

Travel Updates

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Agenda

- Travel Suspension Updates
- Concur Travel Software
- Required Approvals
- New Travel Cards
- Registration Purchases
- Hospitality while Traveling
- Travel Claim submission - 60 days
- Traveling with Students
- Q&A



Travel Suspension Updates

Travel Suspension Lifted for travel occurring June 1 or later

Travelers will certify the following when submitting a Travel Request:

1. I will follow the current [CDC Travel Guidelines](#) and all travel procedures specified by my campus.
2. I have reviewed the location or travel destination and the [U.S. State Department's Travel Advisory](#) as a part of my analysis to perform this travel event.

What software do I use?

Concur

- Stateside employees using state funds (including self-support, state trusts, and split funding between state funds)

Adobe Sign

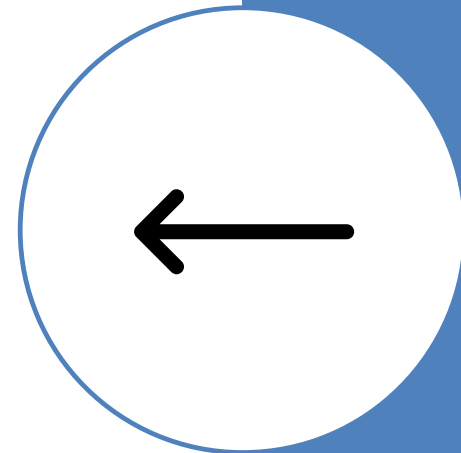
- Auxiliary employees
- Students
- Candidates
- Stateside employees using auxiliary funds
- Stateside employees using split funding between state and auxiliary funds

Required Approvals

Required approvals for domestic travel

1. One-up Manager
2. Funding Authority

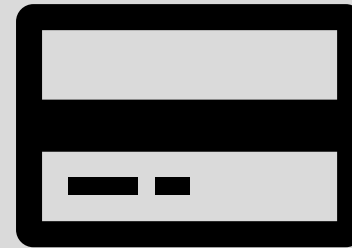
PAT Member approval is **no longer required for travel over \$500.**



New Travel Cards

**Personal Liability Travel Cards
have all been closed**

**Travelers have the option to
apply for our new [Corporate
Travel Cards](#)**



Registration Purchases

Please purchase all registrations (virtual or in person) on **PROCARD**

This will now **include payments that require a convenience fee**

Hospitality While Traveling

Adobe Sign

PRIVATE CAR USE			TRANSPORTATION		HOSPITALITY WHILE TRAVELING		TOTAL EXPENSE PER DAY
MILES	RATE	AMOUNT	COST (\$)	TYPE	COST (\$)	TYPE	
	0.560	\$0.00					0.00
	0.560	\$0.00					0.00

Concur

Add Expense

0 Available Expenses + Create New Expense

Search for an expense type

- Parking/Tolls
- Rail
- ^ 04a. Meals & Incidentals - International, Alaska & Hawaii
 - International, Alaska & Hawaii Per Diem
- ^ 04b. Meals - Domestic
 - Breakfast - Domestic
 - Dinner - Domestic
 - Lunch - Domestic
- ^ 05. Hospitality
 - Hospitality

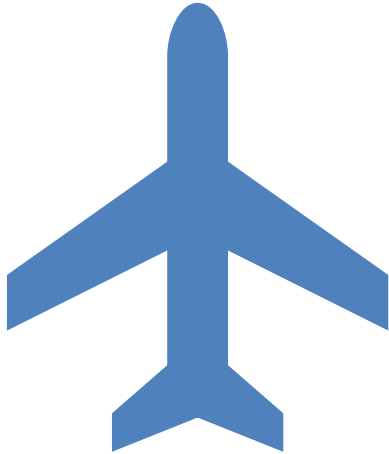
Travel Claim Submission

Reminder:

Travel Claims (both Adobe Sign and Concur) are due within 60 days of the travel event.

As with all exceptions to policy, CFO/VPFAS is delegated authority to approve exceptions.

Traveling with Students



Both Concur and Adobe Sign will now ask if the traveler is traveling with students

This is important and used for Clery reporting purposes



Thank You!

Questions?