

BASIC Steps for In-State, US Domestic and International
Travel Requests and Expense Reports
JULY 2016

Written below are the most basic outlines for what each IEG employee who has been issued an OU travel card must do for the three different types of travel: in-state, travel outside of Oklahoma but only within the US (domestic), and international travel.

BASIC STEPS FOR ALL FORMS OF TRAVEL:

1. Contact Missy Lee for the *department number* that your trip expenses will be charged to. This step applies to ALL travel and is extremely important.
2. Complete and submit a Travel Request in the Concur system before any travel expenses are charged to your OU travel card. (This step is NOT required for travel within Oklahoma)
3. Wait until the Travel Request is approved by Dr. Anne Dunn (faculty only) or Mesia Miller (all others) in the Dept of Microbiology and Plant Biology before charging any trip expenses to your OU travel card.
4. Pay for your Registration Fee online using your OU travel card if there is a fee required. (Note: if membership is required to obtain the lower Member Registration rate, you must use a personal credit card to pay the membership fee.)
5. Book your Hotel Reservation using your OU travel card.
6. Book your Airfare using your OU travel card.
7. Use your OU travel card to pay for all ground transportation and/or taxi expenses.
8. Do not use your OU travel card to pay for meals. You will be reimbursed for meals via federal per diem rates on the Expense Report.
9. MAKE PDF FILE COPIES OF EVERY INDIVIDUAL TRAVEL EXPENSE (registration, membership fee, air fare, hotel, ground transportation and taxi). You will need to attach these pdf's to the Expense Report that must be prepared after the Travel Request has been approved.
10. Attach OU travel card charges and/or charges to your personal credit card to the Expense Report for the trip as they occur. Registration, airfare, approved membership fees can be attached to the Expense Report before the trip actually occurs and the traveler is encouraged to do so. This significantly reduces the number of daily Concur system notifications for "unassigned" expenses.
11. Attach a pdf file of the "Event Information" to the Expense Report as a \$0.00 item. This is mandatory for all out-of-state travel when registration and/or hotel expenses are involved. The Event Information pdf is a single file that contains all information pertaining to conference dates and location, registration rates, designated hotel rates, or agency-sponsored designated lodging notice if no hotel was specifically designated by the meeting sponsor.
12. Finish completing the final Expense Report for the trip in Concur after the meeting has concluded and submit it for approval to begin the approval routing process.
13. ***Be sure to read all emails you receive from the Concur system in case any action or additional information is required from you.***
14. Monitor the approval and payment status of your Expense Report travel reimbursement under the Expense tab of your Concur home page.

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REFER TO THE CONCUR TRAINING GUIDE FOR FOLLOWING DETAILS:

- TRAVEL REQUEST PREPARATION: PAGES 14-21
- MAKING, BOOKING, OR CHANGING TRAVEL RESERVATIONS FOR AIRFARE OR HOTEL BOOKED WITHIN CONCUR: PAGES 22-28
- EXPENSE REPORT PREPARATION: PAGES 29-43

In-State Travel:

1. Contact Missy Lee for the *department number*. The department number is the account number that the trip expenses will be billed to and paid from. It is important that the trip expenses be charged to the department number at the very beginning! Failure to do so will cause the Expense Report to be rejected because the default department number, if there is one, is for OU's Financial Services office central account which doesn't allow any travel to be charged by anyone anywhere on campus.
2. Make individual copies of any receipts in pdf file format of any receipts for trip expenses that charged to your OU travel credit card and/or that you paid for yourself such as registration or hotel and SAVE THEM TO YOUR COMPUTER. If you will only be claiming mileage, you will only need to know the full address of the location you traveled from, the location you traveled to, and the address you returned to.
3. Log into Concur, click on the Expense Tab, and create the new Expense Report for the trip
4. Prepare the Expense Report and attach all pdf copies of travel receipts that were charged to your OU travel card or that you paid for yourself. REFER TO PAGES 29-43 IN CONCUR TRAINING GUIDE FOR DETAILS ON HOW TO PREPARE THE EXPENSE REPORT.
5. SUBMIT YOUR COMPLETED EXPENSE REPORT
6. The CONCUR system will send you email notifications to let you know the status of the approval and payment process of your Expense Report. *Be sure to read all of your email notifications in case the Concur system and/or Concur Support Team is asking for a response or action from you!! This is important!*

US Domestic Travel outside the State of Oklahoma:

1. Contact Missy Lee for the *department number*. The department number is the account number that the trip expenses will be billed to and paid from. It is important that the trip expenses be charged to the department number at the very beginning! Failure to do so will cause the Expense Report to be rejected because the default department number, if there is one, is for OU's Financial Services office central account which doesn't allow any travel to be charged by anyone anywhere on campus.
2. **The traveler must complete a TRAVEL REQUEST in Concur before the trip occurs and it must be approved before charge any expense is charged to your OU travel credit card. THIS STEP IS REQUIRED BY OU TRAVEL REGULATIONS!!!**
3. Log into Concur, click on the Requests Tab, and create the new Travel Request for the trip. REFER TO PAGES 14-21 IN THE CONCUR TRAINING GUIDE FOR DETAILS ON HOW TO PREPARE THE TRAVEL REQUEST. (US Domestic Travel continued on next page)

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US Domestic Travel outside the State of Oklahoma: (continued from previous page)

4. AFTER your Travel Request has been approved by Mesia Miller or Dr. Anne Dunn, the “Book” button or the “Expense” button on the far right hand side of your Travel Request will be activated. The “Book” button will only appear if you plan to book your Airfare or Hotel from within Concur. Travel reservations to more than one meeting location within the US can NEVER be booked from within Concur. Usually, it will be the “Expense” button that will display since most conference travel has to be booked outside of Concur. REFER TO PAGES 22-28 FOR DETAILED INSTRUCTIONS ON HOW TO BOOK AIRFARE, HOTEL AND/OR RENTAL CAR FROM WITHN CONCUR.
5. Make individual copies of all travel receipts in pdf file format for trip expenses that are charged to your OU travel credit card AND/OR that you have had to pay for on your own personal credit card’personal funds and SAVE THEM TO YOUR COMPUTER. You will need these to attach as documentation for the Expense Report that is filed when the trip has ended.
6. Create a pdf document titled “Event Info for (name of trip)” that includes all information regarding the conference/meeting you will be attending including the conference name, purpose, dates, city/state where the meeting is held, registration rates, and designated conference hotel(s)
7. Log into Concur, click on the Expense Tab, and create the new **EXPENSE REPORT** for the trip
8. IMPORTANT NOTE: YOU DO NOT NEED TO WAIT UNTIL THE TRIP HAS CONCLUDED TO BEGIN ATTACHING AND/OR IMPORTING RECEIPTS TO THE EXPENSE REPORT!! You can attach and/or import pdf copies of receipts for things like registration, airfare or Event Info to the Expense Report before the trip has finished.
9. Prepare the Expense Report and attach pdf copies of all trip receipts that were charged to your OU travel card and/or that you paid for yourself. REFER TO PAGES 29-43 IN CONCUR TRAINING GUIDE FOR DETAILS ON HOW TO PREPARE THE EXPENSE REPORT.
10. SUBMIT YOUR COMPLETED EXPENSE REPORT
11. The CONCUR system will send you email notifications to let you know the status of the approval and payment process of your Expense Report. *Be sure to read all of your email notifications in case the Concur system and/or Concur Support Team is asking for a response or action from you. This is important!!*

Foreign Travel outside the US:

1. Contact Missy Lee for the *department number*. The department number is the account number that the trip expenses will be billed to and paid from. It is important that the trip expenses be charged to the department number at the very beginning! Failure to do so will cause the Expense Report to be rejected because the default department number, if there is one, is for OU’s Financial Services office central account which doesn’t allow any travel to be charged by anyone anywhere on campus.
2. READ THE INSTRUCTIONS AS OUTLINED UNDER “US DOMESTIC TRAVEL OUTSIDE THE STATE OF OKLAHOMA” TO COMPLETE THE TRAVEL REQUEST AND EXPENSE REPORT FOR FOREIGN TRAVEL. (cont’d next page)

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Foreign Travel outside the US: (continued from previous page)

3. *Please be aware that NO foreign travel can be booked from within Concur. Send Missy Lee the following for foreign flights:* (continued on next page)

- *the detailed flight itinerary for the flights you would like to have booked for your trip, (you can get this information from travel web sites like Expedia, Kayak, etc.)*
- *your passport number,*
- *passport expiration date,*
- *country of issuance,*
- *your full date of birth (month/day/year), and*
- *your cell phone number*

and she will contact a local university-approved travel agent to book the flights for you. If it is the first time Missy Lee has booked flights for you, she will need 1.) your OU travel credit card number, 2.) the expiration date of the card (mm/yy) and the 3-digit security code from the back of the card. The travel agency will save all of this information in the system and it should not be necessary to request your travel card information from you again for future flight reservations.

IMPORTANT NOTE FOR ALL IEG OU TRAVEL CREDIT CARD HOLDERS:

If you experience any issues, error messages that will not allow you to go to the next step/page or submit your Travel Request and/or Expense Report, check for error messages displayed at the top of whatever Concur screen you are in to see if there is an explanation provided. If you still cannot correct the error, send an email directly to the Concur Support Team at concur@ou.edu with a description of the nature of the problem you are experiencing and ask for instructions on how to correct the issue(s).

*If you have an urgent need to speak to someone on the Concur Support Team in OU's Financial Services department at Evans Hall on main campus about an issue you are experiencing with your Travel Request and/or Expense Report, you can call them directly at **325-3023**. They prefer email correspondence and rarely answer phone calls since the launch of the new Concur travel system in February 2016. However, the number is provided here in case your email requests are not answered or if you want to follow up with a phone call to stress the urgency of your email request.*