increase the number of aircraft changes you must make enroute by **2 or more; or**
- ☐ Extend travel time by **6 hours or more; or**
- ☐ Require a connecting time of **4 hours or more** at an overseas interchange point; **or**
- ☐ **Qualifies for an Open Sky Exception:** involves the use of a European Union (EU) carrier, travel to or connection through an EU Country and does not involve DOD funding.

III. Travel meets Fly America Exception Criteria (check all boxes that apply):

- ☐ A U.S. flag air Carrier service was **not available** for this itinerary at the time of booking
- ☐ Use of a foreign air carrier is necessary for **medical reasons** (additional supporting documentation required)
- ☐ Use of foreign air carrier is required to avoid **unreasonable risk to traveler's safety**. (see 41 CFR 301-10.138 (b)(2) for required supporting evidence).
- ☐ **Short distance travel**, A U.S. flag carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a foreign air carrier is ***3 hours or less*** **and** the use of a U.S. flag air carrier **doubles time enroute**.

IV. Air Travel meeting a Non EU Open Skies Exception:

- ☐ Air travel between the U.S. and either **Australia, Switzerland, or Japan** and meets all the following conditions:
  - a. No city pair contract fare exits/available between the cities of origin and destination (must attach supporting documentation); **and**
  - b. The traveler is using an air flag carrier of either Australia, Switzerland, or Japan; **and**
  - c. Travel is not supported by a DOD funded award.

Travel Information and Traveler/ FO Certification

Foreign Carrier: ____________ Travel WebForm ID:__________ KFS Award No.: ____________

Flight Origin: ____________ Destination: ____________ Dates of Travel: ____________

I certify that I am compliant with the Fly America Act Regulation and attaching documentation that supports the Fly America exception checked above.

____________ ____________

Name of Traveler (print name) Approved by Traveler (signature) Date

____________ ____________

Name of Department/FO Approver (printname) Approved by Department/FO Approver (signature) Date

Contact Information	
Assistance with Fly America Regulation/ Waiver	SPS Team Lead in Sponsored Program Services: • Telephone: (860)486-3619 • Kontorra Davis - kontorra.davis@uconn.edu • Jen Przybyszewski - jennifer.przybyszewski@uconn.edu • Meg Niewinski - meg.niewinski@uconn.edu • Daniela Parciasepe - daniela.parciasepe@uconn.edu
Anthony Travel	• Telephone: 1-860-325-2558 • email: UConnCampusTravel@anthonytravel.com
University Travel Office	• Telephone: 1-860-486-4137 ext 6 • email: travel@uconn.edu • website: http://travel.uconn.edu/

Foreign Currency Transactions

Transactions incurred during international travel should always be billed in the local currency to ensure the currency conversion within Concur is accurately calculated (including conversion rates, taxes, etc.).

For Travel Card Expenses:

Transactions billed in local currency (e.g., travel to Japan billed in YEN) will automatically convert to USD within Concur.

1. Review the details of the transactions, confirming the conversion to USD is accurate. No manual adjustment should be required within Concur.

Note: If the travel card transaction feeds into Concur in USD, but the traveler’s receipt is in local currency (i.e., a currency other than USD), manual adjustment within Concur will be required. Additional support is always available by contacting travel@uconn.edu or Accounts Payable for additional instruction.

Out-of-Pocket Expense Incurred in Another Currency

1. With the report open, click **Add**, and then **Create New Expense**.

The New Expense tab displays.

2. Search for or enter an **expense type**.

3. Enter the appropriate information in the required and optional fields (required fields are indicated with an **asterisk**). Note the following:

   a. Select the "spend" **Currency** from the list to the right of the Transaction Amount field. The Conversion Rate field appears.
   b. The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries. Expense calculates the Amount in your reimbursement currency.
   c. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field. Currency can be converted by multiplying by a particular rate or dividing by a different rate.

4. Complete the remaining fields as appropriate, and then click **Save Expense**.

Guest Pre-Approvals and Payments

Guest Pre-Approvals and Payments

Payment of Travel Segments

Airfare

Employees can utilize their University Travel Card to pay for the guest's airfare.

Hotels

University has negotiated rate agreements with several local hotels.

- 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. For a list of local hotels please see UConn Travel Rate Agreements.

Hotels without a negotiated rate agreement – Employees can book in Concur for the guest and have the option of UConn paying or the guest paying.

- If UConn is paying, please work with Anthony Travel to make the booking and secure a 3rd Party Credit Card Authorization, where the UConn Employee will use their Travel card.
- If the guest is paying, they will seek reimbursement through HuskyBuy.

Guest Pre-Approvals and Payments - 2

Car Rental

Employees can book in Concur for the guest and have the option of UConn paying or the guest paying.

- If UConn is paying, please work with Anthony Travel to make the National/Enterprise booking in order to direct bill the charges to UConn (You will not be able to use the UConn Travel card for guest car rental charges). Please note these charges will show up in the UConn employee's Available expense queue in Concur, where they will need to submit a Concur Expense report.

- If the guest is paying, they will seek reimbursement through HuskyBuy.

Employees are responsible for getting a copy of the receipt from the guest for any airfare, car rental or hotel charges expected to be paid or reimbursed by UConn.

If there are any questions, please contact Travel Services at travel@uconn.edu.

Guest Pre-Approvals and Payments – 3

Pre-approval of guest travel segments

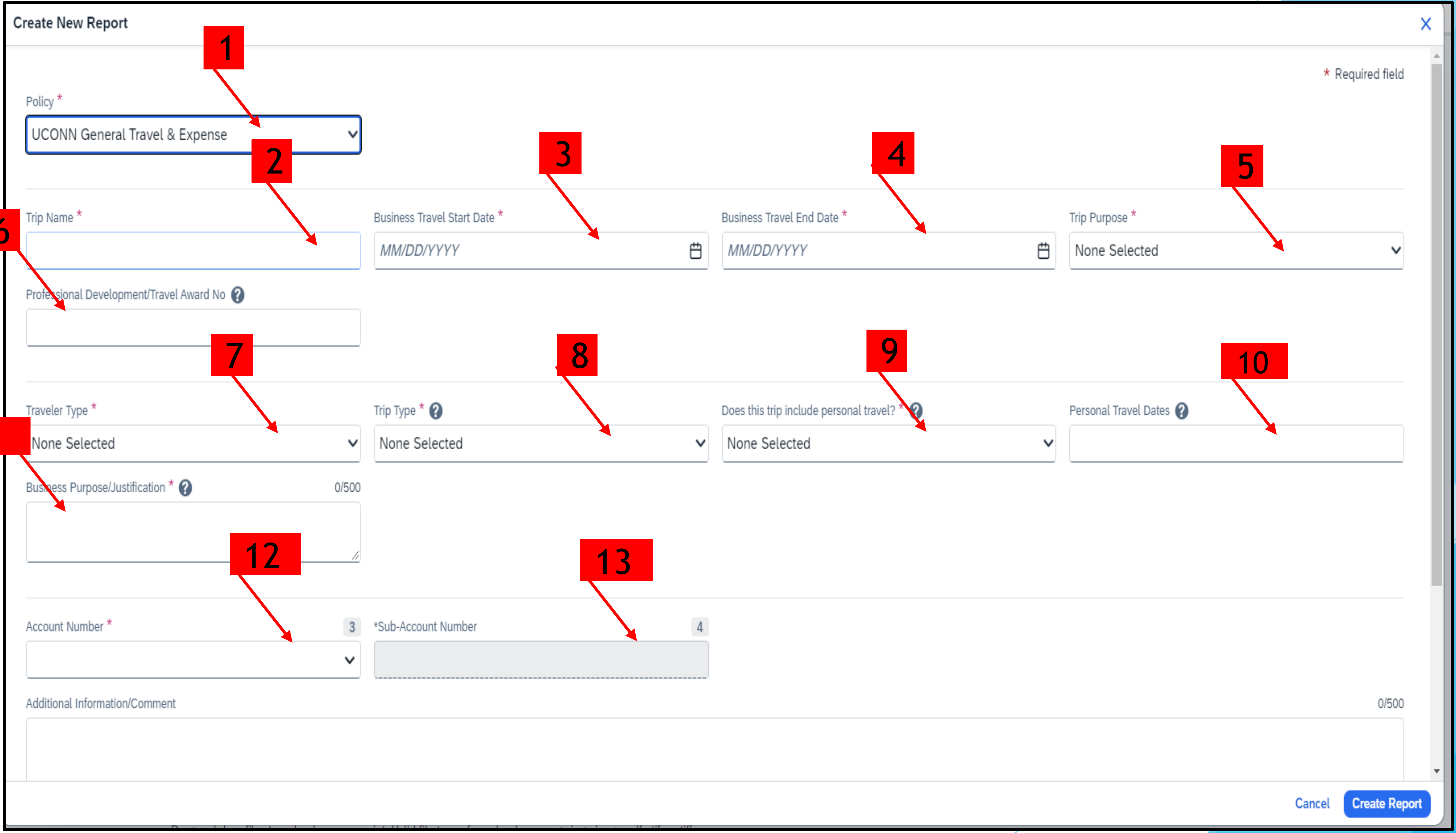
The University requires pre-approval for travel that involves any travel segment (Airfare, Hotel or Car Rental) for employees, students and guests. For employees and students, the request is initiated and approved in the Concur Request module. For guests that have pre-approval through other means (example - 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.

If there are any questions, please contact Travel Services at travel@uconn.edu.

If this trip is for international travel and you would like to request International insurance through our CISI coverage for the guest, please complete the UConn CISI Request for Guests/Certain Students/Group Bookings Form and email it to travel@uconn.edu for processing.

Creating An Expense Report

Request Headers/Create New Report



Request Headers/Create New Report - 2

1. Request Policy	This field will default as appropriate.
2. Trip Name	Enter a brief and accurate description of the nature of the business trip. **Does trip include a Level 3 or 4 Country/Region?** Level 3 or 4 Country/Region field is required. Refer to the Company Notes section in Concur for additional assistance with the Level 3 or 4 Country/Region dropdown. Note: Many fields have a Quick Help Guide, identified by a question mark in a gray circle. Hover over any Quick Help Guide for helpful information as you complete each field.
3. Business Travel Start Date	Enter the first day of your travel.
4. Business Travel End Date	Enter the last day of your travel.
5. Trip Purpose	Make a selection from the dropdown, as appropriate. TIP: A conference Travel Request requires an attachment of a conference brochure, or the information noted in the Business Justification field of conference name, topic, date and location.
6. Professional Development Travel Award #	If your expenses are partially or fully funded by AAUP or UCPEA, enter the Faculty Travel Funding Request # or Professional Development Fund Award Request #, respectively.

Request Headers/Create New Report - 3

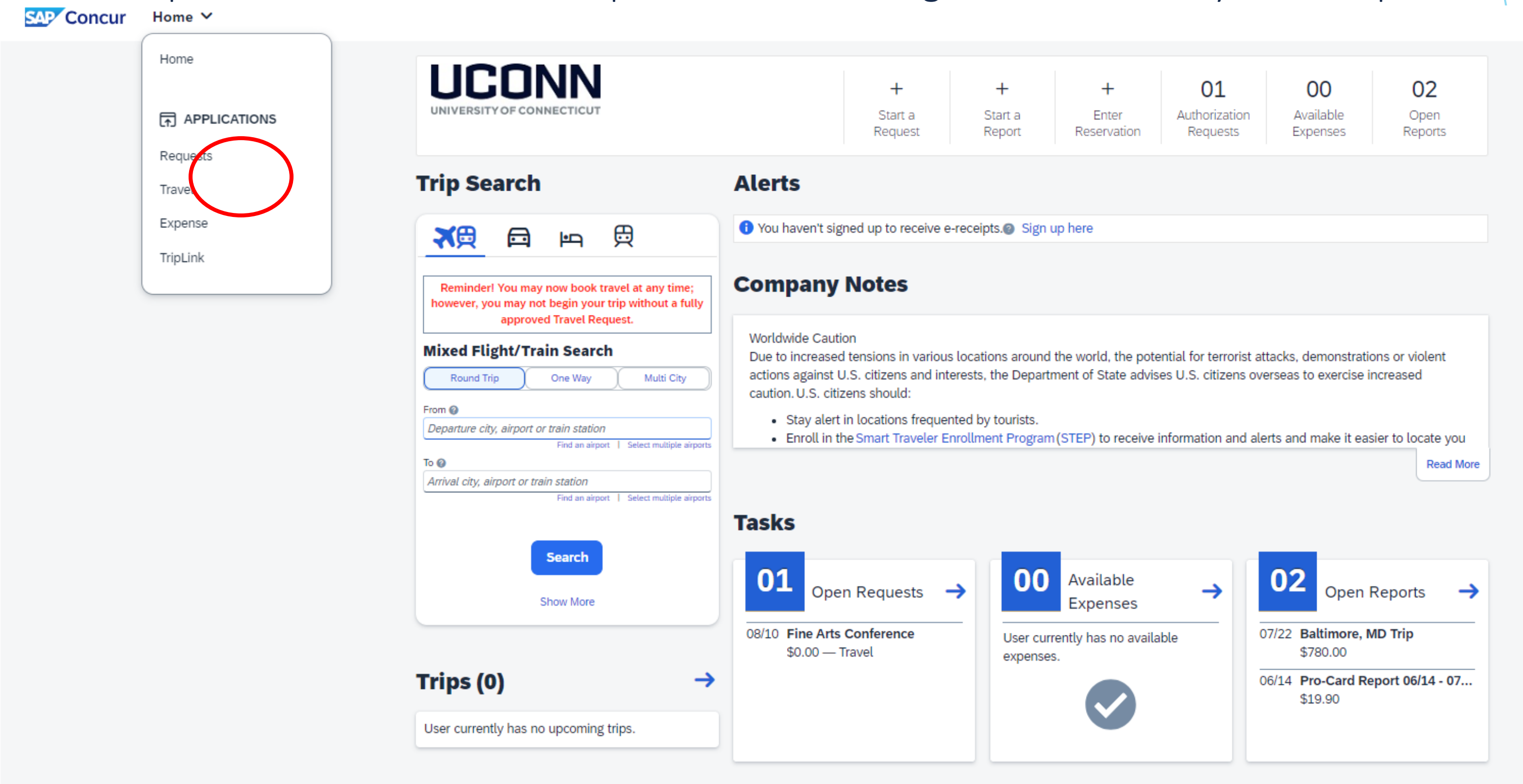
7. Traveler Type	This field defaults from your profile. *Note: If this is a Travel Request for a Guest or Student you will select appropriate traveler type from the drop-down menu.*
8.. Trip Type	Make a selection from the dropdown, as appropriate. Note: When traveling to more than one business location, use the furthest trip type option (ex: Washington/Canada travel - Intl). If traveling outside of the US, select International.
9. Does this trip include personal travel?	Choose yes if you are including additional time outside of business travel. If yes a business comparison for flights must be attached. Comparison needs to be done at time of booking NOT when trip is completed. ? If you are including additional time outside of business travel, select yes. If yes, a business comparison for flights must be attached when submitting the expense report. Comparisons need to be done at the time of booking not when the trip is completed.
10. Personal Travel Dates?	Complete this field, if personal travel = Yes. Note: At time of booking, the traveler should obtain a cost comparison in Concur. Cost comparisons must be attached to the Expense Report at the time of submission. Business Purpose/Justification. Enter a brief description stating the business purpose of travel.

Request Headers/Create New Report - 4

11. Business Purpose/Justification?	Please enter a detailed description stating the business purpose of travel and how this benefits the University of Connecticut
12. Account #	This field should pre-populate to your default/home department account - based on profile settings. If the account does not auto populate, type your KFS number in the Account Number field. Then select the account from the menu options that display.
13. Sub Account #	If the KFS account you are using has an associated sub-account number, type your sub-account number in the **Sub-Account Number** field, then select the account from the menu options that display.
14. Create Report	Create Report

Starting from an Approved Request

UConn related business travel, that includes Air, Car Rental, and/or Hotel, must have a Travel Request (within Concur) submitted and approved before the start of that trip. Cancelled trips also require the fully approved travel request to reconcile travel expenses even through travel has not yet taken place.

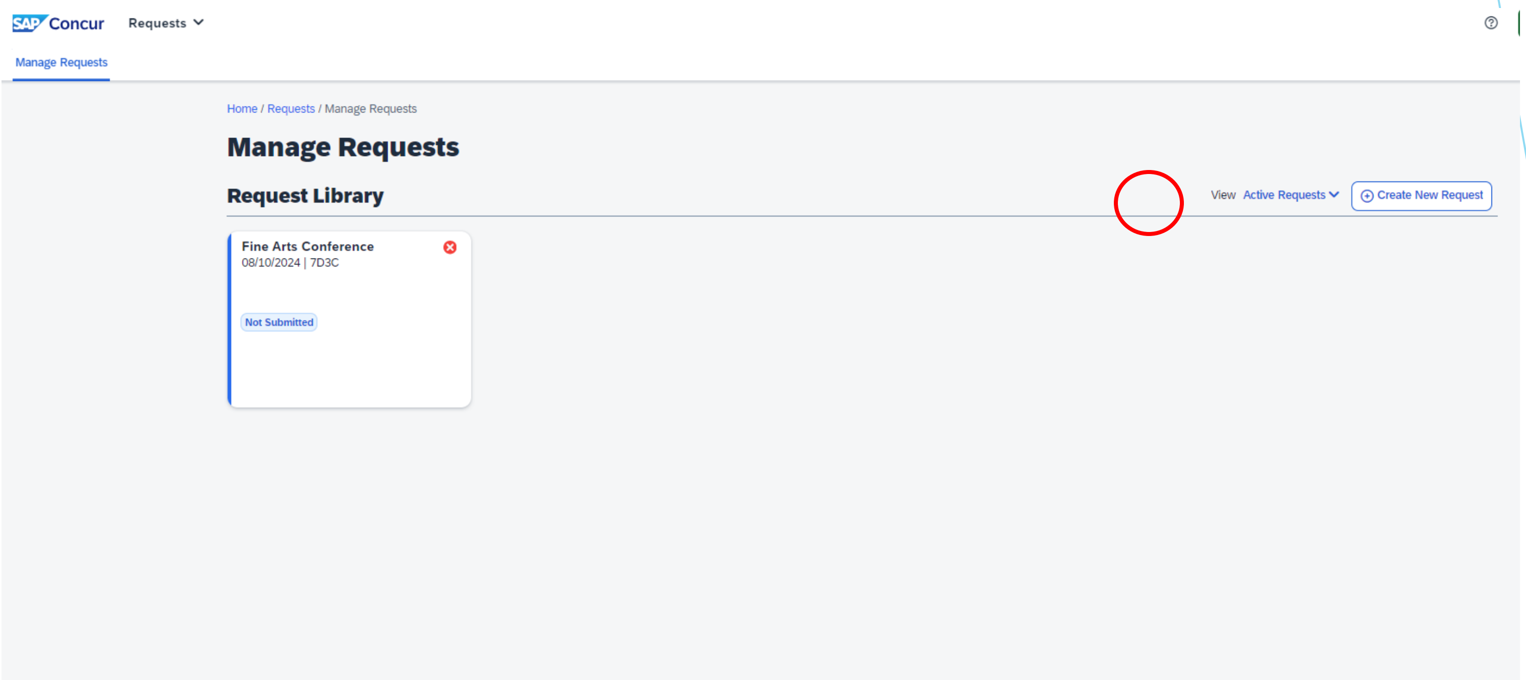


Starting from an Approved Request

1. From the Concur homepage, click the Home dropdown in the upper left-hand corner and select Request.

Starting from an Approved Request - 2

2. Click the drop-down arrow beside view and select **Approved** from the drop-down list.



3. Locate the appropriate approved request and click on it to open the request.

4. Click **Create Expense Report** from the top right of the approved request. The expense report is created, auto filling most of the report header fields from the linked request.

Starting from an Approved Request - 3

5. Click the **Expense Detail** drop-down arrow and select **Report Header** to review the fields that automatically feed over from the linked Travel Request for accuracy.

6. **Update the Business Travel State Date, End Date** and **Personal Travel** fields. If **Personal Travel is Y**, specific dates should be entered in the **Personal Travel Dates** field.

Note: If the cancelled trip was originally schedule for a future date you may be required to change the Business start and end date on the report header to a date in the past in order to submit the expenses.

7. If this **Expense Report** is being created by an employee for charges incurred on behalf of the Guest to the **Employee's Travel Card** select the **Traveler Type** of **Guest** and answer the question to state whether the **pre-approval was obtained through a Concur Travel Request** or if **Pre-approval is maintained by the Department or is attached**. Supporting documents can be attached to the expense report via the Manage Receipts drop-down menu.

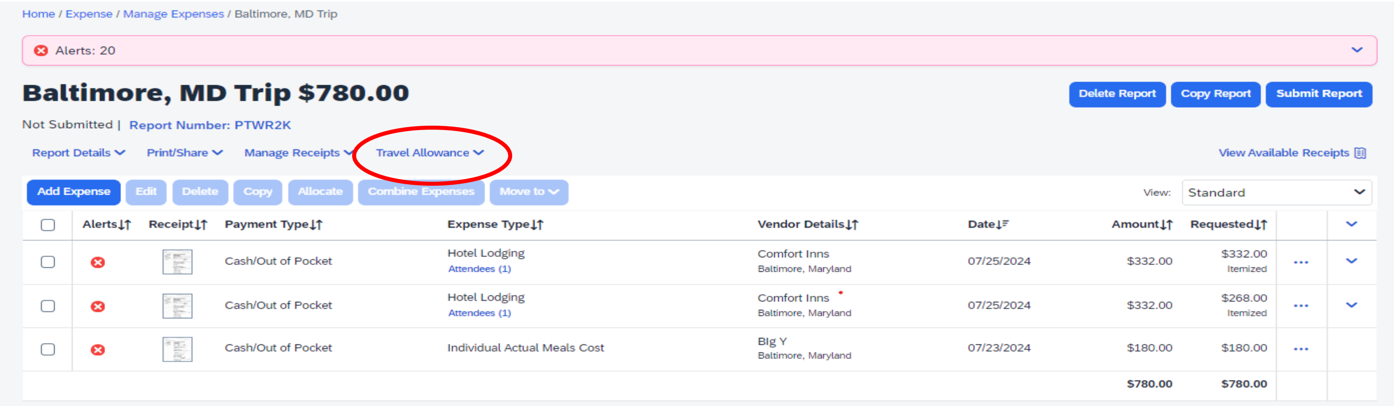
Starting from an Approved Request – 4

8. If this Expense report is being created in an Employee's profile for a Student's Airfare or Hotel that has been charged to the Employee's Travel Card, or a Car rental that was direct billed to UConn, the employee is required to choose the appropriate Traveler type for the Student.
9. Enter a Travel Award No. when applicable.

Note: When applicable, UCPEA/AAUP award letter must be attached to expense report prior to submission.

10. Update any other header fields, as necessary.
11. Scroll to the bottom of the Report Header. The **Claim Travel Allowance** menu displays.
12. Click **Yes**, if lodging or meal expenses will be included in the expense report. The **Travel Allowances** window will display, skip ahead to the **Travel Allowance Itineraries** section of this training document.
13. Click **Next**.

Starting from an Approved Request – 5



Linking an Approved Expense

Linking an Approved Request

To link a fully approved request to an existing expense report follow the steps below:

1. From the Open expense report click the **Report Details** drop-down arrow.
2. Click **Manage Requests** from the drop-down menu.
3. A pop up will appear with a list of your fully approved available requests. Click **Add** at the top left.
4. Under **Available Requests** click the **checkbox** beside the appropriate request and click **Add to Report**.

Travel Allowance Itineraries

Travel Allowance Itineraries – Per Diem

TRAVEL ALLOWANCES

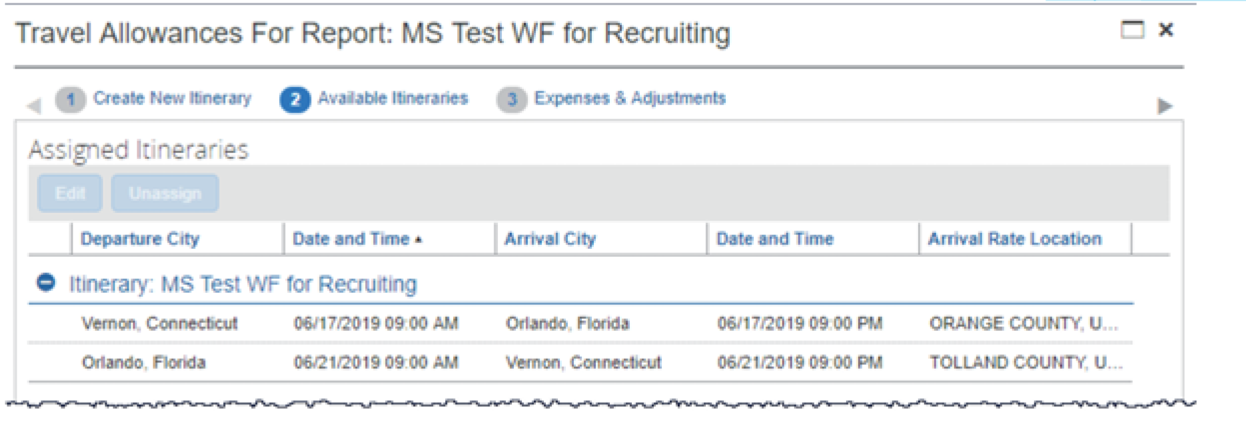
Travel Allowances include Lodging and Meal Per Diems. Travelers may claim meal per diem, or individual actual meals, as permitted by their funding source.

Below are itinerary options available, which determine the travel allowance for each day of business travel. From the Open Expense Report Click the **Travel Allowance** drop-down arrow and select **Manage Travel Allowance**.

Available Itinerary

Use this option when a travel allowance itinerary was previously created for the dates of the trip.

1. At the bottom of the **Travel Allowances** pop up under **Available Itinerary** click the drop-down arrow to select a viewing criteria.
2. Select the appropriate itinerary and then click **Assign**. The selected itinerary now displays within the **Assigned Itineraries** section.
3. Click **Next>>** at the bottom right. Skip ahead to the expenses and adjustments section of this training document



Travel Allowance Itineraries – Per Diem - 2

Create Itinerary

Use this option if no previous Travel Allowance itinerary was created.

1. On the **Travel Allowances** pop-up click the **Create New Itinerary tab**.
2. Click **Import Itinerary**. Information may be imported from this menu if travel was booked with Concur/UConn's **TMC and/or** the itinerary was forwarded to plans@concur.com.

Note: The email address, used to forward an external itinerary, must be verified through the traveler's Concur Profile.

3. Edit itinerary information as necessary.
4. If no itinerary shows when **Import Itinerary** is clicked, enter details for the **first leg** of your trip in the **New Itinerary Stop box** to the right.
    a. **Departure City**. This should reflect the city you depart from.
    b. **Date and Time**. Enter details for the date and time you left the departure city.

Note: The dates on each itinerary stop are usually the same, as a traveler generally departs and arrives on the same date.

Travel Allowance Itineraries – Per Diem - 3

c. **Arrival City**. This should reflect your destination city.

d. **Date and Time**. Enter details for the date and time you arrived in the arrival city.

5. Click **Save**.

6. Repeat the steps above, for your return itinerary. If this is a multi-destination trip, additional itinerary stops may be needed.

7. After completing the itinerary stops click **Next>>** at the bottom right and then click **Next>>** again.

Travel Allowances |Expenses & Adjustments

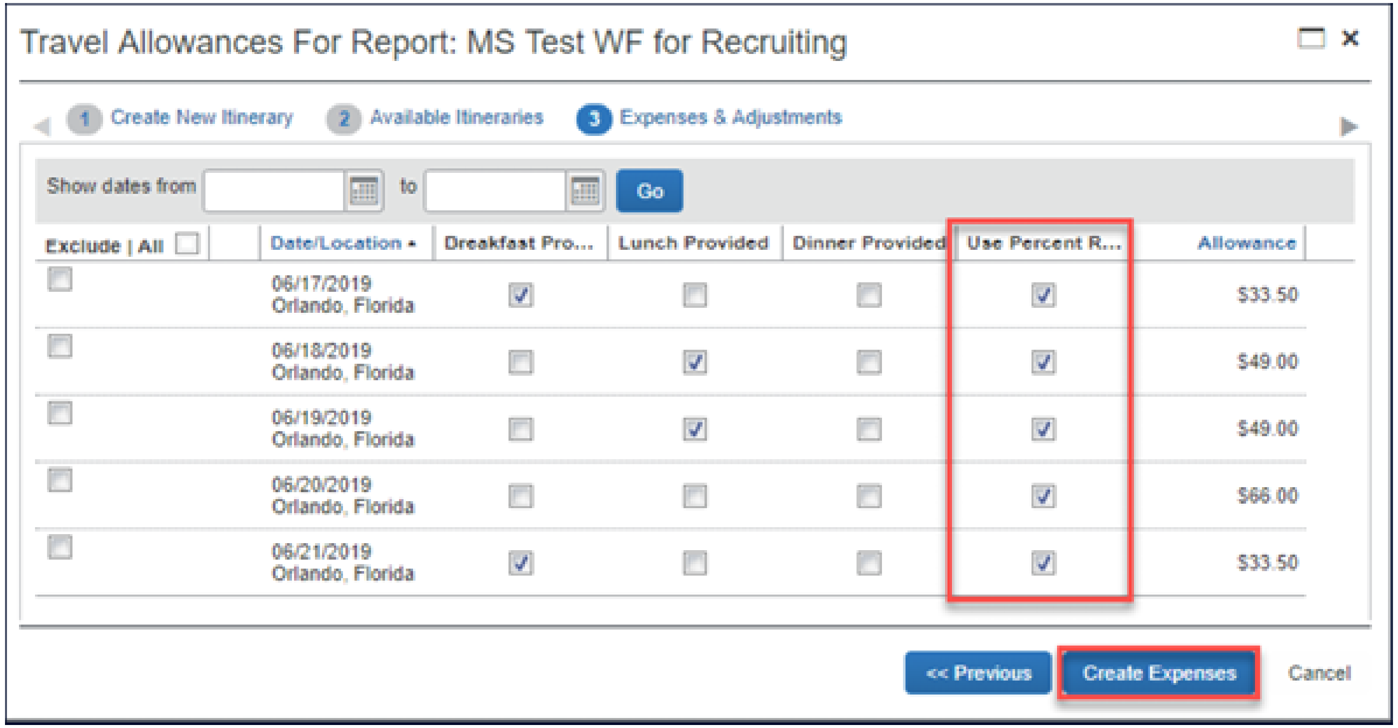
Travel Allowances | Expenses & Adjustments

1. Click the checkboxes to indicate any meals that were provided during your trip, as necessary.
2. Click **the Exclude | All checkbox** if the travel card was used for individual actual meal expenses.
3. **ALWAYS** click the **Use Percent Rule** checkbox for each date of travel.

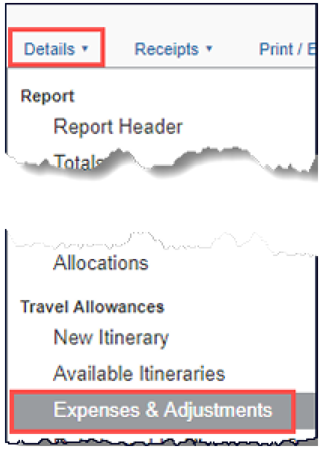
Note: The Use Percent Rule allows Concur to calculate 150% of the published lodging GSA rate.

4. Click **Create Expenses**. If claiming Meal Per Diem, Daily Allowances will display as individual line items on the expense report.
5. To modify Meal Per Diem/Daily Allowance expense items from an open expense report, Click the **Travel Allowance** drop-down arrow and select **Manage Travel Allowance** and then click **Expenses & Adjustments**.

Travel Allowance Itineraries – Per Diem - 4



NOTE: To modify individual Meal Per Diem expense items from an open expense report, click the **Details** dropdown, and then click **Expenses & Adjustments**.



Creating a Travel Allowance Itinerary

Single Day Travel Allowance

Single Day Travel Allowance

OVERVIEW

Single day travel allowances apply for per diem when you have incurred meals during a business trip that is at least 10 consecutive business hours but does not involve an overnight stay.

A traveler's meal per diem amount(s) – for a Single Day Travel Allowance - will equal 75% of the allowable GSA rate, based on the End Location.

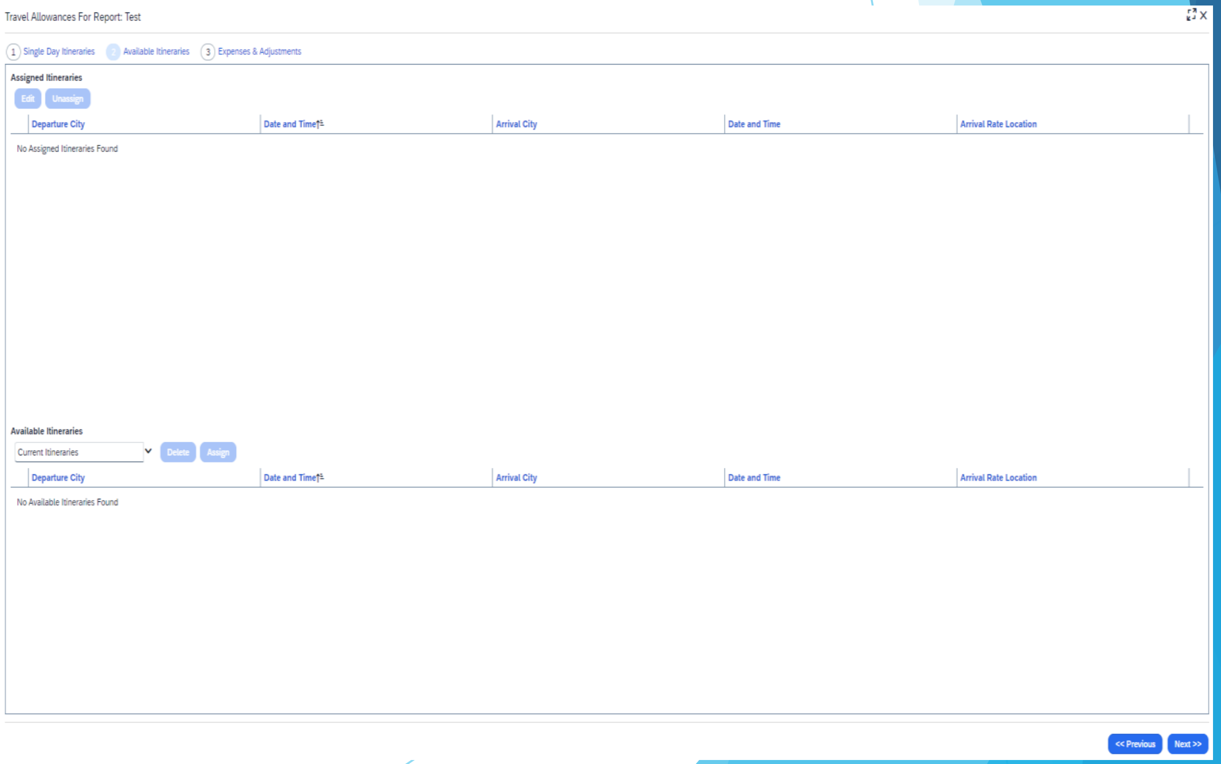
Single Day individual meals (meal per diem or directly reimbursed) are taxable. This excludes business meals. Please note the taxable amounts will be reported to Payroll to be included in your earnings. This document provides an overview for expensing meals using a single day itinerary in Concur.

SINGLE DAY TRAVEL ALLOWANCES

1. From within an Expense Report, complete the required **Report Header** fields then scroll to the bottom of the Report Header. **The Claim Travel Allowance** menu displays.

2. Click **Yes**, since meal (Per diem) expenses will be included with the expense report. **The Travel Allowances** window will display, skip ahead to the **Travel Allowances** Itineraries section of this training document.

3. Click **Next.**

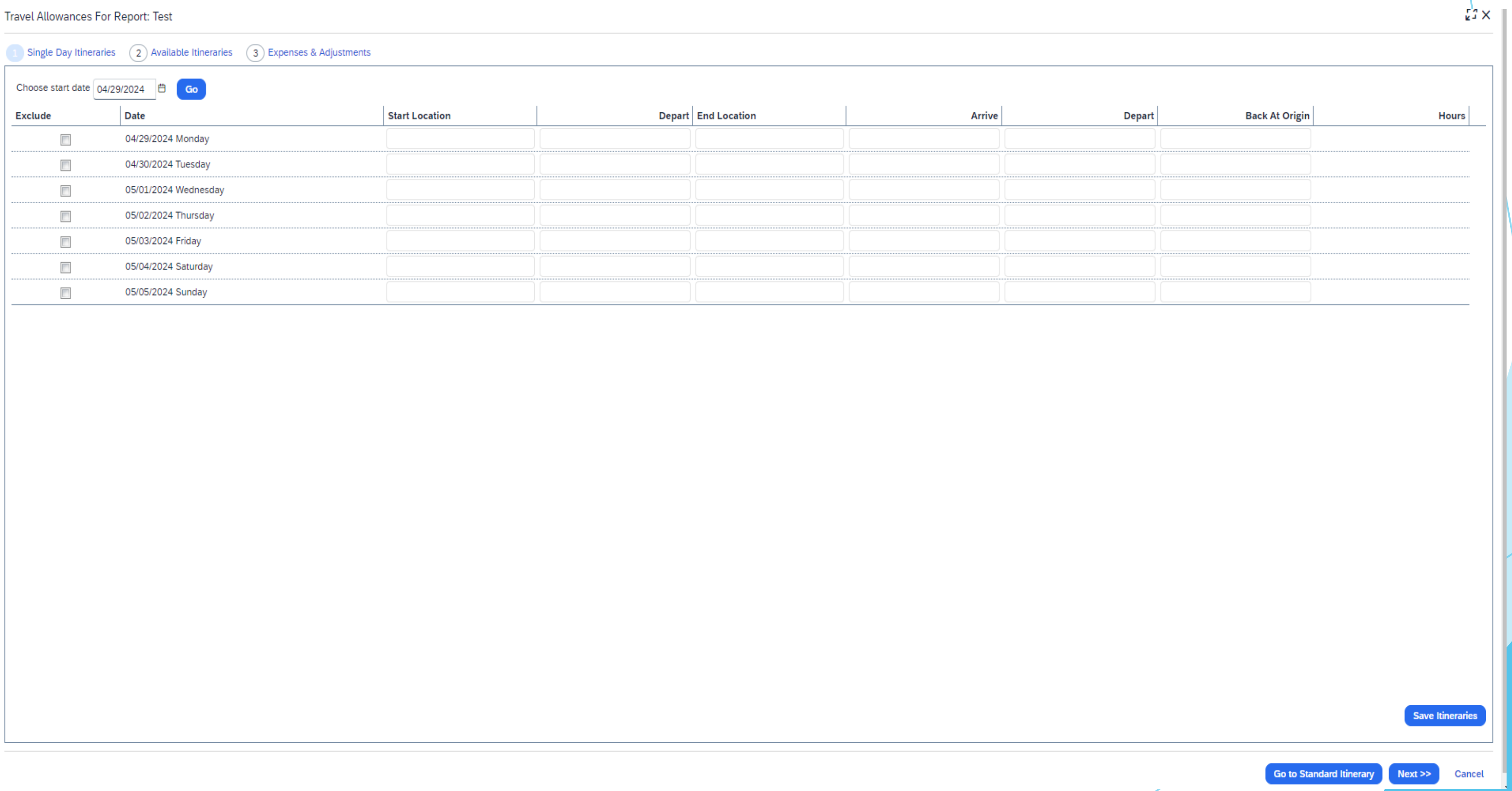


Single Day Travel Allowance - 2

4. Click Create New Itinerary.

5. Click Go to Single Day Itineraries.

6. Modify the date displaying in the **Choose start date** field and then click **Go**.



Single Day Travel Allowance - 3

6. For the **date(s)** you are claiming a Travel Allowance (Meals Per Diem), complete the following fields:

- **Start Location:** Enter your starting location for that day and click Tab.
- **Depart (time):** Enter the time you left and click Tab.
- **End Location:** Enter your last business destination of the day and click Tab.
- **Arrive (time):** Enter the time you arrived at your final business location and click Tab.
- **Depart (time):** Enter the time you left the "End Location" and then click Tab.
- **Back at Origin (time):** Enter the time you arrived home and click Tab.
- **Hours:** If the length of your travel is 10 hours or more, 75% of the allowable GSA Per Diem rate displays

7. Click **Save.**

If you have additional single day travel allowances to enter for a different week, (after saving):

Change the Choose start date: field.

Click **Go**.

Enter the applicable data.

Note: Any days where meals have already been requested on ANY expense report for the date period displayed will show the message An itinerary already exists for this day or Itinerary has been created. You cannot claim meals forthe same day twice.

Single Day Travel Allowance - 4

Click Next>>. The Available Itineraries display.

Click Next>>. The Expenses & Adjustments view displays.

Check off any meals that were provided during the day of travel, as applicable.

Note(S): (1) The Allowance column meal per diem amount(s) equal to 75% of the allowable GSA rate for the city of travel. (2) The allowance amounts adjust appropriately when meals are provided for any given day. (3) Allowance amounts will appear as $0.00 if the length of travel for any single day itinerary is less than 10 hours.

Click Create Expenses. Your expense report displays, listing each single day allowance to the left.

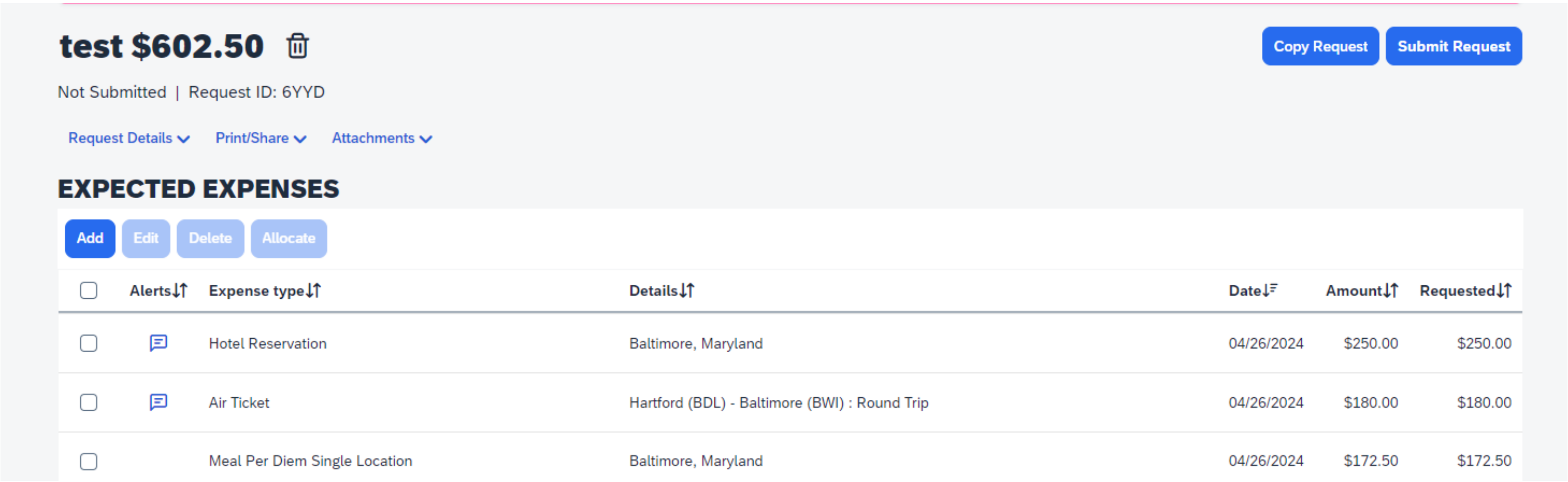
If applicable, add remaining business expenses that were incurred during the single day of travel.

Once expense report is completed, Submit Report.

Copying an Expense

Copying an Expense

Recurring business expenses can be copied from a previous expense and then updated for the new expense item.



1. With the expense report open, select the **expense** you want to copy.
2. Click **Copy**. The new expense is added to the Expenses list with a date one day later than the original expense.
3. Click to open the copied expense.

Copying an Expense - 2

4. Review the details of the expense to confirm accuracy for the new expense item.
5. Modify applicable fields for the new expense where allowed, as necessary.

Note: (1) All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense. (2) Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are NOT copied to the new expense.

6. Once updated, click Save Expense.

Itemizing Expenses

Hotel Lodging: Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses which may include nightly room charges, nightly room taxes, parking, meals, etc. You must itemize these expenses as they appear on the hotel folio to ensure your reimbursement is processed in a timely manner.

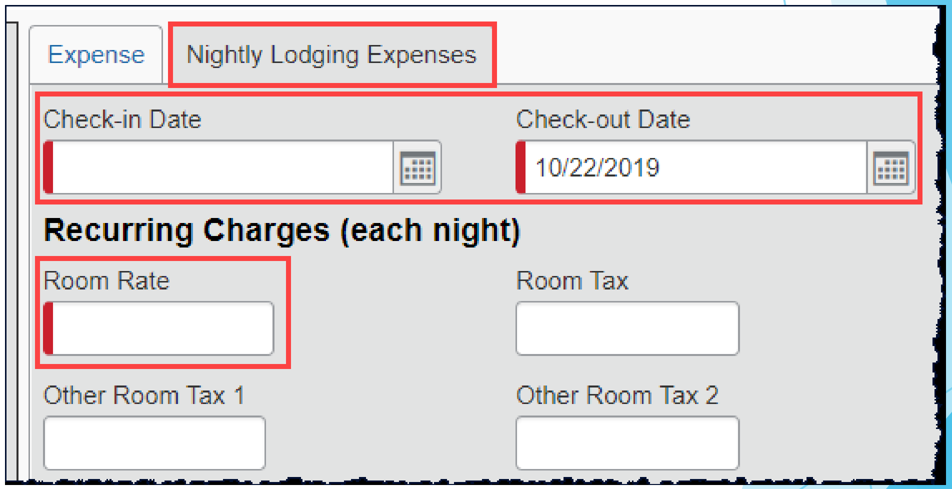
1. With the expense report open, select Hotel Lodging from the expense type listing.

2. Complete all required fields marked with a **red asterisk**.

3. Complete optional fields, as necessary.

4. Click the **Itemizations** tab, click **Create Itemization**.

5. Select the appropriate lodging expense type. You can then select if this entry type is a reoccurring or single itemization.



6. Select whether your hotel room rate was **The Same Every Night**, or **Not the Same**.

7. Enter the **Room Rate (per night)** and **Room Tax (per night)**, as applicable.

8. Click **Save Itemizations**.

9. Click **Save Expense**. The word Itemized appears to the right of the expense under the Requested column

Itemizing Hotel Deposits

Hotel deposits made prior to the hotel stay will be listed on the final itemized hotel folio. Each charge listed on the hotel folio must be itemized under a Hotel Lodging expense line item (e.g., nightly rate, taxes, hotel deposit (when applicable) parking, laundry, room service, etc.). Itemize the hotel deposit individually using the **Hotel Lodging Deposit** expense type, ensuring the amount is entered as a negative number (for example, if the deposit was $100, enter the amount as -100 in the hotel lodging deposit amount field).

Additional information is available in our Expensing a Hotel Deposit training document.

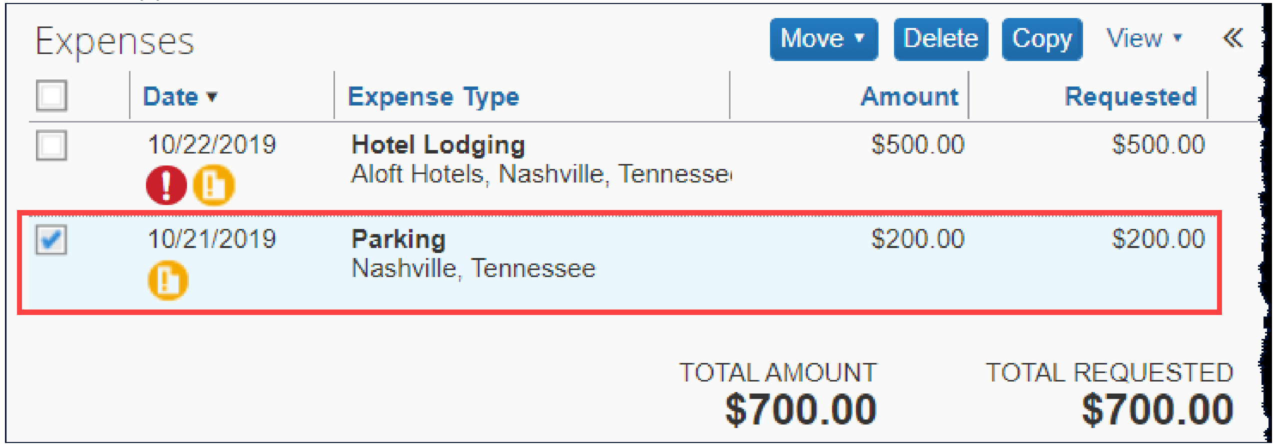
Itemizing Partially Non-Reimbursable Expenses

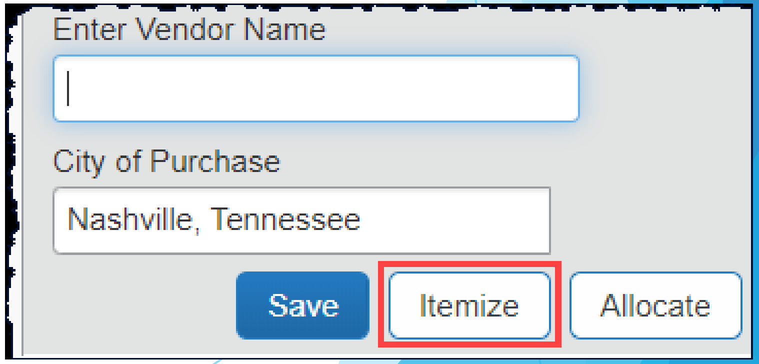
Users can Itemize any expense that includes both business and personal expenses, or that is only partially funded, therefore requiring some out of pocket (Non-Reimbursable/Personal) contribution.

1. **Create** an expense line item as usual, then click the **Itemizations Tab**. You can also click to select an existing expense item from the list of transactions on the expense report then click **Edit** and then the Itemizations Tab.

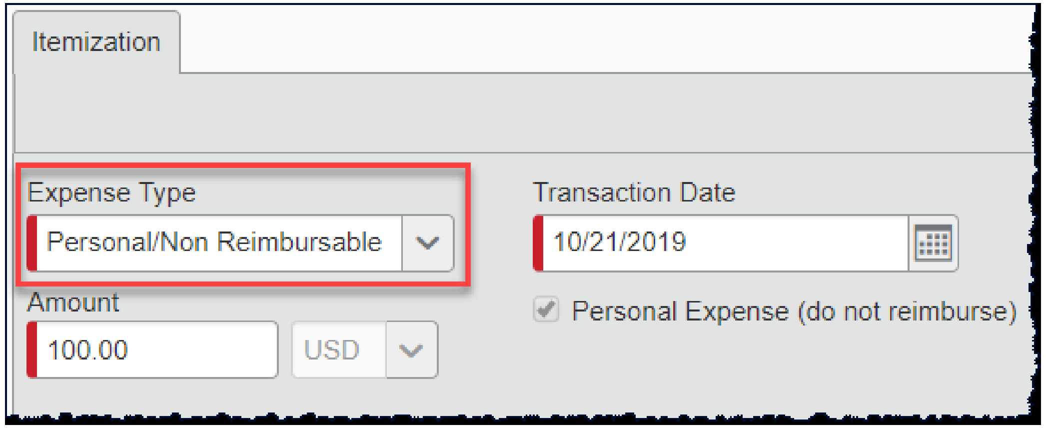
2. Click **Create Itemizations**.

3. Select the **Expense Type (Personal/Non-Reimbursable)** that applies to the first itemization from the dropdown list. The page refreshes, displaying the required and optional fields for the selected expense type.





Itemizing Partially Non-Reimbursable Expenses



4. Complete all required fields marked with a **red asterisk**.

5. Click **Save Itemization**. The newly created itemization appears.

6. For each additional itemization, on the **Itemizations tab**, click **Create Itemization**, select the appropriate expense type and complete the appropriate fields. Once you have itemized the Remaining amount of the charge, an alert displays a green Success checkmark.

7. Click **Save Expense**. The word Itemized appears to the right of the expense under the Requested column.

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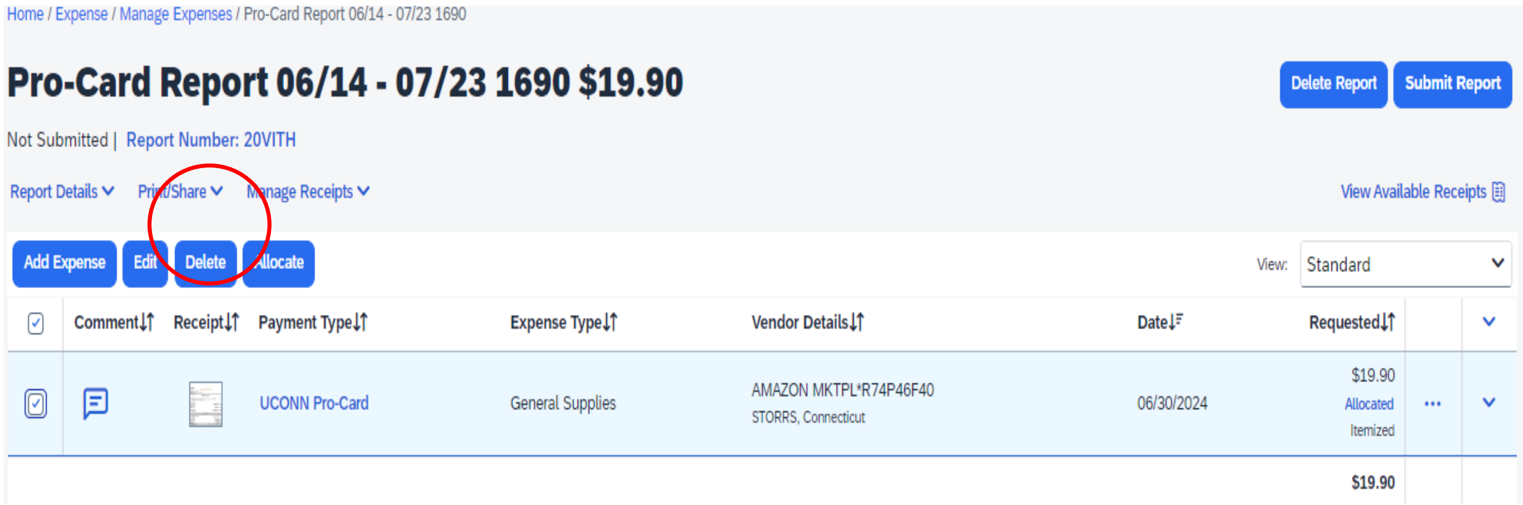
Allocating Expenses

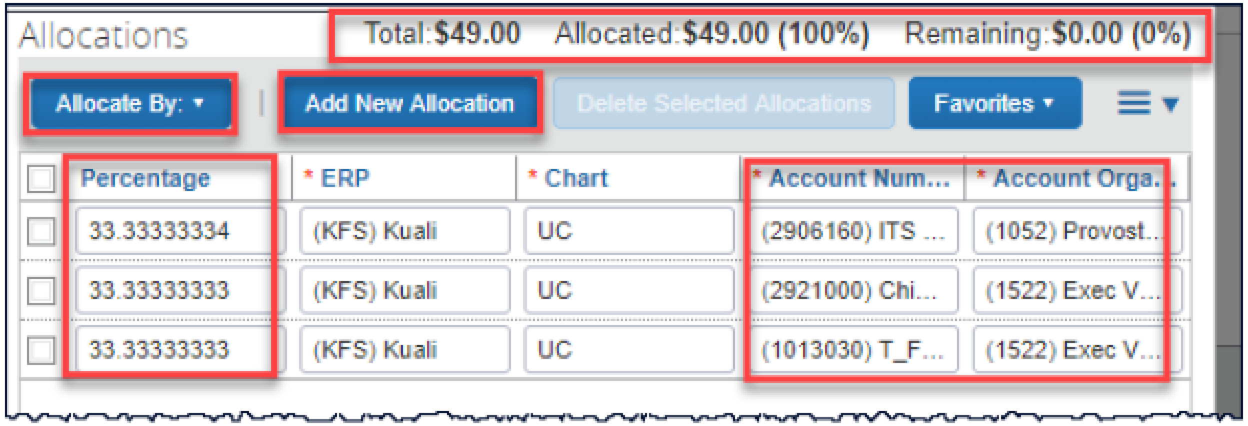
Allocate a Single Expense

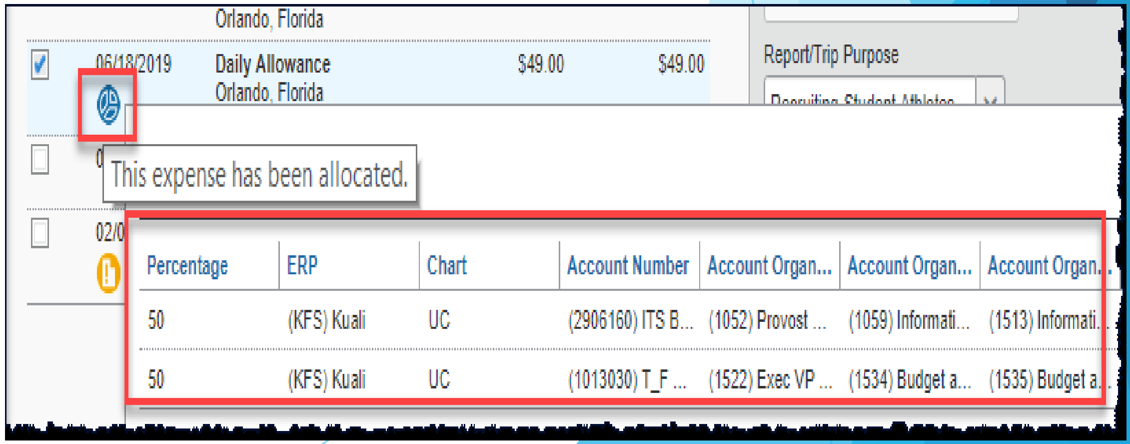
1. With the report open, click the **checkbox beside an expense line**.
2. Click **Allocate**.
3. You can allocate between multiple accounts and do so by percent or amount.



Allocate Multiple Expenses

1. With the report open, click the **checkbox** beside the appropriate expense lines.
2. Click **Allocate**. The Allocations for Report window appears.
3. Select **Percent** to allocate by percentage or **Amount** to allocate by actual dollar amount.
4. Click **Add**.
5. Add as many allocations as necessary, from the **New Allocation** or **Favorite Allocations** tabs.
6. Enter the KFS account in the **Account number** field.
7. Click **Save**. The word allocated appears to the right of the expense under the Requested column.





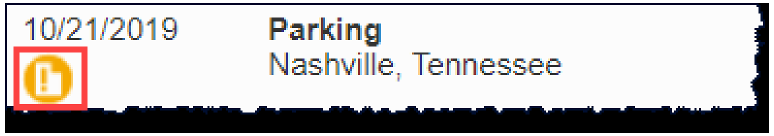
Receipts

Receipts / Email Receipts

Concur is configured to comply with the receipt requirements, as per the Travel and Expense policy. Receipts can be sent to your available receipt queue to be attached to an expense report at a later date, via email or through the Concur mobile app.

Required Receipts

Expense transactions that require receipts can be identified by the Receipt Required icon next to the item in the expense list.



Email Receipts

Before emailing receipts to the Available Receipts library, you must **verify** your email address in the **Personal Information** section of your **Profile**.

Profile Set Up | Email Verification

1. Click **Profile > Profile Settings**. The Profile Options page appears.
2. Click **Personal Information** from the left navigation pane. The Personal Information screen displays.
3. Scroll down to the **Email Addresses** section and click **Add an Email Address**.

Receipts / Email Receipts – 2

4. Follow the below steps to verify your email address:
    a. Once you have saved an email address, click Verify.
    b. Check your email for a verification message from Concur.
    c. Copy the code from the email message into the Enter Code box next to the email address.
    d. Click OK to submit the code and complete verification.
5. Address your email to receipts@concur.com, attach a single receipt image, and send the email. This method sends an image of the receipt to the available receipts queue.
6. Alternatively, for automated expense itemization, address your email to receipts@expenseit.com, attach a single receipt image, and send the email. This method sends an image of the receipt, creates an expense line item for the transaction and itemizes the expenses on the receipt.

Note: Receipt file formats must be one of the following: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. Maximum file size cannot exceed 5MB, per receipt.

Uploading Receipts from your Computer

Files saved to a folder on your computer may be uploaded directly into a user's **Available Receipts** queue in Concur using the following steps.

1. Scan the documentation. Save to a folder on your computer.
2. Click **Expense** (from the top ribbon).
3. Scroll to the bottom of the Manage Expenses view.
4. Click **Upload Receipt Image**. The Receipt Upload window appears.
5. Locate the desired image(s), select, and click **Open**. The image(s) is Uploaded and available to be attached to an Expense report at any time.

Attach an Available Receipt to an Expense Entry

1. In the open expense report, click the **Red Receipt icon** on the expense entry line. From the **Attach Receipt** menu select **Upload Receipt Images** or select from the list of receipts previously uploaded to Concur.

2. A thumbnail image of the receipt will now appear. Click on the image to view a larger version of the receipt.

3. To detach a receipt from the expense line entry, click on the thumbnail image of the receipt and click **Detach**.

4. To add additional receipt**s** to the same expense, click on the thumbnail image of the receipt and click **Append**.

Attaching Supporting Documents to the Report Header

Conference brochures, travel award letters and other supporting documentation are sometimes required to be attached to the header level of an expense report. Use the following steps to attach documents to the Expense Report Header.

1. From the open expense report click **Manage Receipts**.
2. Click **Manage Attachments**.
3. From the **Attach receipt window click Upload Report Level Attachment**.
4. Locate the desired image(s), select, and click **Open**.

Detaching Receipts from the Report Header

1. To detach all receipts from the report header, Click the **Receipts** drop down menu at the top of the expense report.

2. Click **Delete receipt images**. This will delete all documents attached to the report header. Documents cannot be deleted individually from the report header.

Missing Receipt Declaration

A Missing Receipt Declaration can be generated for a transaction missing a required receipt.

Only the owner of an expense report can create a Missing Receipt Declaration. I.E., a delegate CANNOT create a missing receipt declaration on behalf of another traveler.

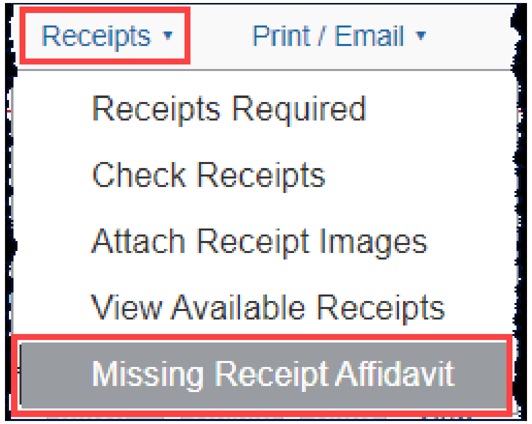
Note: The missing receipt affidavit cannot be used for a trip segment – i.e., Airfare, Hotel, Car Rental, Train.

1. To attach a missing receipt affidavit, From the open expense report click **Manage Receipts**.

2. Click **Missing Receipt Declaration**. The Create Receipt Declaration pop-up displays.

3. Click the checkbox to select the applicable expense transaction.

4. Click **Accept & Create**.



Adding Attendees

Adding Attendees

For business meals, airfare, hotel and certain other expense types, all attendees associated with the expense must be identified and listed. Users can add attendees and attendee groups to Concur in the Expense Profile Settings.

When selecting the expense type **Business Meals/Hospitality <10**, all attendees must be listed. When selecting the expense type **Business Meals/Hospitality 10+**, the event functionality within the expense type should be used. Creating an event allows you to specify the number of attendees, rather than listing out the individual names.

1. With the report open, from the expense screen click **Attendees**.

2. In the **Attendees** window Click **View Attendees**.

3. The **Add Attendees** Window appears.

4. Click **Add**. Attendees can be added in several ways:
   a. **Recent Attendees** – Select the check box next to the appropriate attendee.
   b. **Attendee** – Search for the guest or Faculty/Staff/Student. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**.
   c. **Attendee Groups** – Select from your **Favorites** or **My Team** (these are configured in your Profile settings based on Core-CT).

5. Click **Save**.

Non-Travel Expense Report

Non-Travel Expense Report

Travel Card – Approved Charges

Approved Charges

- Hotel
- Airfare
- Train (Amtrak)
- Car Rental
  - Fuel for Rental
- Baggage Fees
- Individual Meal Costs (Travel Cards SHOULD be used for actual meal costs. Travel Cards CANNOT be used for meal Per Diem.)
- Gratuities
- Ground Transportation
  - Taxis
  - Uber/Lyft
  - Local train services (e.g., MetroNorth, MBTA, etc.)
  - Tolls
- Parking
- Registration fees for conferences in person or virtual

UCONN

Travel Card Use

Non-Travel Expense Report

Non-Travel Out of Pocket Purchases

The University requires faculty, staff and students to utilize the options in University Business Services (UBS) to procure purchases of allowable goods and services for official University use. Below are examples of the options available through UBS:

- HuskyBuy
- Purchase Orders or Disbursement Vouchers
- Procurement Card (PCard)
- Travel (T&E) Cards while in travel status

For any purchases made outside of the payment options listed above UConn will only reimburse/approve the following:

- Business meals purchased locally in compliance with the Travel and Entertainment Policy
- Registration for conferences, including virtual conferences
- Emergency purchases where normal procurement options were not available.
  - Documentation on why normal procurement options were not available must be provided.
  - Subject to final review and approval by Accounts Payable.

Reimbursements submitted later than 60 days after the transaction date of the expense will be paid only at the discretion of the appropriate Department Head, Director, or Dean, subject to final review and approval by Accounts Payable. In no event will reimbursements submitted later than 120 days after the transaction date be reimbursed, even with approval from the appropriate Department Head, Director, or Dean. Requests for reimbursements can only be processed through Concur.   Employees are highly encouraged to contact purchasing prior to expending personal funds.

Non-Travel Expense Report

Creating a Non-Travel Expense Report

Business travel that does NOT include Air, Car Rental, and/or Hotel, does NOT require a pre-approved Concur request would be started from the Expense Module.

1. From the Concur homepage, click **Start a Report**. A new expense report displays.
2. Click the drop-down list under Policy and select ***UCONN Non-Travel Expense**.
3. Complete the **Justification for Purchase not through HuskyBuy/PCard** field.
4. Complete the required report header fields, identified with a red asterisk above each field.
5. If this **Expense Report** is being created in an Employee's profile for charges incurred on behalf of the Guest such as Virtual Conference or Business Meals to **the Employee's Travel Card** select **the Traveler Type of Guest** and answer the question to state whether the **preapproval was obtained through a Concur Travel request** or if **Pre-approval is maintained by the Department or is attached**. Supporting documents can be attached to the expense report via the **Manage Receipts** drop-down menu.

Note: If this Expense report if for a Guest and the Trip Purpose is Recruiting – Post Offer travel the employee must attach a final itinerary/roster of the new employee or candidate's post-offer visit.

Non-Travel Expense Report - 2

6. If this Expense report is being created in an Employee's profile for a **Student's Non-Travel expenses such as Virtual Conference registration fee** that has been charged to the **Employee's Travel Card**, the employee is required to choose the appropriate Traveler type for the Student.

7. Update any optional fields, as necessary.

8. Scroll to the bottom of the Report Header. **The Claim Travel Allowance** menu displays.

9. Click **No**, since this is a Non-Travel expense report.

10. Click Create Report.

Adding Travel Card Expense

1. From the open expense report, click **Add Expense**.

2. Click **Available Expenses**. A list of **Travel Card Expenses** display. Travel card expenses are identified by an orange credit card icon.

3. From the **Available Expenses menu**, click the check box(es) for the appropriate Non-Travel related expenses to be added to the current expense report.

4. Click **Add to Report**.

5. Click the **checkbox** beside the travel card transaction added to the expense report and click **Edit** to verify or update the **Expense Type** is correct. Click the **Expense Type** drop-down arrow to select a different expense type if necessary.

Non-Travel Expense Report - 3

6. Complete all required fields marked with a red asterisk.

7. Complete optional fields, as necessary.

8. As necessary, click any of the following:
   a. Click **Itemizations** (to itemize the expense into multiple expense types).
   b. Click **Allocate** (to allocate the expense to one or more KFS accounts).
   c. Click **Attach Receipt Image** (to upload and attach receipt images).
   d. **Attendees** (to add the name of the individual who used the expense).

Adding Out-of-Pocket Expenses

Out of Pocket expenses must be added manually from within an open expense report.

Note: Guest reimbursement of Out-of-Pocket expenses should be processed via HuskyBuy. Student reimbursement of Out-of-Pocket expenses should be processed in the student's own profile in Concur.

1. From the open expense report, click Add Expense.

2. Click Create New Expense

3. Select the appropriate expense type from the options available or type the expense type in the search field.

4. Complete all required fields marked with a red asterisk.

5. Complete optional fields, as necessary.

Non-Travel Expense Report - 4

6. As necessary, click any of the following:
   a. Click **Itemizations** (to itemize the expense into multiple expense types).
   b. Click **Allocate** (to allocate the expense to one or more KFS accounts).
   c. Click **Attach Receipt Image** (to upload and attach receipt images).
   d. **Attendees** (to add the name of the individual who used the expense)

Adding Attendees

For business meals, airfare, hotel and certain other expense types, all attendees associated with the expense must be identified and listed. Users can add attendees and attendee groups to Concur in the Expense Profile Settings.

When selecting the expense type **Business Meals/Hospitality <10**, all attendees must be listed.

1. With the report open, from the expense screen click **Attendees** from the line with the Business Meal expense.

2. In the **Attendees** window Click **View Attendees**.

3. The **Add Attendees** Window appears.

4. Click **Add.** Attendees can be added in several ways:

   e. **Recent Attendees** – Select the check box next to the appropriate attendee.
   f. **Attendee** – Search for the guest or Faculty/Staff/Student. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**.

Non-Travel Expense Report - 5

g. **Attendee Groups** – Select from your Favorites or My Team (these are configured in your Profile settings based on Core-CT).

5. Click **Attach Receipt, select Receipt**.

6. Click **Save Expense**.

If you are selecting the expense type of Business Meals/Hospitality 10+ Attendees, you can follow the simplified process below.

When selecting the expense type **Business Meals/Hospitality 10+**, the event functionality within the expense type should be used. Creating an event allows you to specify the number of attendees and attach the list of attendees via the receipt menu, rather than listing out the individual names.

1. With the report open, click the **checkbox** beside the Business Meal expense and click **Edit**.

2. Click **Attendees**.

3. The Add Attendees Window appears. Click **Add.**

4. Click the **Attendees tab**. From the drop-down list for Choose an **Attendee Type**, select **Group Event 10+ Attendees** and click **More Search Options.**

5. Enter the **Event Name** and **Institution/Company** then click **Attendee** at the bottom right.

6. **Attendee** has now been added. Click **cancel** to view.

Non-Travel Expense Report – 6

7. Enter the number of attendees in the **Attendee Count** field and click **Save** at the bottom right.
8. Click **Attendees** to edit the **Attendee Count** field again if necessary and **save**.
9. Click **Attach Receipt**, select **Receipt.**
10. Click **Save Expense.**

Submitting Your Report

1. On the expense report page, click **Submit Report**.
2. Scroll through and read to the end of the Attestation.
3. Click **Accept & Submit**. The **Report Totals** window displays.
4. Review the information for accuracy, and then click **Submit Report**. The **Report Status** window appears.
5. Click **Close**.

Note: If you have not met policy requirements when completing the details of your report, a message will display describing the report error or alert. Correct the error, or if you require help to complete the task, contact travel@uconn.edu

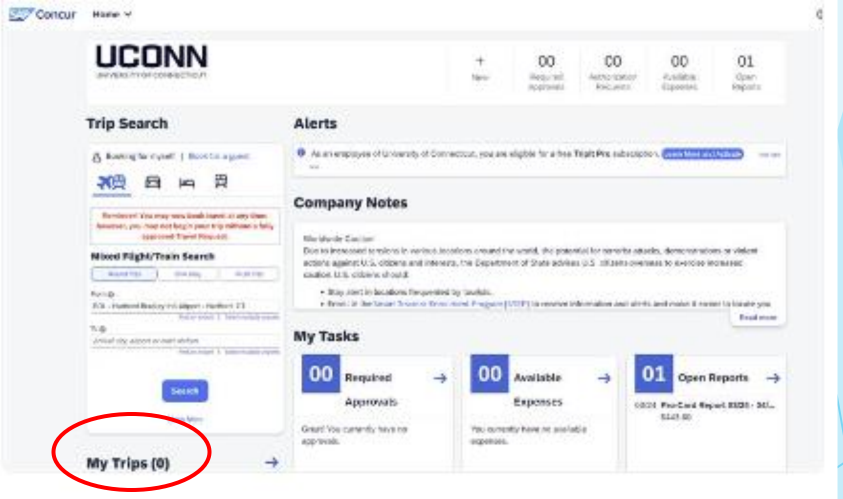
Expensing Cancelled Trips

How to Expense a Cancelled Trip

If an upcoming trip requires **changes or a partial cancellation**, please contact Anthony Travel for Assistance.

If an upcoming trip requires a **full cancellation of all segments**, you have the option of canceling your booking online in Concur or contacting Anthony Travel for assistance.

Follow the instructions below to complete a **full cancellation of all segments** on your trip in Concur.



1. Click Travel at the top of the Concur page.

2. In the Travel module, click **Upcoming Trips**.
   *To review trip details, click on the link under **Trip Name/Description**.*

3. Click **Cancel Trip**.

4. The **Cancel Trip** popup box will display.
   Enter any comments you would like to add for reporting purposes.

5. If a hotel was booked as a part of the trip you are cancelling, Concur will display the **Rules and cancellation policy**. Click the **check box** to agree and click **Continue.**

6. The cancellations details will display with a message confirming **your trip has been successfully cancelled.**

Personal Car Mileage Expense Report

Personal Car Mileage Expense Report

Entering Personal Car Mileage

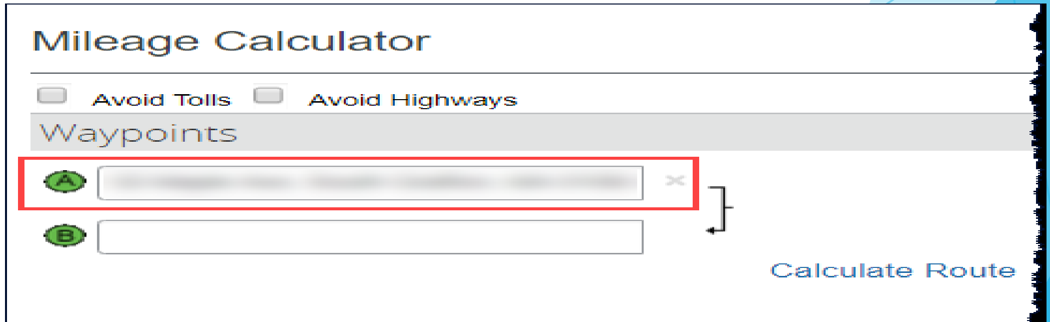
Personal car mileage expenses should be submitted for use of a personal vehicle for business miles driven.

1. From the open expense report, click **Add Expense**.
2. Click **Create New Expense**.
3. Select the **Personal Car Mileage** expense type from the options available or type the expense type in the **search field**. A Google Maps mileage calculator window displays with the traveler's home address automatically populated in field **"A"**.

Note: If home address is not saved in the traveler's profile, it must be entered manually with each personal mileage expense to appropriately deduct commute.

4. Confirm field **"A"** reflects the starting point of your trip. Modify field **"A"** as necessary.

   Example, if you leave your home and travel to a destination other than your duty station, field "A" should contain your home address. However, if you are starting from the office to a secondary location, field "A" should reflect your office address.



Personal Car Mileage Expense Report

Enter the destination address in field **"B"** and then tap **TAB** from your keyboard. Google maps mileage between the waypoints is calculated and an additional field displays.

5. Enter additional waypoints for the trip, as necessary.

Note: You can include the address for any personal stops (for example, if you have driven far off routeto a restaurant location for lunch) if you wish to get the most accurate mileage calculations and then click the check mark to note that leg was personal to the right of the box. However, you can also choose to omit those stops from the mileage calculator.

7. Review the calculated route displaying on the map. Manually drag the line between points to modify the route you drove, as necessary.
8. Click **Deduct Commute** to subtract one way of your typical work commute from the total business mileage. Deducted Commute Distance fields for Home and Office display.

Note: If the traveler enters their home and work addresses in their travel profile, they will automatically populate when the Deduct Commute box is checked.

9. Review the **Home** and **Office** fields, update as necessary.
10. Click **Deduct Round Trip** If you departed from home and returned to home on that day.

Note: Check **Deduct commute** when your trip begins at your home address, directly to your trip destination, bypassing your duty station. **Deduct Round Trip** should be checked off when you are not returning to your duty station for the day.

Personal Car Mileage Expense Report

11. Click **Add Mileage to Expense**.
12. Complete the required fields, identified with a red asterisk above each field, as necessary.
13. Scroll to the bottom of the page to view the **Mileage Calculator** again if you need to make changes.
14. Click **Save**.

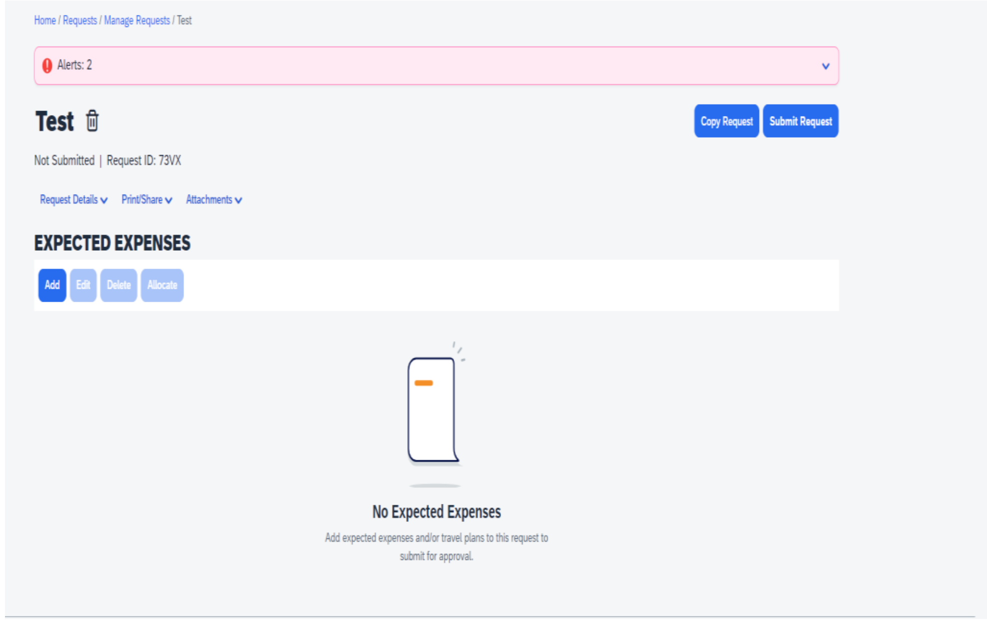
Note: (1) If daily mileage expenses are incurred, expense reports should be created on a weekly or monthly basis, rather than daily. Individual line items should be created for each day's personal mileage expense. (2) The reimbursement amount is automatically calculated based on the date, miles driven, and the predefined reimbursement rate.

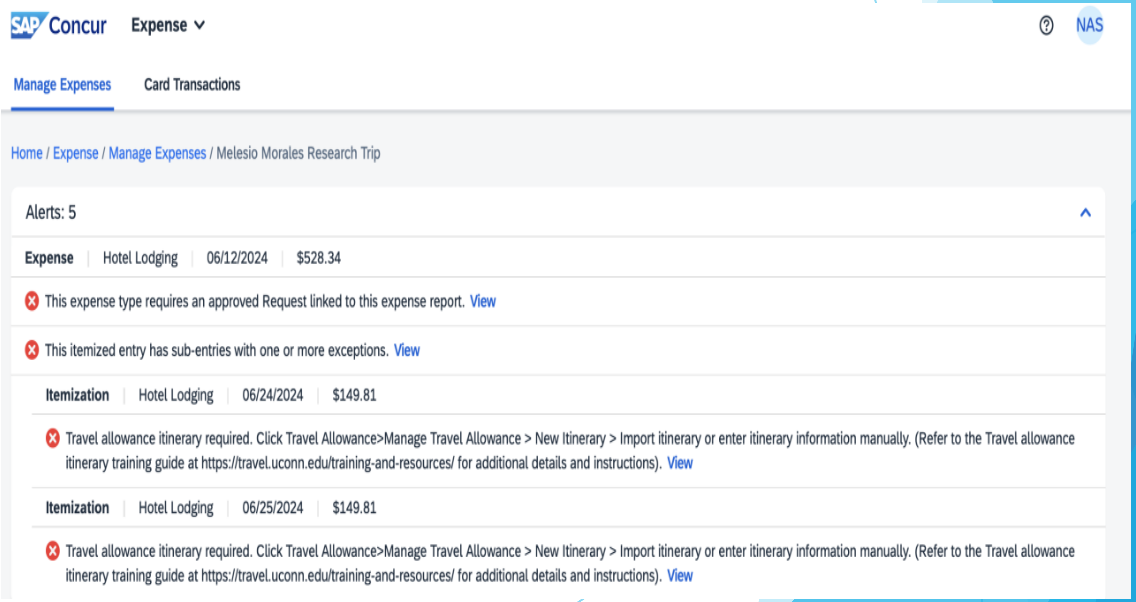
Resolving Alerts

Resolving Alerts

Audit rules are built into Concur, compliant with the travel policy and procedures, ensuring employees are in line with the travel policy and universities best practices. Alerts will display if a traveler violates any of the audit rules built into Concur. Yellow warnings are "soft" stops and designed to warn the traveler. Yellow warnings do not prevent a traveler from submitting for approval. Red warnings are "hard" stops. The red warnings must be resolved before submitting for approval.

Alerts display at the top of the open request and/or expense report page.





Resolving Alerts

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Alerts display at the top of the open request and/or expense report page.

Common Alerts and How to Clear Them

This expense type requires an approved Request linked to this expense report:
To link your request go to the Report Details dropdown, select Manage Requests, click the Add button and select the request and Add to Report. A Request is required for any travel involving airfare, hotel or car rental. If you did not submit one before the trip took place, you will need to submit one after the fact with your travel dates. The request must be fully approved before you can link it to the report.

The itemization amounts do not add up to the expense amount:
Your hotel itemizations do not add up to the total expense amount. Ensure that your itemizations match the receipt lines to see where the discrepancy is.

This report contains at least one itinerary with a single itinerary row. An itinerary is not valid until it has at least two rows. Please add another row to complete the itinerary:
Your itinerary should have one line for your outbound trip, and one for your return trip. If a single line spans more than a day, you will need to edit this to reflect your travel dates.

Common Alerts and How to Clear Them - 2

IMPORTANT: You must attempt to submit this report in order to clear this exception. Your Travel Allowances must be updated- ensure that all the "Use Percent Rule" boxes are checked:

Go to the Travel Allowance dropdown and select Manage Travel Allowance. Once on the Allowance page, click the Expenses and Adjustments tab. Please ensure all the Use Percent Rule boxes are checked for each day. You will need to submit to clear the alert.

This expense cannot be submitted until it is matched to an imported card transaction. If this was not paid for via card, you may edit the payment type of the expense to reflect the actual payment method:

The Pending Transaction is how the e-receipt/reservation feeds into Concur. Please check off the Pending Expense and the actual Expense and click the Combine button. If there is not a transaction to match it to. Please delete the Pending Transaction.

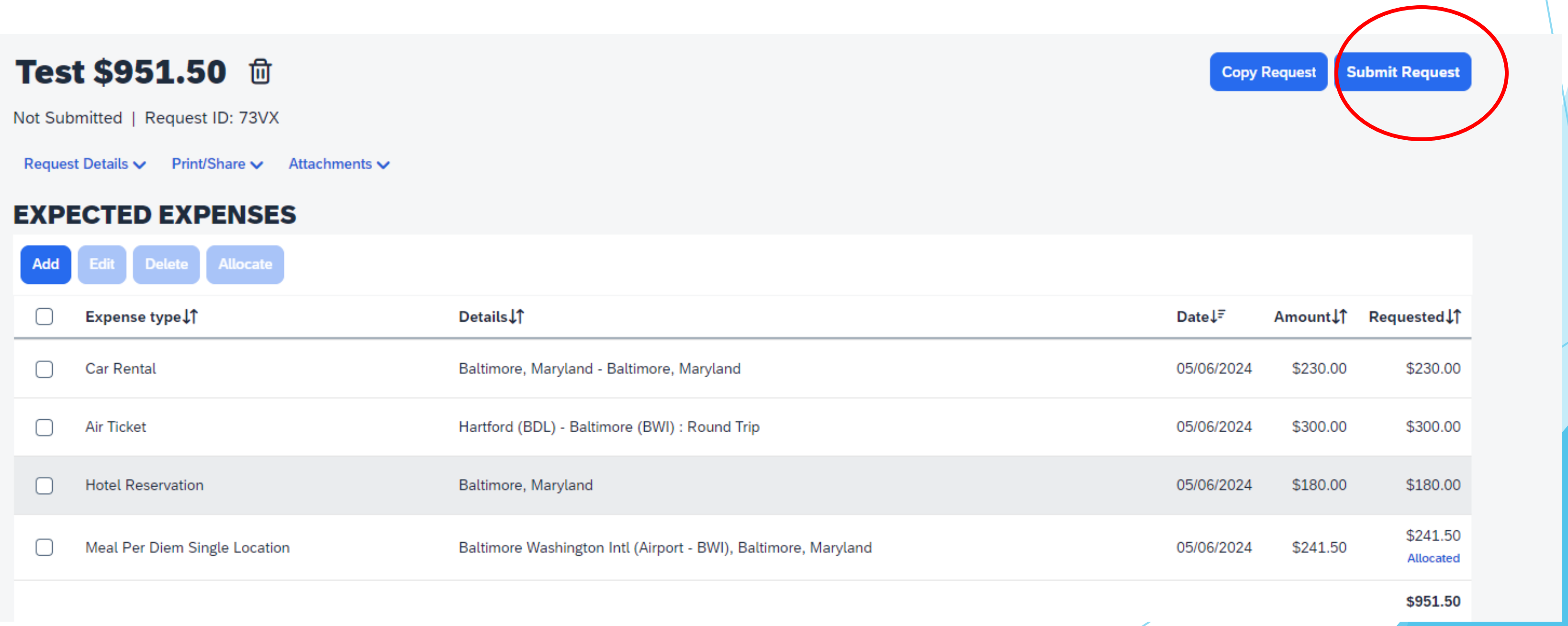
Conference related expenses must have conference brochure attached:

Go to the Manage Receipts dropdown, click Manage Attachments, and click Add. This alert with stay for the entirety of the approval workflow.

Submitting your Report

Submitting your Report

1. On the expense report page, click **Submit Report**.
2. Scroll through and read to the end of the Attestation.
3. Click **Accept & Submit**. The Report Totals window displays.
4. Review the information for accuracy, and then click Submit Report. The Report Status window appears.
5. Click **Close**.



AAUP/OVPR Travel Award

When Allocating to UCPEA or AAUP Award

1. Click the checkbox next to the highest expense amount.

2. Click the Allocate button to select the accounts and the amount you would like to allocate to.

3. If one expense does not cover the award amount, go to the next highest expense amount and allocate off of that expense as well. Do this until you have allocated your award amount fully.

Note: For Example if your award amount is $1,000 you can click your expense for $1,200 and allocate $1,000 of that expense to your award account. The remaining amount will go to the account on your report header unless allocated differently.

Receiving an AAUP/OVPR Travel Award

Faculty Travel Funding

Receiving an AAUP/OVPR Travel Award **does not infer that such travel has been approved by the University**, only that the awardee has travel funding available to reimburse expenses from approved travel. Before traveling or making travel arrangements:

- All Faculty must obtain approval from their department or unit head, per the AAUP contract.
- Faculty traveling internationally must obtain approval from Global Affairs.
- Faculty traveling to embargoed regions (currently Cuba, Iran, Syria, North Korea, and Crimea) must seek approval from OVPR Export Control.

Guidelines

Receiving an AAUP/OVPR Travel Award - 2

Before You Apply

Before making travel, arrangements or traveling, all faculty **must:**

•Obtain pre-approval from their department or unit head (per UConn AAUP contract)

•Obtain pre-approval from Global Affairs if traveling internationally to a Level 3 or 4 destination

•Obtain written pre-approval from OVPR Export Control before booking travel to embargoed regions

•Obtain written pre-approval from dean, director, or department head if destination is subject to State travel ban

If you are participating virtually, you **do not** need to submit a Travel Request via Concur, since no travel is taking place.

Receiving an AAUP/OVPR Faculty Travel Award **does not infer that such travel has been approved by the University**, only that the awardee has funding available to reimburse expenses from approved travel. Failure to follow appropriate policies and procedures related to University travel may result in unreimbursed out-of-pocket expenses for individuals. The following guidance can ensure all faculty and staff avoid such situations.

Reminder: Any activity related to your faculty position for which you receive outside compensation, honorarium, or other form of payment (including payment of expenses) may require review and approval by the Faculty Consulting Office. Travel or other Professional Development costs relating to or overlapping with outside consulting activities are not eligible for reimbursement under the AAUP/OVPR Faculty Travel Funding Program.

Receiving an AAUP/OVPR Travel Award - 3

Due to the popularity of this program and demand exceeding supply of funds, faculty are encouraged to apply as soon as they are aware of the travel opportunity. Funds are limited, and awards are not guaranteed.

Requests for reimbursement must be submitted within 60 days of travel ending. Failure to submit reimbursement within 60 days may result in travel costs being assumed by the traveler/department.

Once all funds for the FY are fully committed, the OVPR reserves the right to close down the request portal so that no new requests may be submitted.

It is strongly recommended that all University travel is booked through UConn's travel agent, Anthony Travel, using the University-sponsored Travel Card (T-Card). Anthony Travel has a dedicated UConn agent. Travel can also be booked online within the Concur system where you can search for flights similar to the Expedia application.

If you book travel independently and have to cancel this travel, you will be responsible for any resulting costs that will not be reimbursed by the University. For instance, if you book a non-refundable flight on Expedia and then have to cancel this travel due to the pandemic, you will not be reimbursed for the ticket. Anthony Travel will support any cancellation or postponement of travel that they have booked, including obtaining credits for the unused tickets. There are no booking fees or agent fees charged back to the department when using Anthony Travel.

Receiving an AAUP/OVPR Travel Award - 4

Funding Sources and Criteria

This program unites two sources of faculty travel funding under a common set of guidelines and through a common request portal.

Funding pools run on the fiscal year (FY) cycle (July 1 – June 30).

Award funds cannot be transferred in part or in whole to other trips.

AAUP Professional Development Fund

- Per UConn AAUP contract (applicable to Storrs and Regional Campus), "each eligible full-time faculty member shall, upon request, receive up to $2,200 from the Professional Development Fund for any academic-related travel expenses…

- …so long as such funds are available" (Article 19.6, Sec. F, Item iii).

- Academic related travel
  - Related to research and teaching-focused conferences, academic workshops, and other professional development opportunities
  - Includes transportation, lodging, registration, per diem, etc.

Receiving an AAUP/OVPR Travel Award - 5

Funding Sources and Criteria

- 1st source of funding for all requests (regardless of type of participation)
- Per UConn AAUP contract, 30% of AAUP Professional Development Fund will be reserved until February 1 for "junior" faculty (defined as terminal degrees earned within past 7 years; Article 19.6, Sec. F, Item iv).
- Sole source for non-active participation (aka Attendance Only)

OVPR Faculty Travel Fund

- Augments the AAUP funding
- **Added requirement that funds only support dissemination of research results** (active participation as a speaker/presenter) at conferences/professional workshops
- Awarded only when AAUP funds are expended or otherwise not available

Receiving an AAUP/OVPR Travel Award - 6

Faculty Eligibility

Eligibility varies based upon funding source.

Individual maximum of $2,200 is inclusive of both AAUP and OVPR funds and runs on the fiscal year (FY) cycle (July 1 – June 30).

Per UConn AAUP contract, 30% of AAUP Professional Development Fund will be reserved until February 1 for "junior" faculty (defined as terminal degrees earned within past 7 years; Article 19.6, Sec. F, Item iv).

AAUP fund

•Full-time UConn faculty

•Members of the UConn AAUP

- Includes regional campuses, full-time Lecturers, Adjuncts teaching 2 or more courses now and each semester for the past two years
- Excludes faculty in Law, Medicine, Dental Medicine, visiting faculty, Emeritus Faculty

OVPR fund

•Full-time UConn faculty

•Members of the UConn AAUP

- Includes regional campuses, Law School
- Excludes faculty in Medicine or Dental Medicine, lecturers, adjuncts, visiting faculty, Emeritus Faculty

Receiving an AAUP/OVPR Travel Award - 7

Request Process

Common Request Portal

One trip per request

•Submit at least 10 days prior to departure to ensure adequate processing time.

- Requests submitted fewer than 10 days before departure may not be processed before your travel begins.
- **Requests cannot be funded once travel has commenced**.

Before making travel arrangements or traveling, all faculty **must submit a Travel Request via Concur in order to**:

•Obtain pre-approval from their department or unit head (per UConn AAUP contract)

•Obtain pre-approval from Global Affairs if traveling internationally to a Level 3 or 4 destination

•Obtain written pre-approval from OVPR Export Control before booking travel to embargoed regions

•Obtain pre-approval from dean, director, or department head if destination is subject to State travel ban

Trips spanning funding periods or fiscal years will be considered part of the period or year in which the greater number of travel days occur.

Receiving an AAUP/OVPR Travel Award - 8

Requests will be considered on a first-come, first-served basis. The amount awarded will be determined by the qualifying amount providing all budgeted funds are available, individual fiscal year allotments have not been reached, and all of the submitted information is accurate.

Due to the popularity of this program and demand exceeding supply of funds, faculty are encouraged to apply as soon as they are aware of the travel opportunity. Funds are limited, and awards are not guaranteed.

Reminder: Any activity related to your faculty position for which you receive outside compensation, honorarium, or other form of payment (including payment of expenses) may require review and approval by the Faculty Consulting Office. Travel or other Professional Development costs relating to or overlapping with outside consulting activities are not eligible for reimbursement under the AAUP/OVPR Faculty Travel Funding Program.

Need to make changes? Please email your detailed request to research@uconn.edu.

Did you cancel your trip? Please email research@uconn.edu to let us know.

•Award funds cannot be transferred in part or in whole to other trips.

•Unused funds will be returned to the funding pool for redistribution.

•Value of unused funds will be returned to the traveler's annual fair share maximum.

Receiving an AAUP/OVPR Travel Award - 9

Status Markers

- Pending: Your request was successfully submitted and is awaiting review

- Approved: Your request was funded

- Not Funded: Your request was not funded. Some, but not all, possible reasons are listed below. Reviewers often make notes which can be found near the top of the notification email.
  - You have already reached your $2,200 limit for the fiscal year
  - All monies from the AAUP and/or OVPR funding pools are fully committed for the travel period (i.e. Fall or Spring)
  - You did not submit 10 days prior to departure, allowing reviewers sufficient time to process your request, and funds cannot be awarded once travel has begun
    - It may be the case that committed travel funds will go unused. Unused funds will be returned to the appropriate pools from which they originated, and applications previously Not Funded due to drained pools will be reconsidered in the order in which they were originally submitted, provided the proposed travel dates have not yet come to pass.

Receiving an AAUP/OVPR Travel Award - 10

Post-Trip Requirements – Reimbursement Process

Please collaborate with your department's staff to request reimbursement of expenses upon completion of travel.

All awards are for reimbursement of travel expenses only.

•Reimbursements from OVPR award funds must include evidence of active participation.

•See also "Covered Expenses".

Requests for reimbursement must be submitted within 60 days of travel ending. This mirrors UConn Travel policy.

Awards expire after 90 days

- •Awards will be closed after this period
- •Award funds cannot be transferred in part or in whole to other trips.
- •Unused funds will be returned to the funding pool for redistribution.
- •Value of unused funds will be returned to the traveler's annual fair share maximum.
- •Exceptions only in special cases and with significant justification.
- •Exceptions must be requested before award expires.

Receiving an AAUP/OVPR Travel Award - 11

Post-Trip Requirements - Reimbursement Process

- Travel costs related to expired awards (that haven't been granted exceptions) will be assumed by the traveler/department.

Reminder: Per updated UConn Travel Policy.pdf "reimbursements submitted over 120 days after travel is complete will not be reimbursed even with the approval from a Dean, Director, or Department Head."

Reminder: Any activity related to your faculty position for which you receive outside compensation, honorarium, or other form of payment (including payment of expenses) may require review and approval by the Faculty Consulting Office. Travel or other Professional Development costs relating to or overlapping with outside consulting activities are not eligible for reimbursement under the AAUP/OVPR Faculty Travel Funding Program.

Staff members: When charging the travel award account in Concur, please include the award number in the line item description. Also, please include in a Note the AAUP/OVPR Faculty Travel Award # and attach it. If not all award monies were used, you are also encouraged to note this, and by how much.

Professional Development Fund Award Program

The UCPEA Professional Development Award Program Application page can be found at:

UCPEA

For UCPEA Professional Development information or support, please contact the UCPEA Office at 860-487-0850.

Scholarship Facilitation Fund Guidelines

Scholarship Facilitation Fund Guidelines

APPLICATION GUIDELINES

Requests for SFF support must be submitted through the UConn Quest Portal's online application form, and should include:

- **Project Description** (Limit: 2000 characters/250 words). Describe the activities you wish to undertake in the project, the scholarly products (publications, grant applications etc.) that these activities will enable, and your proposed timeline for these activities.
- **Budget and Justification** (Limit: 2000 characters/250 words). Break down (itemize) the costs related to this project and provide justification as to why each is necessary and reasonable for the work described in the project description. It is important to list each cost separately and provide information regarding how cost estimates have been reached.
  - The following items cannot be requested: **faculty, clerical or administrative personnel salaries**, including personnel whose primary purpose is to explore funding sources and/or prepare grant applications; service/maintenance contracts on equipment; laboratory renovations, or other infrastructure renovations; institutional memberships in professional organizations; travel to professional meetings to present the results of research; travel to explore extramural funding opportunities. SFF budgets must specify how funds will be used to advance/complete a specific aspect of a faculty project; SFF funds will not be granted solely to provide support or gap funding for personnel.
- **Funding Need** (Limit: 2000 characters/250 words). Address all other sources of funding you may have available for this project. Providing some level of explanation of the funding need (even if there are no other resources available) is critical for contextualizing SFF requests. Requests that do not address funding need will have lower funding priority.
  - Include external funding earmarked for this project and what it will cover
  - Discuss existing start-up or IDC funds and what they will cover or why the are not available for the project
  - Describe any cost-matches that have been offered by department or school/college. The willingness of other units to contribute to the costs of the project will be viewed as a positive factor when evaluating SFF requests
  - Describe the importance of SFF funding for the continuation/success of the project.

Correcting and Resubmitting an Expense Report

Correcting and Resubmitting an Expense Report

If an expense report is returned to you by an approver, you will need to correct and resubmit the report for approval and reimbursement. The approver will include a comment explaining why the report was returned.

1. Open the report, from the Concur home page Quick Task Bar, click the **Open Reports** task.

   The Manage Expenses screen displays with the report appearing within the Returned tile.

2. Click the **Returned** tile to view the returned report.

3. Review the approver's comment appears below the amount.

4. Comments can also be reviewed in the expense report by clicking the **checkbox beside the expense** line item and clicking **Edit**, then reviewing the **comments** field.

5. Make the requested changes, and then click **Submit Report**.

Questions?

Please email Cindy Caron at qpb24001@uconn.edu
or Travel at travel@uconn.edu.
We are always happy to help!