

Travel Rules

AP Travel

How to set up a new Concur account

- ▶ Employee Account: Go to P.A.S.S., select Miscellaneous, and click on Concur Travel Management. If the employee is not already set up as a Concur user, the self registration page will appear. Complete the required information and save.
- Self Registration is an overnight process; the new Concur profile will become available the next day.
- If any updates are needed later (e.g., default cost center change, change of delegate to approve, adding newly created Vendor ID), complete “Concur Supplemental Form for Employee Access Updates” and submit it to concur@central.uh.edu. The form can be obtained from the Finance Form website <http://www.uh.edu/finance/pages/forms.htm>
- ▶ Non-Employee Account: Send a “Concur Non-Employee Access Form” to concur@central.uh.edu. The form can be obtained from the Finance Form page: <http://www.uh.edu/finance/pages/forms.htm>

Concur Self-Service

Personal Information


User ID	XXXXXX	Middle Name	
First Name	Linda		
Last Name	Traveler		
Date of Birth	01/01/1950		
Login_ID	ltraveler@uh.edu		
Email ID	ltraveler@uh.edu		

Type of traveler

Supervisor Empl ID	XXXXXXX	Supervisor, Kevin
Are you an expense approver? <input type="radio"/> Yes <input checked="" type="radio"/> No		

Default Cost Center(Optional)

Business Unit	Fund Code	Department	Program	Project
00730	2080	H0160	F0626	NA

 Save

Travel Request

- ▶ All UH travel for employees, prospective employees, students, prospective students, university guests, contractors, and regents
 - ▶ Completed and approved before travel
 - ▶ Estimate of expenses
 - ▶ Authorization to travel
 - ▶ Reimbursement
-
- **Travel Request must be created in the profile of the person who will be traveling**

Travel Request

- ▶ Created in Concur by traveler or delegate
- ▶ Workflow approval
 - Employee travelers must submit their own TR into workflow to acknowledge their review
- ▶ Approvers are automatically notified when a Travel Request is pending their approval
- ▶ An approved Travel Request is required for all university travel, whether paid by UH or not
- **Don't book travel until the TR is fully approved**

Travel Restrictions

- ▶ Domestic and International Travel
 - ▶ Faculty, Staff, and Graduate Students
- ▶ Travelers are required to obtain VP approval prior to traveling
 - VP approval may come in the form of a memo, email approval, or Concur
 - Note: The only exception is if a VP has granted delegate access to approve outside of Concur.
 - Check with AP Travel if you are unsure if you have the appropriate approval
- ▶ Visit: <https://uh.edu/covid-19/guidelines-protocols/travel-guidelines/> for additional information
- ▶ Effective until further notice

Travel Reimbursement Expense Report

- ▶ Required for reimbursement for travel expenses
- ▶ Only economy/coach class airfare
- ▶ Meals are always reimbursed based on actuals (not Per Diem)
- ▶ Itemized receipts must be provided if over Per Diem Rate
 - ▶ Receipts not required for incidentals less than or equal to \$75
 - ▶ Expense Report must be created in the profile of the person who traveled; for reimbursements

Travel Expenses

- ▶ Airfare
 - Must be purchased at the lowest price available (i.e., economy/coach class).
 - Upgrades or additional fees are Not Allowed.
 - Additional baggage fees incurred due to unauthorized Travelers are Not Allowed.
- ▶ Rental Car
 - Luxury vehicles and additional cost upgrades are Not Allowed.
 - SUVs, Vans and larger sized vehicles may be permissible if several Travelers will be traveling in one vehicle.
- ▶ Hotel
 - Must adhere to the daily Meal & Lodging Limits.
 - Additional fees for unauthorized Travelers are Not Allowed (i.e., rollaway bed).

Rental Car Information

- ▶ **Enterprise** (Business Use Only)

- Contract Rate Identifier: TX730

- PIN: UH-

- ▶ **Avis** (Business Use Only)

- Contract Rate Identifier: F999730

- ▶ **Hertz** (Business Use Only)

- Contract Rate Identifier: 2120730

- ▶ **Enterprise** (Personal Use)

- Contract Rate Identifier: TX999

- PIN: TEX

Deadline for Submittal of Reimbursement Expense Reports

- ▶ Traveler has up to 60 days after completion of travel to turn in receipts to the dept.
 - If turned in after 60 days, must get routed to the Tax Department (with Taxable Payments or Reimbursements to Employees form- Exhibit B, SAM 03.D.06) before submitting to AP
- ▶ Dept has a maximum of 15 days after received from traveler to submit to AP
 - If submitted after 15 days, justification is needed

Deadline for Submittal of Travel Card Expense Reports

- ▶ Cardholders and custodians are responsible for submitting Expense Reports in Concur through the certifying signatory to Accounts Payable no later than the 25th of the month following the month in which those transactions occurred.
- For example, Travel Card charges with a transaction date in September (September 1 - September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.

Moving & House hunting Expenses

- ▶ Not allowed on a travel card

- ▶ **Required documents:**

- Travel Request

Note: Create a Travel Request for House hunting expenses and another one for the actual Relocation expenses.

- Addendum A
- Offer Letter
- Exhibit B
- Itemized receipts (including meals while moving)
- ▶ Link: <http://www.uh.edu/administration-finance/tax-information/moving-and-relocation/>

Travel Card Overview

- ▶ Primary Custodian
 - Employee who has custody of the travel card
 - Responsible for submitting expense reports in Concur
 - **Expense Report must be created in the profile of the primary custodian (cardholder); to close out travel card charges**
- ▶ Delegates in Concur
 - Employees authorized to create/review Travel Request and/or Expense Reports for specific employees and/or non-employees.
 - Submit Travel Requests and/or Expense Reports in Concur on behalf of specific non-employees (**employees must submit their own Requests/Reports**).
 - Approve Travel Requests and/or Expense Reports in Concur on behalf of specific employee approvers.

Travel Card Applications

- ▶ AP Travel website:
 - Concur and Tcard
 - Travel Card
 - https://uh.edu/office-of-finance/ap-travel_test/concur-tcard/travelcard/
- **Addendum A** -- Cardholder Application/Approval Form (Local Dept and Multiple User Travel)
- **Addendum B** -- Cardholder Application/Approval Form (Local Individual Travel)
- **Addendum D** -- Statement of Disputed Item
- **Addendum E** -- acknowledgment of Responsibilities for Multiple User Travel

Travel Card Requirements

- ▶ Complete the travel card application approved by the appropriate College/Division Administrator (CDA) and submit to the Travel Card Program Coordinator in Accounts Payable:
APTravel@uh.edu
- ▶ Complete HR form: Authorization for Criminal History Investigation (CHRI Request Form valid for up to 6 months)
*Procurement/Travel Card Clearance
- <https://uh.edu/human-resources/talent-acquisition/chri/>
- ▶ Complete the T Card Cardholder training (SF2204) through T.A.P. (Valid for up to 1 year)
- ▶ Login to P.A.S.S. → Training → Request Training → Search by Course Number → SF2204 → View Available Sessions → Select Session (0001) → Continue
- <http://www.uh.edu/adminservices/PASS/trainingenrollment.htm>

Cardholder/Custodian Responsibilities

- ❑ Complete annual Online Training
- ❑ Safeguard the travel card
- ❑ Ensure that travel card expenses benefit the University
- ❑ Ensure that travel card expenses are in compliance with University policy
- ❑ Obtain itemized receipts for all travel card purchases
- ❑ Report unauthorized transactions promptly
- ❑ Report lost/stolen cards to AP Travel promptly
- ❑ Notify College/Division Administrator of Cancellations
- ❑ Complete Addendum E (Acknowledgement of Responsibilities for Multiple User Travel Card)
- when applicable
- ❑ Submit expense reports in Concur for the travel card transactions by the due date

Allowable Travel Card Purchases

Local Department Travel Card

- ▶ Airfare
- ▶ Rental Car
- ▶ Hotel Charges
- ▶ Registration Fees
- ▶ Other travel related charges made from the office

Local Multiple-User Travel Card

- ▶ Airfare
- ▶ Hotel
- ▶ Rental Car
- ▶ Registration Fees
- ▶ Travel Meals for authorized travelers only, for overnight trips
- ▶ Travel Incidentals
- ▶ Business Meals during business trip

Allowable Travel Card Purchases

Local Individual Travel card

***Not to be used to make purchases for individuals other than the cardholder.**

- ▶ Airfare
- ▶ Hotel (no state tax for employees traveling in Texas)
- ▶ Rental Car
- ▶ Registration Fees
- ▶ Travel Meals, for overnight trips
- ▶ Travel Incidentals
- ▶ Business Meals during business trip (no sales tax for Texas vendors)
- ▶ When purchasing business meals from Texas vendors, the cardholder must claim exemption from State of Texas sales tax using the university's Tax Exemption Certificate. Same applies for employees lodging in Texas.
- ▶ **Note: Meals for a group of employee travelers are not considered business meals.**

Unauthorized Travel Card Charges

- ▶ When authorized Travel Card users allow someone else to use their Travel Card
- ▶ Non-travel charges, except for business meals and needed materials during travel status
- ▶ Gratuity exceeding 20% on Travel Cards charged to local funds
 - ▶ Anything in excess of the 20% allowance will need to be coded as, “Unallowed Charge on UH Credit Card” in Concur
- ▶ Personal purchases by error
- ▶ Airfare that includes any non-business destination(s)
- ▶ Airfare upgrades
- ▶ Meal and lodging exceeding the published amount on the UH Travel website
- ▶ Other inappropriate use

Foreign Travel

- ▶ Travel Request
 - VP Approval (Concur automatically routes TR through VP)
 - Export Controls and Travel Embargo Form
 - Agenda
 - Fly America Act Waiver Checklist (if applicable)
 - Foreign air carrier
 - Fund: 5013, 5014, 5015, 5033, 5034 and 5035.
- ▶ Documents available in Concur (Travel tab)
- ▶ Link: <http://www.uh.edu/research/sponsored-projects/proc-pol-guide/travel/>

Post Trip Report

- ▶ Must be uploaded to the Expense Report
- ▶ Accounts Payable is not looking for a long description of activities and does not verify that the agenda and trip report were submitted to the appropriate VP for a foreign trip.
- ▶ A brief explanation of the activities that occurred each day on the trip is all that is required. An account is needed for each day because some university travelers incur personal expenses during their business trip, which should not be paid by the university

Travel Advances

- ▶ Used to receive money before travel
- ▶ Criteria:
 - ✓ 1. Local Cost Centers Only
 - ✓ 2. Employee Foreign Travel or Group Travel
- ▶ Requirements
 - 1. Employee Foreign Travel: VP approval, Export Controls, Agenda, and Breakdown of expenses
 - 2. Group Travel: Roster, Agenda, Breakdown of expenses

Travel Advances

- ▶ A Concur Expense Report must be created and submitted to properly process the Travel Advance.
- The appropriate Travel Request must be linked to the Expense Report.
- ▶ If the expenses were less than the amount issued, the Traveler will need to pay back the University of Houston for the excess amount.
- In Concur, the returned amount must be coded as, “Cash Advance Return.”
- ▶ If the expenses were greater than the amount issued, the travel expenses must be entered in the Concur Expense Report. Concur will automatically subtract the travel advance amount from the travel expense amounts entered in the expense report. Concur will then generate a voucher to issue a reimbursement for the excess amount.

Texas Hotel Occupancy Tax Exemption Certificate

- ▶ State portion of tax exempt in Texas for employees (6 percent tax)
- ▶ Traveler needs to present form
- ▶ <https://uh.edu/office-of-finance/tax-information/official-tax-documents/>
- **Note: Federal grants or contracts may not permit reimbursement of the state hotel occupancy tax**

Meals & Lodging in Continental US

- ▶ **Local:** Actual expense, receipt required if exceeds per diem rate
- ▶ **State:** Actual expense, not to exceed per diem rate
- ▶ **Per diem rates can be found at the GSA website**
 - Choose current year
 - Use city or county (NACO to look up county for a particular location)
 - Local & State: “Standard Rate” if city or county not found
 - <http://www.gsa.gov/portal/category/21287>
 - Itemized receipt always required for lodging
- ▶ **Daily cap amount on Local funds**
 - Local (Texas): combined meals and lodging not to exceed \$250
 - Local (Other) : combined meals and lodging not to exceed \$320
 - San Francisco, CA; Santa Monica, CA; Boston/Cambridge, MA; New York City, NY; and Washington DC: combined meals and lodging not to exceed \$415
- ▶ **Reimbursement Rates:** https://uh.edu/office-of-finance/ap-travel_test/general/recent-changes/combined-meals-and-lodging-travel-limits.pdf
- ▶ **Note: Non-overnight meals are not reimbursable for employees**

Meals & Lodging Outside Continental US

- ▶ **Local:** Actual expense, receipt required if exceeds per diem
- ▶ **State:** Actual expense not to exceed per diem
- ▶ **Foreign:** Department of State website
- ▶ Alaska, Hawaii, PR, & any US possessions & territories: Department of Defense website
- ▶ Cap amount: combined meals and lodging cannot exceed the greater of \$455 or amount in per diem website (GSA)
- ▶ Non-overnight meals not reimbursable for employees
- ▶ Per diem rates
 - Choose date
 - “Other” if location not found
 - “Local meals” for meals under DOD website
 - **Itemized receipts always required for lodging**
- ▶ <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Alcohol & Business Meals

- ▶ Alcohol cannot be purchased during normal business hours by employees.
- ▶ Must be itemized and charged to account 53113, whether part of a business meal or travel meal.
- ▶ Cannot be charged to tuition, sponsored project, federal indirect cost, or Athletic cost centers (2064, 2160, 2164, 2072, 1000s, 5000s, or Athletics).
- ▶ Entertainment expenses cannot be charged to tuition funds (2064, 2160, 2164)

Business/Personal Travel

▶ Travel Outside the United States

- ▶ All approved university employee business travel outside the US that includes some personal travel days is “Considered to be entirely for business” because the employee is considered to have “no substantial control” over making the trip. The only exception is the President’s travel outside the US.
- ▶ The appropriate vice-president/president has the ultimate responsibility for determining the extent of reimbursement for the transportation costs and other travel expenses.

▶ Travel Primarily for Personal Reasons in the US

- ▶ The cost of traveling to/from the destination (airfare, mileage to/from airport, airport parking, etc.) may not be directly charged to the university or reimbursed. Only expenses that are directly related to conducting university business may be charged to or reimbursed by the university, such as lodging and meals on “days spent on business activities,” and local transportation costs to/from business meetings.

Domestic Travel FAQs

- https://uh.edu/office-of-finance/ap-travel_test/domtravel/faqs/

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
Case#1	Travel	Business	Business	Business	Business	Travel	Travel entirely for business
Case#2	Travel	Business	Personal	Personal	Personal	Travel	Travel primarily for personal
Case#3	Travel	Personal	Business	Business	Business	Travel	Travel primarily for business
<div> <div>Travel</div> <div>is counted as business day.</div> <div>Travel</div> <div>is excluded from the calculation.</div> </div>							

Travel to Canada/Mexico

- ▶ Treated as domestic travel
 - ▶ Does not require VP approval
 - ▶ Charge to domestic account codes.
 - ▶ See Employee-Out-of-State: Alaska, Hawaii, Canada, Mexico, Puerto Rico, and US Possessions/Territories
- ▶ Treated as foreign travel
 - Daily Meal and Lodging Cap of \$455.
 - Export Controls and Travel Embargo Form is required.
 - Fly America Act (if applicable)

Additional Information

- ▶ Concur and Tcard Training Material

- Visit: https://uh.edu/office-of-finance/ap-travel_test/concur-tcard/tm-printable/

- ▶ University of Houston Travel Policies

- Visit: https://uh.edu/office-of-finance/ap-travel_test/general/travel-policies/

- ▶ Insurance

- Visit: https://uh.edu/office-of-finance/ap-travel_test/general/insurance/

- ▶ Travel Forms

- Visit: https://uh.edu/office-of-finance/ap-travel_test/forms/

AP Travel Contacts

▶ **Eric Sanchez** - AP Manager

713-743-3329

esanch35@central.uh.edu

▶ **Eric Diaz** - Senior AP Analyst

713-743-7538

eodiaz@central.uh.edu

▶ **Saju Georgesam** - AP Analyst II

713-743-6951

sgeorges@central.uh.edu

▶ **Quang Ngo** - AP Analyst II

713-743-9152

qmngo@central.uh.edu

Tax Dept.

➤ **Tax Office**

tax@uh.edu

Concur System

➤ **Concur Support**

Frank Pham – Coordinator, Application
Security, Financial Computing Systems
713-743-5112

concur@central.uh.edu