DATE: November 15, 2019

TO: All campus departments

FROM: Tawny Fleming, Director of Contracts, Procurement & Accounts Payable

RE: $0 Travel and Field Trips in Concur

Dear campus partners,

The purpose of this memo is to communicate newly determined procedures regarding the use of Concur for field trips, as well as travel that is not paid by the University, or what we often refer to as $0 travel. As a reminder, by January 1st, 2020, all faculty and staff will fully transition to the Concur Travel and Expense program for state-funded travel. Below are the newly established procedures:

$0 International Travel
For International travel that is not paid for by the University, also known as $0 International Travel, requests will go through Concur. This process will replace the paper travel authorization process currently used because international travel requires Foreign Travel Insurance (FTI), which is typically around $100 and paid by the department. When FTI is paid by the department, these expenditures will be facilitated through the International Travel Concur process.

$0 Domestic Travel
For Domestic travel that is not paid for by the University, also known as $0 Domestic Travel, requests will not go through Concur. If a Faculty Class Coverage Form is required, faculty will still submit the form consistent with current procedures established by their department. However, if any portion of the travel will be paid for by the University, the use of Concur will be required.

Field Trips
Field trip expenses paid by the University will require travel requests to be approved through Concur before the field trip takes place. The field trip process will remain consistent with current procedures and Concur will only be used when there are associated expenses.