TExAS A&M UNIVERSITY—CORPUS CHRISTI

eTravel/Concur Highlights

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eTravel/Concur

Welcome to Texas A&M University-Corpus Christi
Financial Services Certification Course
Training Objectives

- The primary purpose of this presentation is to provide highlights of the eTravel/Concur travel program for Business Managers.

- The overview will include:
  - Where Do Rules Come From?
  - Traveler Responsibilities
  - Approver’s Responsibilities
  - Reconciling & Auditing Travel
Where Do Rules Come From?

- TX Government Code Chapter 660
- General Appropriations Act, Article IX, Part 5
- TX Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22
- TAMUS Regulation 21.01.03 Disbursements of Funds
  - Located at TAMUS.edu
Where can you locate the travel rules?

- Travel Handbook
- CBT Handbook
- TexTravel
- State Travel Management Program
eTravel/Concur Rules

- State and local rules have been uploaded to the eTravel/Concur system according to the previously mentioned Acts, Codes, Regulations and Programs. For details go to [http://purchasing.tamucc.edu/travel/](http://purchasing.tamucc.edu/travel/)

- A yellow flag indicates a “soft” warning and traveler should read warning(s) and take appropriate action and/or explain transaction on expense report(s). Traveler is able to submit report with a yellow flag.

- A red flag is a “hard” warning and the system will not allow a traveler to submit an expense report until the warning has been addressed and corrected.
Q: Where can you find vehicle rental information?

A: On the TAMUCC Travel Website, under the Rules/Regulations tab.
TAMUCC Travel Handbook
TexTravel (STMP)
Q: Where can you find the GSA Rates?

A: On the TAMUCC Travel website, under the Rules and Regulations

- GSA – General Services Administration (US) guide for Domestic Per Diem Rates
- (you can also get the foreign per diem rates)
Q: Where can you find the Travel Warnings?

A: On the TAMUCC Travel website, under the Rules and Regulations tab.

- U.S. Department of State Travel Warnings and Consular Information Sheets
Traveler’s Responsibility

- 1. Obtain permission to travel
- 2. Encumber funds for travel
- 3. Submit required travel documents (depending on type of travel domestic/foreign)
- 4. Take appropriate training, if applicable
- 5. Follow all State and Local rules
- 6. Obtain required receipts
1. Obtain Permission to Travel

- All State employees, students, or non-state employees who travel on official TAMU-CC business, regardless of whether or not they are going to request reimbursement, must have advance approval on an Authorization Request (AR) before a trip is taken.

- Approval of travel prior to the expenses being incurred is a System Regulation.

- The AR provides a record of those approvals.
Travel without a Pre-Approved AR

- An Expense Report can be processed even though an AR was not created.

- Traveler should submit a memo with the expense report explaining why an AR was not created, and that they had prior approval for the trip. The memo should be signed by the traveler and their supervisor and/or Dean.

- A copy of a contract may also be used in lieu of an AR for non-State employees.
Travel - No AR Required

An AR is not required for travel that is for:

- Local Mileage only (ex: to HEB, Wal-Mart, etc.), and/or . . .
- Mileage is within a 50 mile radius of TAMU-CC (ex: Kingsville, Robstown, Rockport, etc.) and/or . . .
- Is part of an employees’ normal duties (ex: clinical visits, student teacher visits, recruiters, etc.) This type of travel requires a mileage log.
2. Encumbering Funds

➢ Traveler only has 4 categories to use for encumbering funds

• 1. Lodging
• 2. Meals
• 3. Transportation
• 4. Other
Account Funding Categories

Each of these categories can also be known as (AKA) account categories…

- 1. Lodging AKA Account One
- 2. Meals AKA Account Two
- 3. Transportation AKA Account Three
- 4. Other AKA Account Four
Account Funding on Request Header

If one account is used on the Request Header and other accounts used in line item category (ex: lodging, meals, transportation, other) the line item category account trumps the header.

If account used in header differs from category accounts, liquidation of encumbrance may not clear off properly when expense report is processed. This may require manual liquidation by Accounting.
BEST PRACTICE

When using multiple accounts…

- Do not enter an account # in the request header
- Enter account #’s in the individual categories
Anyone have...
3. Submit Required Travel Documents

DOMESTIC TRAVEL

- Requires Authorization Request (AR)
- Copy of GSA rate sheet (only if meals or lodging involved)
- Copy of Conference Flyer (if applicable)
- Copy of Conference Agenda (only areas traveler participated)
- Copy of paper being presented (if applicable)
Foreign Travel Documents

- Foreign Travel Checklist
- Export Control Checklist
- Justification Memo with signature blocks
- Requires Authorization Request (AR)
- GSA rate sheet (if meals or lodging involved)
- Copy of Conference Flyer (if applicable)
- Copy of paper being presented (if applicable)
- Copy of Travel Warning printout
- Acknowledgement of Risk (if applicable)
- Extreme Risk Travel Questionnaire (if applicable)
- Proof of Foreign Travel 2111728 train traq training
- Proof of Export Control 2111212 train traq training
4. Take Appropriate Trainings if Applicable...

- eTravel/Concur New Employee Training
- Foreign Travel 2111728 Training
- Export Control 2111212 Training
- Guidelines for Disbursement
5. Follow State and Local Rules

- Travel Handbook
- CBT Handbook
- TexTravel
- STMP
- Book Airfare through eTravel/Concur
  - Details Located on Travel Website
6. Obtain Required Receipts

- Hotel
- Airfare
- Car Rental
  - Cannot accept missing receipt form for any of the above
- Meal Receipts – Not required – unless...
  - if using Grant funds or if your department requires receipts
Anyone have …
Approver’s AR Responsibility for Domestic Travel

- Review and approve (or reject) the traveler’s Authorization Request

- Confirm trip has been encumbered

- Check for higher lodging approval (only a Dean, Director/Dept. Head, VP or President may approve higher lodging – no Assistants or Associates)

- Check for multiple travelers
Approver’s AR Responsibility for Foreign Travel

30 days prior to trip start date:

- Review and approve (or reject) the traveler’s justification memo
- Review and approve the Export Control Checklist (handled through Travel Office)
- Review Travel Warning(s)
Review required documents related to travel warnings
  • Acknowledgement of Risk Form or
  • International Travel Questionnaire for Extreme Risk Countries form (provided by Travel Office)

Verify Foreign Travel 2111728 Training has been completed (Train Traq)

Verify Export Control 2111212 Training has been completed (Train Traq)
Review Day to Day trip itinerary

Confirm VP approval for your area on Justification memo (travel packet)

Confirm Travel Office’s approval on Export Control Checklist
Confirm President’s approval for all foreign travel.

- President will only approve foreign travel in eTravel/Concur *(do not forward any paper work to President for review)*

- Confirm CISI insurance is purchased by traveler via Study Abroad Programs Office
Heads UP!

- TAMU is currently fine tuning an enhancement to the current Authorization Request that will affect how we currently process AR’s and handle foreign travel.
  - New Travel Request (TR)…
    - will allow traveler to attach documents
    - will allow an approver to change an account #
    - will allow an approver to change a category
    - more information will be announced later
How many days, in advance, does it take to get foreign travel approval?

Does your area VP need to approve a foreign travel AR?

Can you use State Funds for foreign travel?

Can you use designated tuition funds for foreign travel?
Traveler’s Expense Report

Reconciliation

- Traveler should reconcile their travel expenses within 2 weeks after completion of their trip.

- Meal receipts are not required by Travel Office but may be required by their department or by the Grants office.

- Meals need to be itemized on a daily basis (tips may be included as part of meal expense, limited to 20% max).
Non-Overnight Travel

- Meals will not be reimbursed for non-overnight stay.

- Mileage, taxi, rental car, airfare and registration will be reimbursed on non-overnight travel.
Conference Registration Fee

- Advance payment of registration fee can be made by issuing a purchase order to the organization, or ...

- Charged to the PCard or CBT travel card, or ...

- Accounts Payable can issue a check to the organization.

**NOTE:** Payment cannot be made more than six weeks in advance, unless registration is required in advance to reserve space or to obtain a substantially reduced rate. This must be stated on the registration form. Please attach copy of registration form with expense report.
Conference Registration Fee

- Employee’s own money…
  - Cannot be reimbursed until after conference.
  - Social activities, Tshirts/caps, are not reimbursable.
Airfare

- Airfare can be charged to the CBT traveler’s card or Traveler can use their own funds.

- Booking through eTravel/Concur is highly encouraged. We have a State Contract with Short’s Travel Agency.

- Booking through Expedia, Travelocity, etc. is highly discouraged.

- We get discounted rates when booking through eTravel/Concur.

- If not utilizing Short’s Travel Agency, Travel Agency Fee cannot exceed $14.50. If more than $14.50 the overage will not be reimbursed.
Hotel/Motel

✈ Use State contracted hotel whenever possible.

✈ Web link for info on contract hotels is: http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotel-contract/
Employees Sharing Hotel Room

- When reserving rooms for more than one person, using one CBT card to hold rooms, make reservations in each individual person’s name.

- When two employees are sharing a hotel room, each individual should obtain his own receipt from the hotel.

- If unable to get separate receipts, one receipt can be obtained as long as each traveler’s name appears on the receipt.

- Receipt should have both employee’s names and dates of stay. (If a guest – must have guest’s name on receipt)
Employees Sharing Room
Hotel Receipt

- Traveler can only claim half of hotel cost and tax.

- A statement stating that half of the hotel cost is being claimed must be written on the receipt.
Hotel Occupancy Tax Exemption Certificate

 AudioManager State employees are exempt from the state portion of the hotel occupancy tax.

 AudioManager Submit hotel occupancy tax exemption certificate when checking into a hotel.

 AudioManager If state hotel tax is charged after exemption was presented, hotel must be contacted to credit tax to credit card.
If paid in cash, reimbursement of state tax allowed if noted on travel expense report that tax exemption was not accepted.

City, county and local taxes including energy surcharges on hotel are reimbursable.

Out-of-state hotel tax are paid in full. No need to provide tax exempt certificate.
Request for Higher Lodging Rate

❖ To claim a higher lodging rate, enter a note in the request header requesting higher lodging approval. (ex. GSA $109/Higher Lodging $139 @ 2).

❖ Dean or Dept. Head can approve higher lodging.

❖ Higher lodging cannot be paid with State funds. The overage and the prorated taxes must be expensed to a local account.
Mileage

- Mileage is currently at $0.565/mile for fiscal year 2014.

- Out-of-state mileage is limited to average coach airfare unless cost of mileage is less.

- If utilizing State funds, a cost comparison between driving personal vehicle and rental vehicle or airfare must be stated on expense report and supported with mileage calculator located on the travel website.
Contracted Rental Car Companies

- Avis Rent-a-Car and Enterprise Rent-a-Car.
Approver’s Expense Report Responsibilities

- Check if AR is attached to expense report
- Check for higher lodging and multiple travelers
  - Get proper approval if missing
- Check receipts
  - Verify they are for correct time frame
  - Verify they show proof and method of payment
Approver’s ER Responsibilities

- Check for personal expenses
- Check if correct person is being reimbursed
- Check for flat meal per diem
  - not allowed – actual expenses only
- Check for daily meal allowances
  - Meals should be itemized on a daily basis
    - Do not lump sum on one line item
  - If daily allowance exceeded, mark overage as personal expense
Approver’s ER Responsibilities…

- Check if claiming fuel for car rental
  - If claiming fuel, need copy of car rental receipt
- Check for personal car mileage
  - Cannot claim fuel reimbursement when using a personal vehicle
- Check yellow warning flags
  - Verify that warnings have been addressed, explained and/or corrected
- Check for tips
  - Maximum is 20%
Back Office (Travel) Auditing

“Approved and in Accounting Review”

- When you see this, it is in the Travel Back Office waiting to be audited
  - Expense Reports are audited on a first in, first out basis.
  - Expense Reports will not be returned unless there is a monetary change or need additional approval(s).
  - Back Office can change object codes and travel classifications. We will send notice to processor of any change(s).
Back Office Auditing

- **Back office checks:**
  - For Authorization Requests (or permission to travel)
  - For all required receipts (proof and method of payment)
  - All “yellow” flags for compliance and/or explanations
  - Audit Trail/Approval Flow (for proper approvals)
  - Travel Classifications/Object Codes/Account numbers
  - Payee’s name
  - Mileage Calculator/Odometer Readings/Mileage Log(s)
  - Method of Payment
    - (Corporate Card Agency Liability or Out of Pocket)
  - Amount Due Employee
  - If employee owes TAMUCC – we check if correct account is being reimbursed
Helpful Links

TAMUCC Travel

- [http://purchasing.tamucc.edu/travel/](http://purchasing.tamucc.edu/travel/)

- TAMUS [http://www.tamus.edu/](http://www.tamus.edu/)

- Email: Travel@tamucc.edu
Any Questions
CONGRATULATIONS!!!!
You have completed the eTravel/Concur Highlights Session for Business Managers….

One More thing….

TAKE YOUR TEST!

GOOD LUCK!