Libraries Travel Request/Travel Expense Report/Non-Travel Expense Report User Expectations and Process

- This document outlines the expectations for the UTA Libraries staff in regard to the changes in the Libraries process and procedure related to the move to the Concur system.
- To access Concur, Canvas training is required to be completed. Once you have completed the Concur training you must enter Bonnie Dreitner and Loretta Pequeno as Expense and Request Delegates in in your Concur profile.
- The Organizational Operations Accounting team will provide customer support, coaching, and Final Review before Final Approval. Having access to your account will facilitate the OO teams troubleshooting and Final Review process.
- Bonnie Dreitner is the primary Delegate and Loretta Pequeno is the back-up.

1/30/2025

Staff:

- **Travel Requests**
  - Once staff have completed approval from their supervisor to travel (after completing the travel expenses spreadsheet and MACH request form) they must Start a Request in Concur.
  - Staff must complete the Request Header including the Funding Allocation and Expected Expenses. Regular staff will use their department cost center for funding unless the travel is being paid for by a grant, another department or some other source. Department Heads and Directors will use the Admin cost center 314552 unless travel is being paid for by a grant, another department or some other source.
  - Once the Travel Request has been completed, staff will need to notify Bonnie Dreitner so she can review the Travel Request. If there are

any errors, Bonnie will notify the staff member of the errors. When the errors have been corrected, staff should notify Bonnie and she will re-review the report. She will notify the staff member that the report is ready to be submitted. The staff member should then submit the report, Bonnie cannot submit it for them. The Travel Request will then enter workflow to be approved by their supervisor and the Budget Director.

    - When staff has received an approved Travel Request number via email, they are responsible to make any airfare or rental car reservations through Concur. Hotel reservations can be made through Concur but it is not mandatory.

- **<u>Travel Expense Reports:</u>**
    - When staff have returned from a trip they are responsible to create and complete an expense report within 30 days of their last date of travel. Any expense reports submitted 60 days past the last date of travel are subject to taxation.
    - If the staff member flew on their trip, make sure your airfare transaction has downloaded to your Concur profile before starting your expense report.
    - If the staff member used a Travel card, they need to make sure all expenses have loaded before starting their expense report.
    - Staff is responsible to upload all necessary receipts and other documents such as the conference schedule/agenda and conference hotel information.
    - Staff is responsible to do the allocation on each line of the expense report to the correct cost center.
    - Staff must notify Bonnie Dreitner once they have completed the expense report so she can review it before it is submitted.
    - If there are no errors on the expense report, Bonnie will send an email to the staff member that the expense report is ready to be submitted. If there are errors, she will note them for the staff member. The staff member must correct all errors and then notify Bonnie the expense report is ready to be reviewed again.

    - When staff has been notified, they have an error free expense report they then submit the report. It cannot be submitted by Bonnie.
    - The Expense Report Request will then enter workflow to be approved by their supervisor and the Budget Director. It will then be sent to Disbursements for processing.

Non-Travel Expense Reports:

- When staff pay for a University related expense with their own personal funds they must submit an expense report within 30 days of the purchase. Any reports submitted 60 days past the date of purchase are subject to taxation.
- Staff must create the Report Header, add the expense line or lines if there is more than one expense and upload the receipt(s). Staff must allocate the expense(s) to the correct cost center.
- If a food purchase is involved, they must list the attendees (like on an official occasion form) for the event. The staff member's name will always be automatically listed. If more than ten people attended the event add that information in the Comments section of the expense.
- Sales tax **is not** reimbursable unless staff is paying for a meal at a restaurant. For all other purchases the amount of the expense should be without tax in the expense report. Example – snacks for a meeting purchased at Kroger, total amount is $25.65. $2.15 of the total is sales tax. Total amount of the expense would be $23.50 as that is what you would be reimbursed for.
- Staff must notify Bonnie Dreitner once they have completed the expense report so she can review it before it is submitted.
- If there are no errors on the expense report, Bonnie will send an email to the staff member that the expense report is ready to be submitted. If there are errors, she will note them for the staff member. The staff member must correct all errors and then notify Bonnie the expense report is ready to be reviewed again.
    - When staff has been notified, they have an error free expense report they then submit the report. It cannot be submitted by Bonnie.
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    - The Expense Report Request will then enter workflow to be approved by their supervisor and the Budget Director. It will then be sent to Disbursements for processing.
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Supervisor:

- Review and approve the Travel Requests, Travel Expense Reports and Non-Travel Expense Reports in Concur.
- Verify the cost centers and expense types that have been entered.
- Supervisors are to hold their staff accountable for submitting their Travel Expense Reports and Non-Travel Expense Reports within 30 days on the last date of travel or the date of the purchase.

Scanning Documents:

- The Libraries staff copiers and printers have been configured to scan to email. This will make it easier for cardholders to upload documents, if they are not already in electronic form.