

Travel Review Guide

All expense reports in Concur are given a full review/audit. The Concur ER Processor Guide provides an outline of that process. This document is to provide a reference for coordinators/department approvers to know what areas are commonly addressed during the review/audit process. This document is not a comprehensive list of every regulation applicable to University travel.

Report Header

- 1) Are the Trip Purpose, Trip Type, and Traveler Type correct?
- 2) Does the Trip Description provide a clear description of the trip that supports a reasonable understanding of the business conducted? For example, “Research for project,” “conducting field work,” “conference,” or “meeting” are too broad. Instead, the description should provide a reasonable summary of the type of work; e.g. “Collecting methane samples from thermokarst lakes,” “Interviewing school district for nutrition survey data collection,” “Attending annual ICCC Conference,” or “Presenting at AGU meeting.”
- 3) Dates of Travel:
 - a) Do the business dates match the Request?
 - b) Do the business dates fit the needs of the trip, i.e. are any outside the required timeframe to conduct the purpose?
 - c) Is there any personal time? If so, are the personal dates indicated?
- 4) Does the funding match the Request? If not, was the ER routed to the appropriate approver for the change?

Travel Allowance

- 1) Is there a Travel Allowance itinerary on the ER?
- 2) Does the itinerary reflect the business dates of travel?

Airfare

- 1) Is a full flight itinerary receipt/ e-receipt attached to the airfare expense?
- 2) Is there a justification for airfare purchased outside of Concur/CTM (this may be included on the Request Header)?
 - a) Examples of acceptable justification: Required airline not available through Concur, air travel to rural location, etc.
 - b) If the justification is personal preference (e.g. prefers to manage booking directly with the airline), is there a cost comparison pulled from Concur attached to the Request or Report?
- 3) If business-only trip:
 - a) Do the dates and location of travel match the approved dates and location on the Request?

- b) Is this the itinerary entered in the Travel Allowance?
 - c) Did the traveler use the most direct and efficient mode of travel available (i.e. no excess stopovers, the quickest way to travel)? If no, review notes/backup for business comparison and justification.
- 4) If business + personal trip:
- a) Is a business-only cost comparison pulled from Concur attached to the Request or CTM forward cost quote attached to the Report?
 - b) Does the itinerary in the Travel Allowance reflect the itinerary on the business-only cost comparison?
 - c) Does the business only itinerary match the business need? (Allowable expense reimbursement of interrupted or extended travel for personal convenience is based on business only comparison time frame that would have incurred by uninterrupted travel.)
- 5) Did the traveler purchase coach class of service?
- a) Premium, Comfort +, etc are allowable so long as they are Main Cabin seating.
 - b) First Class tickets are unallowable even with a business justification.
- 6) Do all change fees/add collects have a business justification?
- a) Cancellation and change fees for family emergencies and factors outside traveler's control may be reimbursed at the department's discretion.
 - b) All changed itinerary receipts must be attached to the ER.
 - c) When "My Wallet" funds are used to pay for any portion of the airfare, a copy of the original ticket(s) that was used to fund "My Wallet" must be attached. Additionally, a screenshot of the traveler's "My Wallet" to show how the funds were utilized must be included. The "My Wallet" screenshot is used to show that ticket A (the cancelled ticket) paid for ticket B (the used ticket).
- 7) When using a personally-owned discount, frequent flyer, or no-cost airline ticket, the traveler can be reimbursed at the direct cost for incurred fees.

International Travel

- 1) International travel is travel outside of the 50 states, the District of Columbia, and the territories and possessions of the United States.
- 2) Federally funded travel must comply with the Fly America Act and Open Skies Agreement. (The university supports the Fly America Act by requiring all travelers using federal funding to be on an American air carrier for all legs of the trip when available regardless of cost and/or travel times. In cases where American carriers are not available travelers must fly into and out of the United States to a gateway city on an American carrier for connecting flights to their final destination.)
- 3) When applicable, foreign charges should be entered using that foreign currency. This allows for Concur to perform the currency conversion using rates from Oanda. Otherwise, if USD is entered for the foreign charge, then a currency conversion must be attached.

Lodging

- 1) Do the names and dates on the folio match the traveler and dates of expense itemizations?
- 2) Are the folio expenses (room rate, taxes/fees, incidental expenses, parking, telephone/internet usage, etc.) all properly itemized?
 - a) Cost(s) for additional companions and/or services may not be allowed; i.e., family members, those not on authorized UA business.
 - b) Room type should be reasonable for traveler to conduct university business (e.g., single/double layout).
 - c) Valet Parking fees are unallowable unless a hotel fact sheet is provided to support this as the only parking option available.
- 3) If the lodging is not within 150% of standard rate, is a business justification provided?
Note: Concur will not supply an audit flag for this. The reviewer must lookup and calculate the maximum allowable lodging rate.
- 4) Non-Commercial Lodging Standard allowance is 15% of the standard lodging rate rounded up to the nearest dollar.
 - a) The non-commercial lodging rate cannot be used after 30 days unless approved by the Travel Administrator prior to travel.
 - b) Allowable exceptions (when this rate does not reasonably approximate the cost of obtaining the service) must be based on the cost of providing or obtaining the service (backup required), reasonable in amount, and approved by the Travel Administrator.

Individual Meals & Incidental Expenses (MI&E)

- 1) Concur will calculate the allowable per diem in accordance with the travel regulations based on the itinerary entered in the Travel Allowance.
 - a) Fairbanks/Anchorage/Juneau and surrounding communities (within a 50-mile radius) are set by the UA President at \$70.
 - b) Same-day travel greater than 12 uses the destination location rate. An M&IE allowance will not be paid when travel status is less than 12 hours.
 - c) Per diem is based on the locality in which the traveler spends the night (while in transit, locality is the destination). Return rate is the home/duty station rate.
 - d) The first and last day of travel will be at 75% of the GSA rate.
 - e) Per diem is either short-term or long-term. Short-term is 30 days or fewer. Long-term is 31 days or more in a single location (this rate is 70% of short-term rate rounded up to the nearest dollar).
 - f) M&IE expenses shall not exceed the maximum rate paid for final destination, regardless of elapsed transit time, and cannot exceed a 24-hour day (i.e., time zone changes are not considered for the purpose of reimbursement).
- 2) It is the traveler's responsibility to accurately report when a meal is provided (e.g., hotel breakfast, conference lunch) if the food/timing is sufficient to serve as a meal.

- 3) Actual cost of meals may be claimed in lieu of per diem.
 - a) These are not to exceed the per diem allowance for meals and incidental expenses.
 - b) These require itemized receipts for reimbursement.
- 4) Incidental expenses include fees, gratuities and tips for services of cleaning staff, wait staff, baggage handlers, baggage carts, etc.

Group Travel MI&E

- 1) Responsible person (group leader) will be reimbursed at actual meal costs OR authorized M&IE rate.
- 2) Supporting documentation such as a statement directly from group members or a group sign off sheet is required.
 - a) Reported at actuals: Itemized receipts required & reimbursement cannot exceed total daily allowance. Note: Concur will not supply an audit flag for this. The reviewer must lookup and calculate the maximum allowable group MI&E rate.
 - b) Cash allowance paid to group members: Supporting documentation must notate the amount of cash received by each member.

Ground Transportation

- 1) Taxi/shuttle/train receipts are attached and within the business timeframe. "Luxury" accommodations (e.g. limo service) require business justification.
- 2) Personally owned vehicle:
 - a) Mileage Reimbursement: IRS standard rate is used in Concur
 - i) Mileage calculator on the expense line should be used. If not, Google/MapQuest map of route or attached true odometer readings must be attached.
 - ii) Fuel costs are not to be claimed when mileage rates are used.
 - b) Fines or penalties for parking or other violations are not reimbursable.
 - c) Vehicle repairs, towing services, lubrications, tire replacement are not reimbursable.
 - d) Driving vs flying for traveler convenience requires a business-only airfare comparison.
- 3) Reimbursement is based on business-only comparison timeframe for the most direct and efficient mode of travel.

Car Rental

- 1) Was a full size car or smaller charged?
 - a) If not, was a business justification provided (e.g., multiple travelers, transported supplies, ADA accommodation, etc.)?

- b) If not, only an e-receipt was provided, and it was booked through Concur, open the Trip Itinerary to review what class of vehicle was reserved.
- 2) Non-reimbursable car rental expenses:
 - a) Frequent flyer mileage charges
 - b) Optional expenses for convenience, e.g. GPS
 - c) Rental usage during personal travel days

Additional Expenses

- 1) Expense report must include all university-paid expenses, such as airfare, registration, lodging, etc., with 100% accuracy.
- 2) Phone calls, internet connection fees, and international data fees are reimbursable when incurred for business purposes.
- 3) Special clothing, camping gear, tools, and other supplies and miscellaneous expenses required to accomplish the travel objective are allowable.
- 4) Individual expenses (except for air, lodging, and vehicle rental) less than \$75 may be reimbursed without a receipt, in the event the receipt is lost, misplaced or inadvertently not obtained.
- 5) Personal expenses are not reimbursable.

Best Practices

- 1) Trip Name should use recommended naming format.
- 2) Agendas and other documents supporting business purpose should be attached to the Request.
- 3) CTM is familiar with federally funded travel regulations and complex routings, they should be utilized when booking international flights.
- 4) Foreign receipts should be translated into English for clarification. Concur will do the currency conversion.
- 5) Lodging itemizations should be at actuals and not averaged out over the course of the stay.
- 6) University employees should not purchase supplemental rental vehicle insurance in the United States and Canada as the University self insures for these risks.
- 7) ER should be routed to appropriate approver before it is sent to processor when there are funding changes/additions between the Request and the Report.