

# After the Trip

## EXPENSE REPORT

After completion of travel faculty must submit an Expense Report within 60 days of the end of a trip through Concur.

If you are combining business and personal travel, a cost comparison of flights without personal dates must be attached to the Expense Report. The lesser of the two will be reimbursed. This is the same for surface transportation used in lieu of air travel.

- Faculty should only request funds for the total amount they have available at the time of travel
- If faculty receive additional funds after travel receipts have been submitted, the travel office can re-open the claim and be reimbursed for additional funds

## EXCEEDING AVAILABLE FUNDING

If faculty submit an expense claim for more funds that they have available, they will be responsible to pay back the university.

## APPROVAL

After faculty submit the Expense Report it will be routed for approval.

### Approvers & Required Signatures

#### Domestic Travel

- Travel Office Pre-Check (if Adobe Sign)
- One-up Manager - Deans Office
- Funding Authority - Chair
- Travel Office Audit and Payment
- Office of Sponsored Projects (if Adobe Sign)

#### International Travel

- Travel Office Pre-Check (if Adobe Sign)
- One-up Manager - Deans Office
- Funding Authority - Chair
- Office of Sponsored Projects (if Adobe Sign)
- Risk
- Travel Office Audit and Payment

### What if I exceed available funding? How should it be reported?

#### Out-Of-Pocket Expense:

- Attach the receipt
- In the *Amount* box indicate the amount you have funding for
- In the comment section note that while the receipt is for x amount you only have x amount available

#### Booking Tool or Travel Card:

- Use the *Itemizations* tab and itemize out the personal expense from the total amount
- Select the *Personal Expense (do not reimburse)* check box
- In this scenario faculty are responsible to pay back the university