

A faint, light gray world map is visible in the background, centered behind the text.

# TEXAS A&M UNIVERSITY TRAVEL

College of Architecture | [travel@arch.tamu.edu](mailto:travel@arch.tamu.edu)

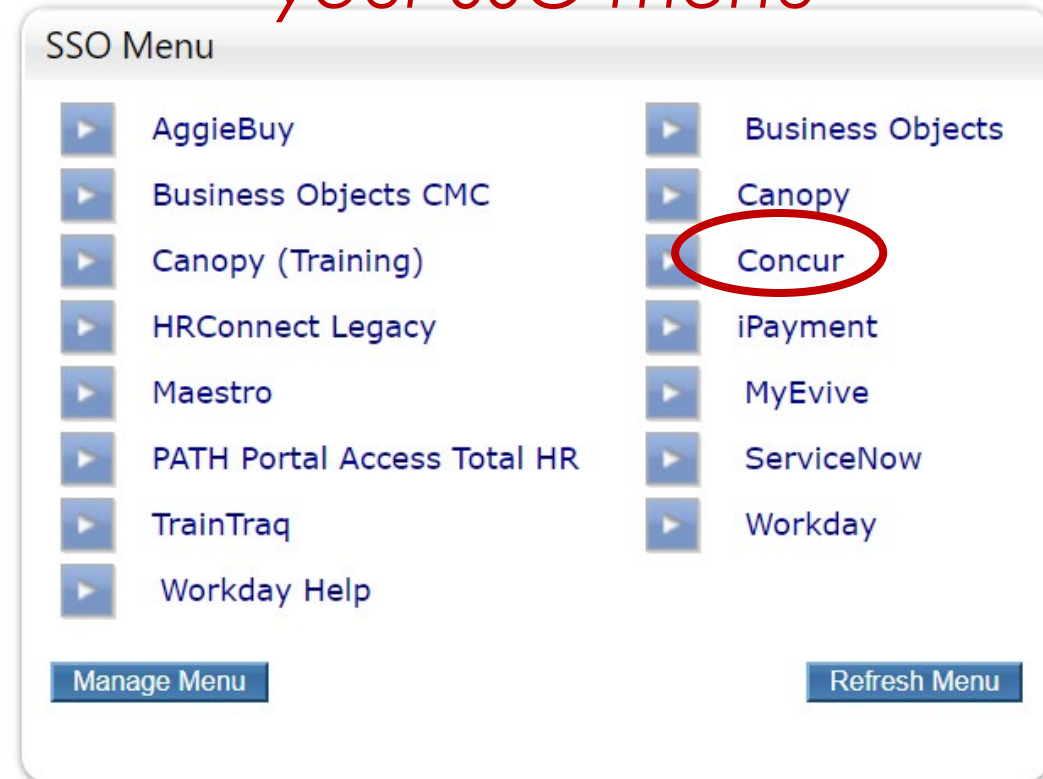
# WELCOME TO NEW FACULTY AND STAFF TRAVEL ORIENTATION

- Setting up your Concur profile
- What are your responsibilities as the traveler
- Submitting a Travel Request in Concur
- Booking Travel in Concur
- Creating an Expense Report in Concur
- Resources / Tips
- Questions???





# SETTING UP YOUR CONCUR PROFILE


*Access Concur through  
your SSO menu*



# YOUR CONCUR PROFILE

RequestsTravelExpenseApprovalsReporting▼App Center

Help▼  
Profile▼

THE TEXAS A&M  
UNIVERSITY SYSTEM  
Hello, Denise

+

New

00  
Required  
Approvals

01  
Authorization  
Requests

00  
Available  
Expenses

01  
Open  
Reports

00  
Cash  
Advances

TRIP SEARCH

Selection of Funding Source

 Booking for myself | [Book for a guest](#)



Choose Funding Source First

Flight Search

Round Trip

One Way

Multi City

From ?

ALERTS

 You haven't signed up to receive e-receipts.  [Sign up here](#)

COMPANY NOTES

The Chancellor has extended the travel guidelines beyond May 31<sup>st</sup> as originally outlined in his memo dated 03.10.2020, until further notice. System Risk Management will consider all International travel extreme risk and not approved. The current mandate is in effect until further notice. The only exception to this would be any mission-critical COVID-19 related assistance or health-critical exceptions and these exceptions must be approved in advance by Executive Leadership.

For current information and policies from the airlines, car rental companies, and hotel chains, visit: <https://ctp-travel.com/coronavirus/>

Read more

As a traveler you can save your personal information and travel preferences making it easier to book travel through Concur.

# EDITING YOUR PROFILE

**SAP Concur**

Requests Travel Expense Approvals Reporting App Center Help

Profile Personal Information System Settings Concur Mobile Registration Travel Vacation Reassignment

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

## Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

## Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

## Profile Options

Select one of the following to customize your user profile.

### Personal Information

Your home address and emergency contact information.

### Company Information

Your company name and business address or your remote location address.

### Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

### Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

### Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

### Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

### Concur Mobile Registration

Set up access to Concur on your mobile device.

### System Settings

Which time zone are you in? When does your workday start and end? When does your workday end?

### Contact Information

How can we contact you about your travel arrangements?

### E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

### Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

### Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

### Company Car

Company Car

**Denise Michelle Spears**  
[Profile Settings](#) [Sign Out](#)

**Acting as other user**

[Cancel](#) [Start Session](#)

This is where you would set up Expense Delegates. See tips for more details.

# ASSISTANTS VS. DELEGATES

## TRAVEL ASSISTANT/ARRANGERS

- Can book travel on behalf of the traveler
- Can enter reservations booked outside of Concur
- Can view past, present, & upcoming trips
- Can update *some* profile information for the traveler
- Cannot create a travel request or expense reports

## EXPENSE DELEGATES

- Can create & edit travel request & expense reports
- Can receive Concur notifications for travelers
- Can update *some* information in the traveler's profile settings
- Cannot book travel

**Individuals may be both an assistant & expense delegate.**

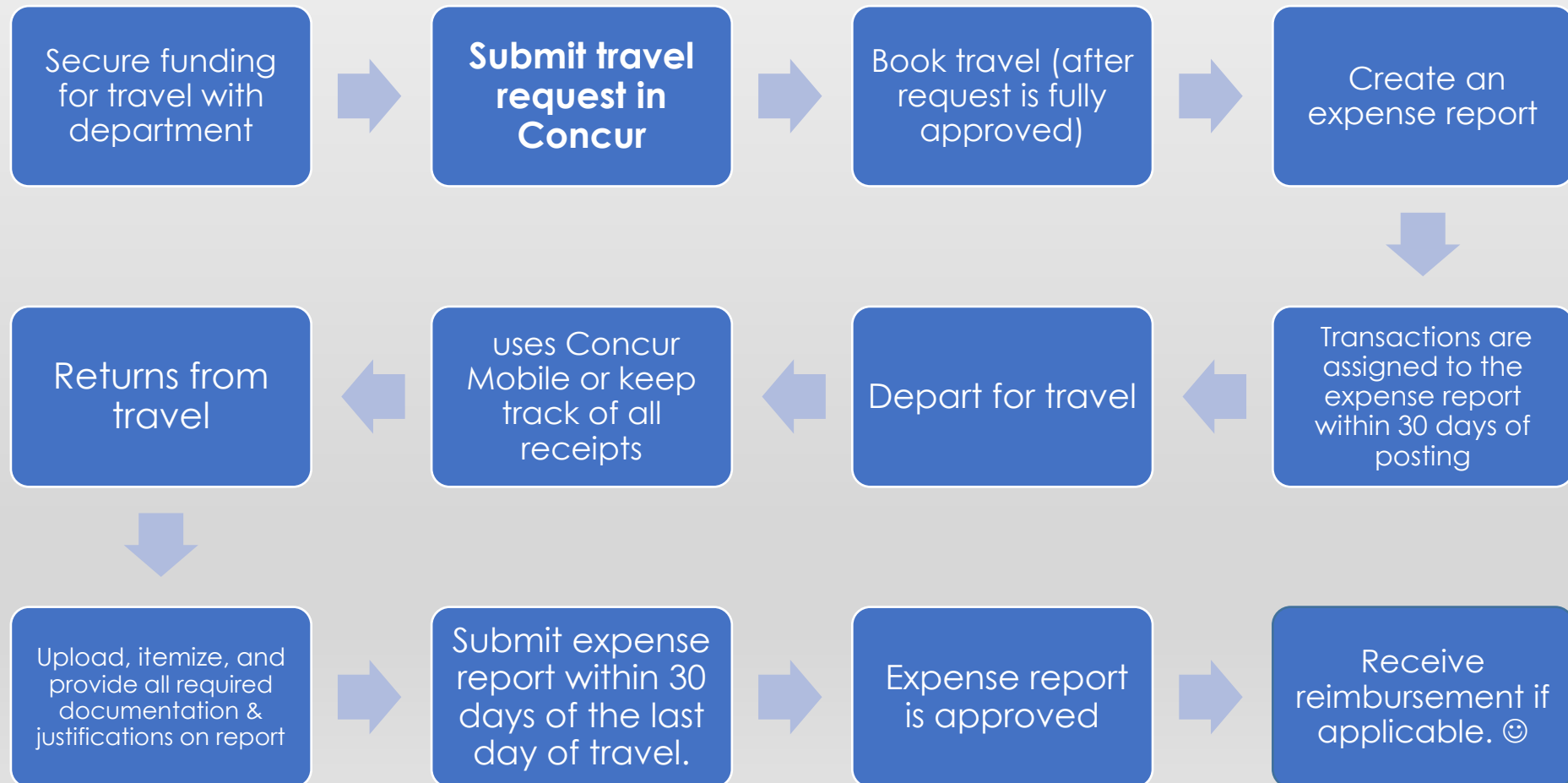
# TRAVELER RESPONSIBILITIES

## **Responsibilities include but are not limited to:**

- Obtaining approval for travel & submitting travel requests in accordance with departmental & University policy & procedure.
- Obtaining all proper documentation for each expense.  
Typically, this documentation will be a receipt that identifies the expense & reflects proof of payment of the expense.
- Documenting the business purpose or justification for each expense.
- Completing & submitting expense reports in accordance with departmental & University policy & procedure.
- Reading email communication received from Concur.

# BEFORE YOU PACK YOUR BAG CHECKLIST:

Congrats you have been invited to speak and/or attend a conference. What do you do now?? Follow this checklist to insure you are following all TAMU's travel guidelines.





# TRAVEL REQUESTS

*All travelers are **required** to submit a Concur travel request and receive approval prior to making any travel arrangements (foreign, domestic or virtual).*

All travel (foreign, domestic or virtual) must be approved prior to booking travel using Concur's Travel Request. The approved travel request must be attached/included on the expense report. We recommend using the travel request to create the expense report to reduce duplicate entry.

Foreign travel requests will automatically route to TAMUS Risk Management and the member's risk management office for review and approval. No booking or travel should occur prior to final approval.

Travelers are responsible for visiting the [U.S. Dept. of State Travel Warnings](#) website for information on countries under travel advisories.

Any travel to Extreme Risk countries or countries with an Extreme Risk region requires an International Travel questionnaire attached to the travel request. Link to the questionnaire can be found in the alerts section at the top of the travel request [Country Risk Summaries](#).

**Only the traveler can submit travel requests, delegates cannot.**

# SUBMITTING A TRAVEL REQUEST IN CONCUR

SAP Concur

Requests

Travel

Expense

Approvals

Reporting

App Center

Help

Profile

Create New Request

Example Conference - Nowhere, TX | Request ID: 43LQR

Trip Name/Destination \* ②

Example Conference - Nowhere, TX

Trip Start Date \*

06/01/2023

Trip End Date \*

06/05/2023

Travel Classification \*

Employee-In State

Traveler Type \*

Staff

Student Travel Activity Type

None Selected

Contracts/Grants \*

No

Trip Purpose & Benefit \*

Please explain the purpose of this trip and how it will benefit TAMU. Please don't use any acronyms.

GSA Meal Rate ②

Personal Travel included? ②

No

Foreign Country 1

Search by Text

Foreign Country 2

Search by Text

Foreign Country 3

Search by Text

Foreign Country 4

Search by Text

System \*

(TRAVEL) TRAVEL

System Member \*

(02) TEXAS A&M UNIVERSITY

Department/SubDepartment \*

(CLAR) COLLEGE OF ARCHITECTURE

Account

(241190 10000) TRAVEL-DEAN'S OFFICE CLAR

Account Attribute

(L) LOCAL

Department Reference Number

Notes

Create Request

SAP Concur

Requests

Travel

Expense

Approvals

Reporting

App Center

Help

Profile

Manage Requests

Example Conference - Nowhere, TX \$1,100.00

Not Submitted | Request ID: 43LQR

More Actions

Submit Request

Request Details

Print/Share

Attachments

Add all expected expenses. These are estimates.

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

Hotel \$600.00

Allocate

Transaction Date \*

06/01/2023

Description

Conference Hotel

Higher Lodging Rate Requested?

None Selected

Transaction Amount \*

600.00

Currency \*

US, Dollar

FAMIS REF-A

FAMIS REF-B

Comment

\$150.00 per night for 4 nights.

Save

Cancel

Trip Purpose & Benefit should be brief but descriptive. For example, it should read "Attending American Architecture conference as part of research and tenure track" and NOT just "conference." (No acronyms)

## Travel requests must answer:

**Who** is traveling?  
**What** is the business purpose?  
**Where** are you traveling?  
**When** is the trip happening?  
**Why** does TAMU benefit?  
**Funding source**

# BOOKING TRAVEL IN CONCUR

Booking travel in Concur is not required, but it can be very helpful when traveling on restrictive types of funds.

Travel booked in Concur syncs to the traveler's trip library, Concur Mobile, & Triplt apps & is easily accessible for the expense report.

Concur has built in contracts with discounts & other incentives that are not available when booking outside of Concur.

**If traveling within the State of Texas, travelers must still provide tax exemption forms when required.**

SAP Concur

Requests Travel Expense Approvals Reporting App Center

THE TEXAS A&M UNIVERSITY SYSTEM

Hello, KEVIN

+ New 00 Required Approvals

TRIP SEARCH

Selection of Funding Source

Local Federal State

Flight Car Hotel

Choose Funding Source First

Flight Search

Round Trip One Way Multi City

From

Reservation with Concur. favorite travel

COMPANY NOTES

Welcome



## Corporate Travel Planners program (CTP):

1-877-727-5188 for assistance with existing online reservations  
1-866-901-3377 to book directly with a travel agent  
After Hours/Emergency 1-800-358-1229/International 303-801-233

# CREATING AN EXPENSE REPORT IN CONCUR

- Creating an expense report in Concur is relatively easy, and even easier if you have an approved Travel Request in the system.
- Charges placed on your University-issued travel card will appear as “Available Expenses” that need to be assigned to a particular Expense Report.
- Expense reporting is also something that can be delegated to a support staff person in your department.

s.com/home.asp

SAP Concur

Requests Travel **Expense** Approvals Reporting App Center

Help

Profile

Hello, KEVIN

+ New

00 Required Approvals

01 Authorization Requests

**00 Available Expenses**

**01 Open Reports**

00 Cash Advances

TRIP SEARCH

Selection of Funding Source

Booking for myself | Book for a guest

Choose Funding Source First

Flight Search

Round Trip One Way Multi City

From Departure city, airport or train station

To Arrival city, airport or train station

Search

Show More

MY TRIPS (0)

You currently have no upcoming trips.

Is your Concur profile up to date?  
Add your frequent traveler programs for streamlined business travel.

Add

COMPANY NOTES

Welcome to Concur

For more information regarding Concur please visit [System Offices Concur Webpage](#)  
To see a list of countries currently under a travel warning please visit [United States Department of State Current Travel Warnings](#)  
To see a list of countries currently on System Risk Management's Red 24 list please visit [TAMUS International Travel Risk Status](#)

Read more

MY TASKS

**00** Required Approvals →  
Great! You currently have no approvals.

**00** Available Expenses →  
You currently have no available expenses.

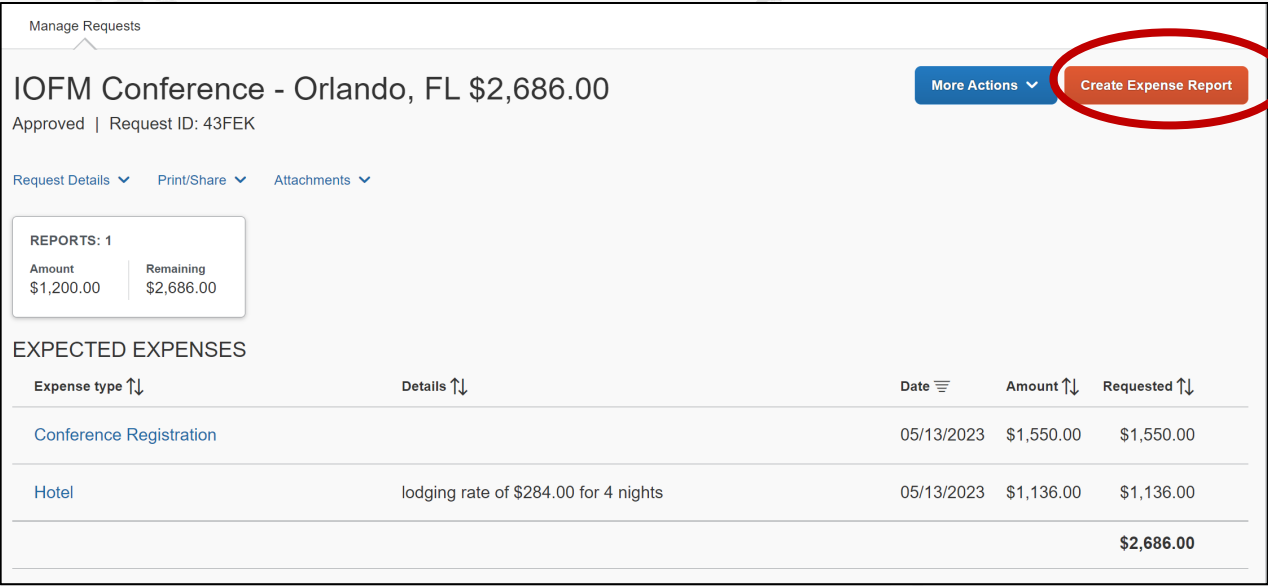
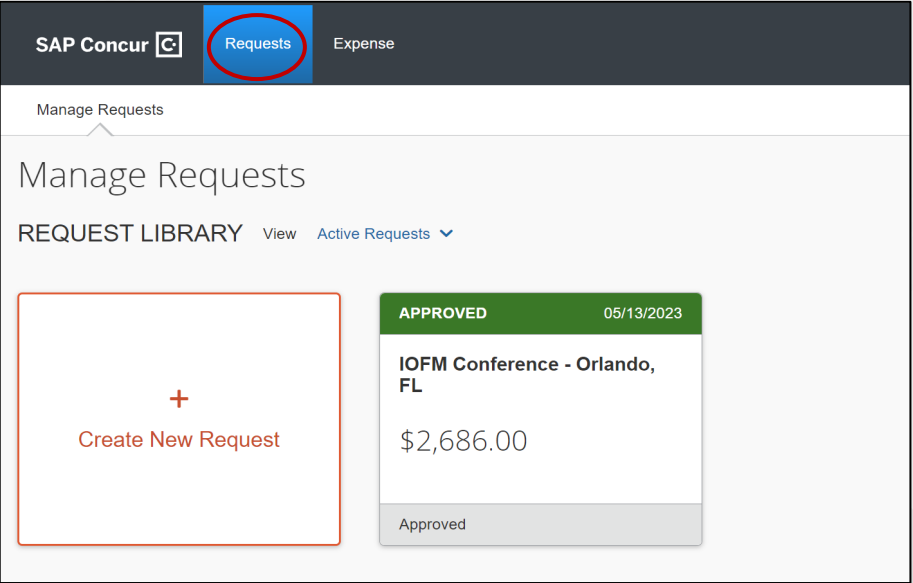
**01** Open Reports →  
04/30 Las Vegas, NV - APP2P Confe...  
\$3,092.46

Failure to submit within 90 days will result in the traveler being personally taxed.

# CREATING AN EXPENSE REPORT IN CONCUR

To create an expense report from an approved travel request.

1. "Request" tab at the top
2. Open the request
3. Click on the action "Create Expense Report"



Need to adjust or add information to Expense Report.

Enter accounting information, GSA rate, Notes

To check the approval flow of your report.

Attach approved travel request if needed. If you are creating from an approved request this will automatically attach for you.

**Report**

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons**
- Manage Requests

**Manage Attachments**

View Receipts in New Window

Edit Delete Copy

ment Type ↑↓

Enter Receipts or attach additional documents.

# EXPENSE REPORTS

SAP Concur

RequestsTravelExpenseApprovalsReportingApp Center

Help

Profile

Manage ExpensesView TransactionsCash Advances

IOFM Conference - Orlando, FL \$1,200.00

Not Submitted | Report Number: GC3VSM

Report DetailsPrint/ShareManage Receipts

REQUEST

Approved

\$2,686.00

Add ExpenseEditDeleteCopyAllocate

0 Available Expenses

Create New Expense

Search for an expense type

Recently Used

Conference Registration

Communications

Phone

Individual Meals

Business Meal

Business Meal, Alcohol

pop up window

View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Travel Card Agency Liability	Conference Registration	IOFM AP CONFERENCE & E	01/18/2023	\$1,200.00
					\$1,200.00	

Attach all receipts and required documentation before submitting report for approval.

## Import Expenses:

If you used your TAMU travel card the expense will show in your "available expenses". You will want to import all expenses that are associated with that trip by moving them to the report.

## Entering out of pocket expenses:

If you have any out-of-pocket expenses, you will "create new expense" and simply choose the best option (expense type). You will be prompted to enter the date of actual expense as well as other required information. Use the comment section to add any additional information regarding that expense. Attach all receipts and required documentation.

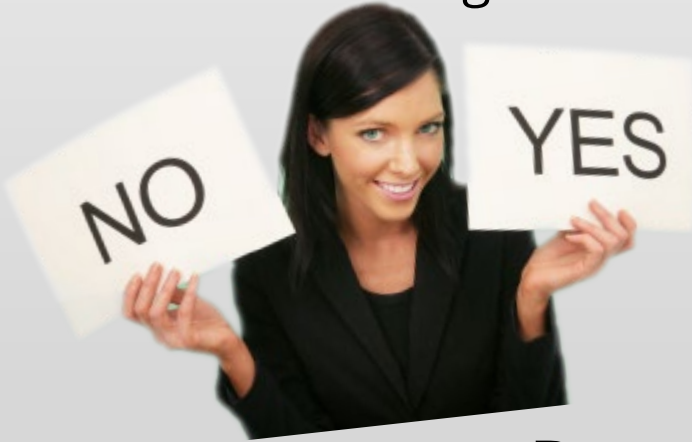
## Required Information:

Depending on the type of expense you have will determine the additional information needed. Anything with a "\*" is a required field. If you do not enter a required field Concur will give you an error code. Please see "tips" on what to enter into required fields.

# UNIVERSITY ISSUED TRAVEL CARD QUICK TIPS

## Allowable Purchase:

The University/Agency Travel Card is designed to be used by employees for all their travel needs. The travel card may be used for Airfare, Hotel, Car Rental, Restaurants, Conference Registrations, Parking and Incidental expenses while in travel status.



## Unallowable Purchases:

- Pay tax when you're in the State of Texas
- Use for personal expenses
- Within Bryan/College Station





# RESOURCES



# FINANCIAL MANAGEMENT OPERATIONS

## TRAVEL RESOURCES

Travel Guidelines:

<https://disbursement.tamu.edu/travel/foreign/approval-requirements/index.html>

Concur Online Training Videos:

<https://it.tamvus.edu/concur/training/>



- Organizes travel plans into one itinerary.
- Bookings made in Concur will auto-sync to TripIt
- Upload travel plans booked outside of Concur:
  - Travelers can email bookings to [plans@concur.com](mailto:plans@concur.com) from their *verified* email.
- Travel arrangers can email bookings on behalf of a traveler to [plans@concur.com](mailto:plans@concur.com) with the traveler's *verified* email in the subject line of the email.
- Receive check-in reminders & real-time flight alerts
  - Receive terminal & gate reminders
- Can be used for business & personal trips
- TripIt Pro is **FREE** for university employees

# TRIPIT MOBILE APP

## CAPABILITIES

- View trips & book travel
- Create/submit travel requests & expense reports
- Approve/send back travel requests & expense reports
- Assign travel card transactions to expense reports & create expenses
- ExpenselT feature
  - Match receipts to expenses,
  - Assign expense types to those expenses
  - Itemize transactions

## BENEFITS

- Saves you time! The app does most of the heavy lifting for you, all you have to do is take a picture of the receipt from the app!
  - Matches receipts to travel card transactions
  - Assigns expense codes
  - Itemizes hotel transactions
- Reduces the stress of having to keep track of your receipts!
- Speeds up the processing time for expense reports\*

# SETTING UP CONCUR MOBILE APP

How to find usernames and downloading Concur mobile app

The image shows two screenshots of the SAP Concur web interface. The left screenshot shows the 'Profile' dropdown menu with 'Profile Settings' circled in red. A red arrow points from 'Profile Settings' to a blue box labeled 'Verify your email address'. Another red arrow points from the 'Concur Mobile Registration' link in the left sidebar to a blue box labeled 'access username page'. The right screenshot shows the 'Concur Mobile Registration' page. A red arrow points from the 'Username' field (containing '@TAMUS.EDU') to a blue box labeled 'Any of these three options can be used to log into SAP Concur mobile app'. Another red arrow points from the 'Verified Email Addresses' field (containing '@tamu.edu') to the same box. A third red arrow points from the 'SSO Code' field (containing 'W4EVJW') to the same box. A fourth red arrow points from the 'Send Link' button to a blue box labeled 'Send a link to your email to easily download the app'. The SAP Concur logo is at the bottom center.

**SAP Concur**

**Requests**

**Profile** **Personal Information** **System Settings**

Denise Michelle Spears

**Profile Settings** **Sign Out**

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

**Request Settings**

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

**Expense Settings**

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

**Other Settings**

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Travel Vacation Reassignment
- Concur Mobile Registration

**SAP Concur Mobile App**

**MOBILE SIGN-IN POLICIES**

1 Your organization has set the following policies:

- You may sign into the mobile app using SSO or your username and password
- You will need to re-authenticate after a set number of days: 120
- You may set up biometrics on your mobile device to make signing into the mobile app

**SIGN-IN IDS**

To sign into the app, you'll need a unique ID -- either your username or SSO code

**Username**

\_\_\_\_@TAMUS.EDU

**Verified Email Addresses**

\_\_\_\_@tamu.edu

**Edit**

**SSO Code**

W4EVJW

**DOWNLOAD THE APP**

Email a link to download the app on a mobile device

\_\_\_\_@tamu.edu

**Send Link**

**SAP Concur**

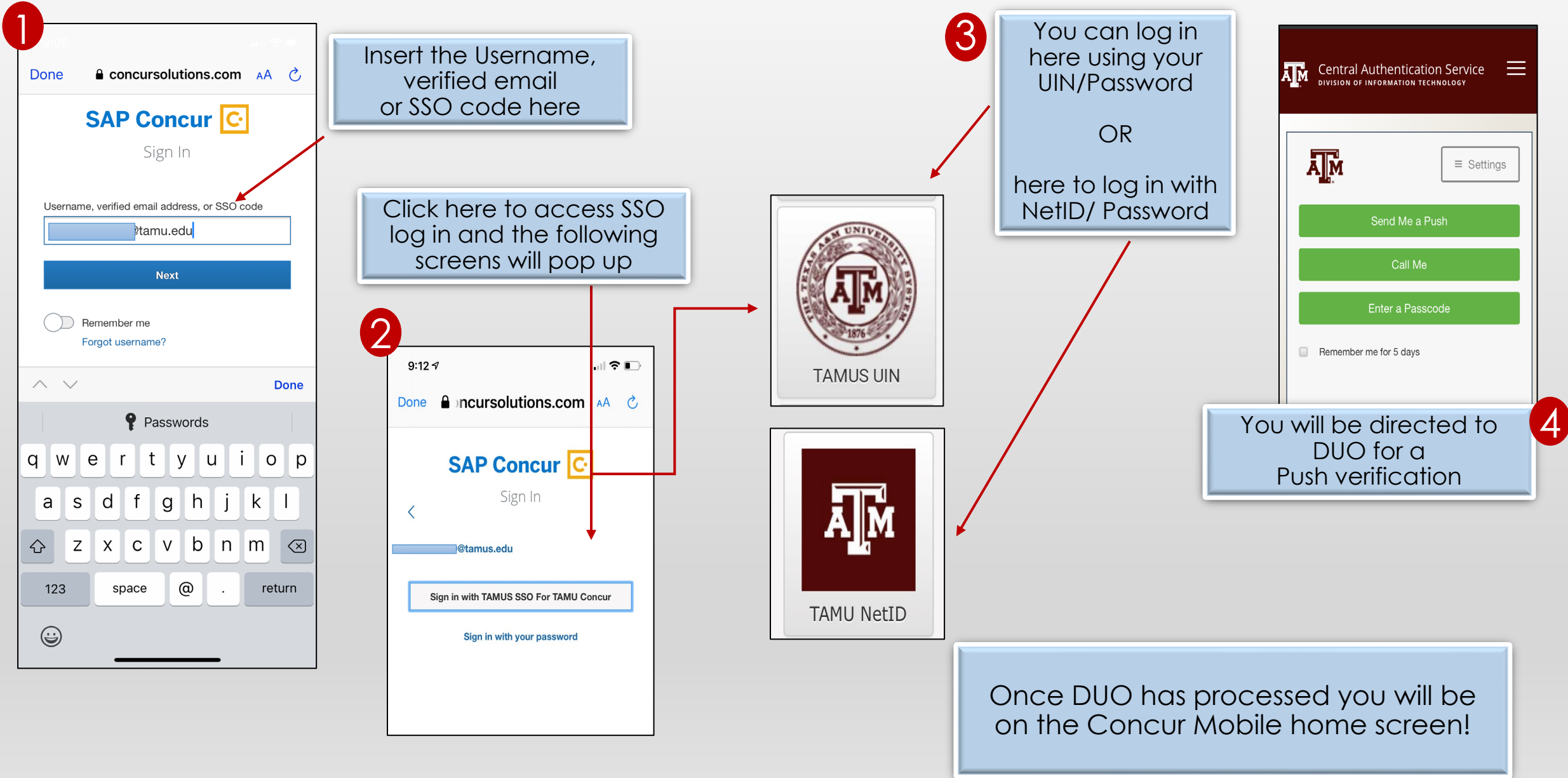
**Verify your email address**

**access username page**

**Any of these three options can be used to log into SAP Concur mobile app**

**Send a link to your email to easily download the app**

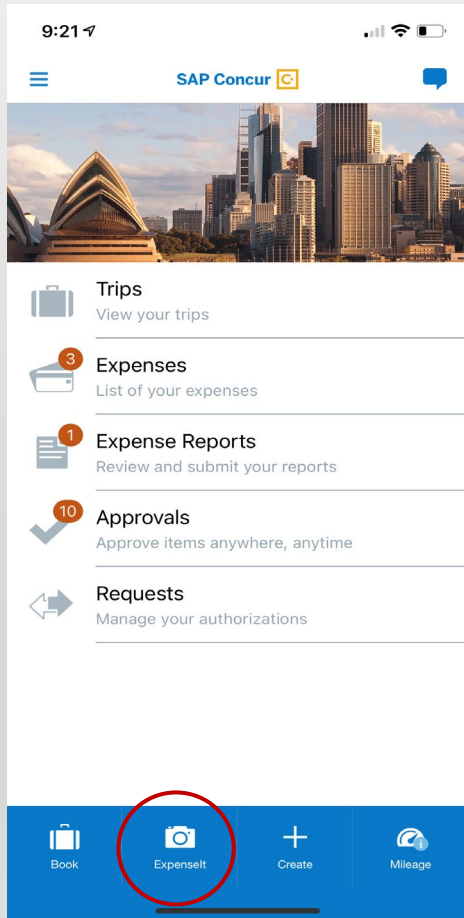
# CONCUR MOBILE APP - LOGGING IN



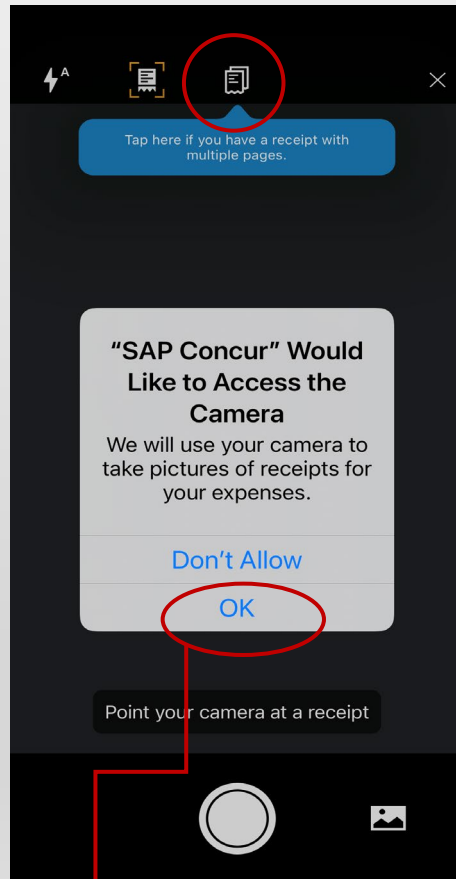
# CONCUR MOBILE APP

## Uploading single receipt

Click on expenses



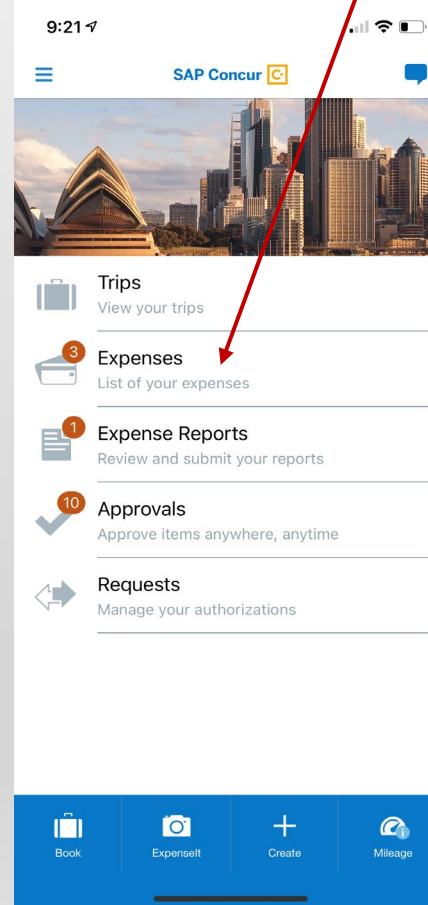
Take photo of receipt



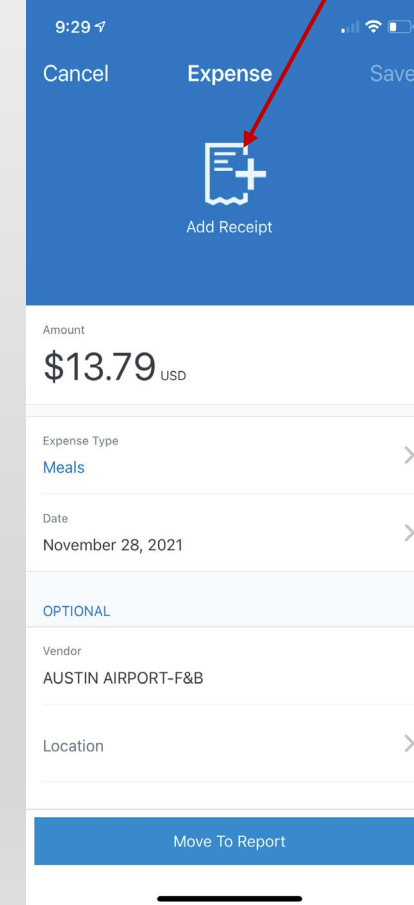
Once the photo has been taken, it will be analyzed and verified by the app.

## Adding receipt to existing expense

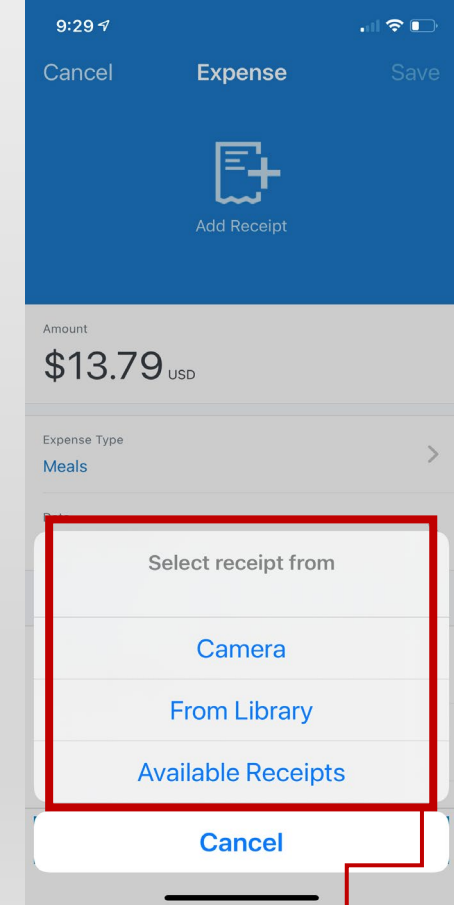
Click on expenses



Select "Add Receipt"



Choose image source



Upload photo and repeat process for other receipts.

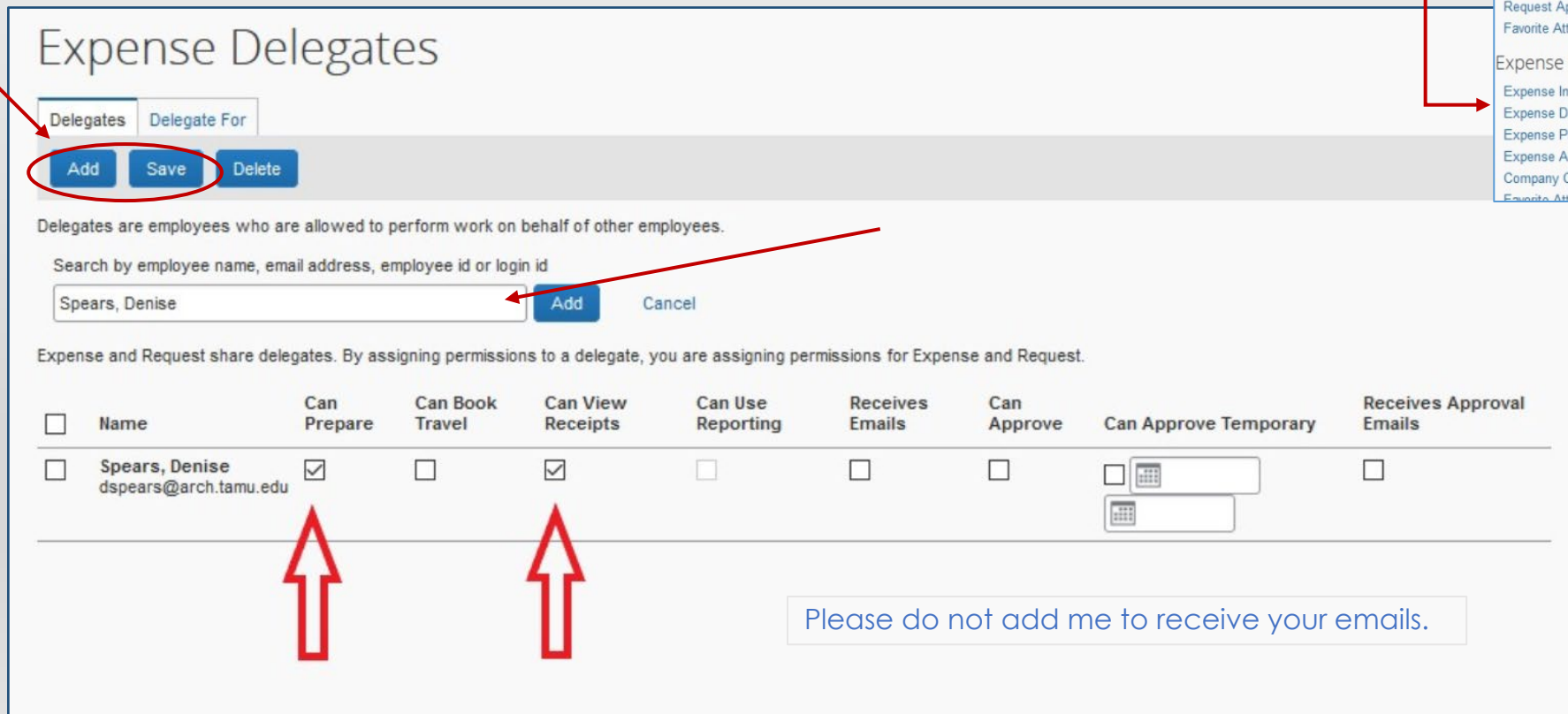
A faded, light gray world map serves as the background for the entire image. The map is centered, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The word "TIPS" is superimposed in the center of the map.

**TIPS**



# ADDING AN EXPENSE DELEGATE

- Profile Settings
- Expense Delegates
- ADD
- Type last name – Spears, Denise (scroll down until you find name)
- Only select the “can prepare” and “can view receipts”
- SAVE



The image shows the 'Expense Delegates' interface with several red arrows pointing to specific elements: one to the 'Add' button in the top toolbar, one to the search input field containing 'Spears, Denise', and two to the checkboxes for 'Can Prepare' and 'Can View Receipts' in the delegate list. A text box at the bottom right contains the instruction: 'Please do not add me to receive your emails.'

## Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Spears, Denise

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	Spears, Denise dspears@arch.tamu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/> <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>

### Your Information

Personal Information  
Company Information  
Contact Information  
Email Addresses  
Emergency Contact  
Credit Cards

### Travel Settings

Travel Preferences  
International Travel  
Frequent-Traveler Programs

### Request Settings

Request Information  
Request Delegates  
Request Preferences  
Request Approvers  
Favorite Attendees

### Expense Settings

Expense Information  
Expense Delegates  
Expense Preferences  
Expense Approvers  
Company Car  
Favorite Attendees

### Profile Options

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#### Company Information

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#### Credit Card Information

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#### Travel Profile Options

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Delegates are employees who are allowed to perform work on behalf of other employees.

#### Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

#### Concur Mobile Registration

Set up access to Concur on your mobile device



# HOW TO ITEMIZE A HOTEL RECEIPT



Details | Itemizations | Hide Receipt

Attendees (0) | Allocate

Expense Type \*  
Hotel

Check-in Date \*  
MM/DD/YYYY

Check-out Date \*  
MM/DD/YYYY

Nights: 0

Transaction Date \*  
MM/DD/YYYY

Business Purpose

Travel Classification  
Employee-Virtual Only (No Travel)

Hotel \*  
Search for Vendor

City \*

Payment Type \*  
Out of Pocket

Amount \*

Currency \*  
US, Dollar

Clearing Account

FAMIS REF-A

FAMIS REF-B

\*TAMU-Custom 06-Citi Corp Id

Comment

Save Expense | Save and Add Another | Cancel

**Step 1:**  
Select "Hotel" as the expense type, you will fill in all required fields (\*), make sure you enter the correct check in and check out dates, add receipt (drag and drop or upload) and save expense. Concur will prompt you to itemize your expense.

Note: If you used your TAMU travel card most of these fields will auto populate.

Hotel \$435.12  
10/25/2019 | Habitat Suites Hotel

Details | Itemizations

Amount \$435.12 | Itemized \$0.00 | Remaining \$435.12

New Itemization

Expense Type \*  
Hotel

Entry Type: Recurring Itemization

10/23/2019 - 10/26/2019 (Nights: 3)

Your hotel room rate was:  
The Same Every Night | Not the Same

Date	Room Rate *	Room Tax	Tax 2	Tax 3
10/23/2019	129.00	14.19		
10/24/2019	129.00	14.19		
10/25/2019	134.00	14.74		

(Amounts in USD)

Combine room rate and taxes into a single entry

Add Tax Fields

**Step 2: Itemization**  
Review your receipt. Enter the room rate and total tax amount as it appears **per night** in the correct boxes.

*Example Hotel Bill*

Date	Room	Description / Voucher	Charges	Credits	Balance
10/23/2019	3212	Room Non-Taxable	129.00	0.00	129.00
10/23/2019	3212	City Tax - 11%	14.19	0.00	143.19
10/24/2019	3212	Room Non-Taxable	129.00	0.00	272.19
10/24/2019	3212	City Tax - 11%	14.19	0.00	286.38
10/25/2019	3212	Room Non-Taxable	134.00	0.00	420.38
10/25/2019	3212	City Tax - 11%	14.74	0.00	435.12
10/26/2019	3212	Visa/Mastercard - ...4813 AP: 090900	0.00	435.12	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	392.00		
		City Tax - 11%	43.12		

Details | Itemizations

Amount \$485.12 | Itemized \$435.12 | Remaining \$50.00

Create Itemization | More Actions

## •What happens if my nightly charges are different?

Concur now gives you the option to select if the nightly rate is the same or different. Review your receipt and select the one that applies. Itemizations MUST match the receipt. Amounts can always be edited after this step if needed. Remember to SAVE itemization.

**Hotels in TEXAS** - City taxes and fees can be paid within the state of Texas; however, the 6% State Occupancy tax can NOT. Please present the hotel occupancy tax exemption form at check in. If you used a 3<sup>rd</sup> party vendor to book your hotel, the 6% is included and will have to be itemized out and marked as unallowable.

## •What if I have parking (or any other charge ie; internet, meal) charges?

You will notice that there is a "remaining" balance on the expense. Select "create itemization" and select the correct expense type. Fill in the required fields. Some hotels charge tax on parking. Make sure that the tax for parking is included in the parking expense total, and not included as a hotel tax. Note that some expenses require a comment.

# ADDING PERSONAL CAR MILEAGE REIMBURSEMENT

To enter mileage, add new expense, and select Personal Car Mileage.



[Manage Expenses](#) [View Transactions](#) [Cash Advances](#)

### New Expense

Details

Itemizations

Mileage Calculator

Attendees (0)

Allocate

Expense Type \*

Personal Car Mileage

Transaction Date \*

MM/DD/YYYY

Purpose of the Trip \*

From Location \*

To Location \*

Payment Type

Out of Pocket

Travel Classification

Employee-Virtual Only (No ...

FAMIS REF-A

FAMIS REF-B

\*TAM-Custom 06-Citi Corp Id

Comment

Distance \*

0

Amount

0.00

Currency

US, Dollar

Reimbursement Rates

Cancel

Save Expense

Show Receipt

Once you have selected personal car mileage, you will enter the date, and purpose (example: to airport for conference), then click on the Mileage Calculator in the top left. (see pop up window below)

In pop up window:  
Starting point Should be from your “duty Station” which is your TAMU address. **DO NOT use your home address.** When traveling for business you should leave from campus and return to campus.

Don't forget to hit “Make Round trip” to calculate your return trip. If driving outside of Texas an airfare comparison is needed. You can request this form from your department.

Once it has calculated, click “Add Mileage to Expense” and it will automatically add mileage as well as show the dollar amount.

Remember you can not clam mileage and fuel.

TAMU current reimbursement rate 0.655 per mile.

Mileage Calculator

Avoid Tolls

Avoid Highways

Waypoints

Coke Bldg, 415 Houston St, College Sta

89.9 MI

Personal

George Bush Intercontinental Airport (IA)

Calculate Route

Make Round Trip

Directions

Suggested routes:

TX 249 90.1 mi. About 1 hour 35 mins

Hwy 6 S and US-290 E 102 mi. About 1 hour 43 mins

Hwy 6 S 94.2 mi. About 1 hour 48 mins

Coke Bldg, 415 Houston St, College Station, TX 77840, USA

90.1 mi. About 1 hour 35 mins

1. Head southwest toward Houston St

167 ft

2. Turn right onto Houston St

0.2 mi

3. Turn right onto Ross St

0.4 mi

TOTAL PERSONAL

0.0 MI

TOTAL BUSINESS

89.9 MI

Deduct Commute

Map

Add Mileage to Expense

Cancel

# MEAL VS. BUSINESS MEAL



## WHAT YOU NEED TO KNOW ABOUT INDIVIDUAL MEALS:

**PLEASE NOTE THAT TAMU DOESN'T PAY A DAILY PER-DIEM. REIMBURSEMENTS ARE FOR ACTUAL MEAL EXPENSES.**

ON THE REPORT HEADER YOU WILL FIND A FIELD TO ENTER THE GSA MEAL RATE. TO FIND THE GSA RATE FOLLOW THE LINK, [www.GSA.GOV/PERDIEM](http://www.GSA.GOV/PERDIEM) SELECT THE STATE, SCROLL TO THE BOTTOM AND LOOK AT THE "MEALS & INCIDENTALS (M&IE) BREAKDOWN" FOR THE CITY YOU ARE VISITING. IF YOU DON'T SEE THE CITY, YOU ARE VISITING USE THE "STANDARD RATE".

RECEIPTS FOR INDIVIDUAL MEALS ARE RECOMMENDED BUT NOT REQUIRED UNLESS YOUR MEALS EXCEED THE DAILY GSA RATE. AT THAT POINT YOU WILL NEED TO PROVIDE ALL RECEIPTS FOR THAT DAY. YOU ARE REQUIRED TO KEEP ALL YOUR RECEIPTS IN CASE THERE IS A DISCREPANCY, AND THEY NEED TO BE REVIEWED.

STATE TAX CAN BE PAID FOR INDIVIDUAL MEALS WHILE IN TRAVEL STATUS.

ALCOHOL IS NOT ALLOWED ON ANY PERSONAL MEAL FOR ANY REASON.

**Please note that individual meals are not reimbursable on day trips or within the "duty station" (local, B/CS).**

New Expense

Details Itemizations **Individual Meal** Cancel Save Expense Hide Receipt

Attendees (0) Allocate

\* Required field

Expense Type \*  
Meals

Transaction Date \*  
MM/DD/YYYY

Business Purpose

Vendor Name

City

Payment Type \*  
Out of Pocket

Amount \*

Currency \*  
US, Dollar

☐ Unallowable Charge ☐ Travel Allowance

Clearing Account

FAMIS REF-A

FAMIS REF-B

Travel Classification  
Employee-In State

\*TAM-Custom 06-Citi Corp Id

Comment

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

GSA Meal Rate ?

## New Expense

Details Itemizations

Attendees (0) Allocate

\* Required field

Expense Type \*  
Business Meal

Transaction Date \*  
MM/DD/YYYY

Business Purpose

Vendor Name

City

Payment Type \*  
Out of Pocket

Amount \*

Currency \*  
US, Dollar

☐ Unallowable Charge ☐ Travel Allowance

Clearing Account

FAMIS REF-A

FAMIS REF-B

Travel Classification  
Employee-In State

\*TAM-Custom 06-Citi Corp Id

Comment \*

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

**Business Meal**

## WHAT IS A BUSINESS MEAL?

A BUSINESS MEAL TAKES PLACE WHEN TWO OR MORE INDIVIDUALS HAVE A MEAL TO DISCUSS A BUSINESS-RELATED EVENT.

IN ORDER TO MARK IT AS A BUSINESS MEAL, AN ITEMIZED RECEIPT IS REQUIRED AND THE 5 W'S NEED TO BE ANSWERED: WHO, WHAT, WHEN, WHERE, AND WHY. A COMMENT IS REQUIRED SUCH AS "BUSINESS MEAL WITH (ALL NAMES OF ATTENDEES) TO DISCUSS (PURPOSE OF MEAL)."

IF YOU ARE IN THE STATE OF TEXAS, TAX CANNOT BE PAID.

ALCOHOL MUST BE PREAPPROVED. EXPENSE WILL HAVE TO ITEMIZED, AND ALCOHOL ALLOCATED TO APPROPRIATE ACCOUNT. IF YOU DO NOT HAVE APPROVAL FROM DEPARTMENT TO USE ACCOUNT. YOU WILL HAVE TO ITEMIZE THE ALCOHOL AND MARK IT AS AN UNALLOWABLE CHARGE.

# REQUESTING INTERNATIONAL FUNDING

## WHO CAN APPLY?

- Every faculty member is allowed to request International Travel funding, but if a faculty member has startup funds, they are expected to use that first.

## WHAT ARE THE REQUIREMENTS?

- The faculty member must have been accepted to present peer reviewed work at an International Conference.

## HOW MUCH CAN I REQUEST?

- A faculty member can receive up to \$3,600 a year, but a maximum of \$2,400 per trip.

## WHO DO I CONTACT FOR APPROVAL?

- Leslie Feigenbaum @ [l-feigenbaum@tamu.edu](mailto:l-feigenbaum@tamu.edu)

## WHEN SHOULD I START THE PROCESS?

- As soon as you receive the invitation. This process can take up to 2-3 weeks to complete.

## HOW TO APPLY:

1. Faculty member needs to submit a travel request in Concur.
  - a. Include acceptance letter and any other relevant information.
  - b. Use comment section on travel request to indicate “requesting \$X, XXX.XX from the International Travel Fund”.
  - c. Complete the “expense summary” tab on travel request.
2. Wait for the travel request to be completely approved in Concur BEFORE any purchases are made.

- Questions: Please contact your department administrator or Denise Spears in the business office at [travel@arch.tamu.edu](mailto:travel@arch.tamu.edu)

# STILL HAVE QUESTIONS???

## Business Office Travel Team

[travel@arch.tamu.edu](mailto:travel@arch.tamu.edu)

Denise Spears (979) 845-3829

[dspears@arch.tamu.edu](mailto:dspears@arch.tamu.edu)

Sara Blassingame (979) 458-3556

[sblassingame@exchange.tamu.edu](mailto:sblassingame@exchange.tamu.edu)

Kevin Gustavus (979) 845-4964

[gus@tamu.edu](mailto:gus@tamu.edu)

