

Concur Travel Help Sheet for Extension Field Personnel



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ACCESS & LOG-IN

Concur Website: <https://purchase.umd.edu/travel/concur/concur-login>

Setting up User Profile & Delegates:

- Setting up User Profile: Verify your UMD email address and name are correct. You can add your UMD Travel Card to your profile as well. Follow the steps in the How-To-Guide to ensure your profile is set up completely.
<https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Setting-Up-Concur-User-Profile-v2.0.pdf>
- Delegates: A delegate can be added to your Concur profile to assist you with travel arrangements. The delegate can request and setup expense reports but they **CAN NOT** submit the final expense reports.
 - If you are a Supervisor in PHR or a fiscal officer in the Financial System can assign delegates to review reports prior to their approval or to approve on their behalf (ex. away for vacation) if they are also a supervisor or financial officer as well.
 - <https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Adding-Acting-Delegates-v1.pdf>

Accessing Concur Forms:

- Log-In: Click 'Login'
- Enter Directory ID and Password
- Login Successful – press continue
- All requests, available expenses, and reports will show on the landing page.

University Travel Card

Travel Card Information:

- Travel Services: <https://www.dbs.umd.edu/travel/services/travelcard/index.php>
- UME Answers: <https://agmr.atlassian.net/wiki/spaces/umeanswers/pages/1420327769/Fiscal+Office>
- AGNR Administrative Services: <https://agmr.umd.edu/about/information/faculty-staff/administrative-services/travel-services>
- If you do not currently have a travel card, you can request one through your Concur profile: <https://purchase.umd.edu/sites/default/files/uploads/documents/jobaid-tcard-request-v1.pdf>
- Travel Card Roles & Responsibilities: https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Roles-%26-Responsibilities_v4.pdf
- Travel Card & Expense Reports: <https://purchase.umd.edu/travel/concur/travel-card>

Travel Requests

How to Complete a Request: <https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Tvl-Hosting-Request-Single-Employee-v1.pdf>

No Cost Trip Request: https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-No-Cost-Trip-Request_v2.pdf

- Be sure to complete the Request form and send it BEFORE you make any travel arrangements or travel out-of-state or depart for any overnight trips (in-state or out-of-state). **You will not be reimbursed if you do not submit the Request prior to travel.**

- Liability: Be sure that your Request is submitted and approved before you travel, to avoid any liability issue. The University may not be financially responsible should a “mishap” (such as an accident) occur... you may be financially responsible.
- **Blanket TARs:** For faculty or staff who frequently travel into a neighboring state, such as West Virginia, Pennsylvania, or Delaware, or non-metro-area of Virginia, may submit a monthly ‘blanket’ Request (in advance) month. There is only one way to do this in Concur per Thomas Yu.
 - The only way to submit a blanket Request is to select the “NO COST TRIP” box on the Request detail page.
 - In this case, you can create a Request and add personal car mileage line to that Request and set it as \$0. You must comment that the request will be used for all day trip expenses for the month of xyz.
 - At the end of the month you will create an Expense Report with that Request and enter in your mileage for your monthly trips to Delaware for example. All other in state mileage will NOT go on this report.
 - Employees who travel into another state, but claim the mileage only to the Maryland state line are not eligible for any travel reimbursement. ANY travel to a destination out of state must have a Request submitted.
- Any overnight travel (in-state or out-of-state) requires a Request – even if you are not planning to submit a Report for reimbursement, or all expenses will be paid on a University TCard (airfare, hotel, registration, etc.). Again, this is to cover the employee to avoid a liability issue.
- As an UME general guide, employees cannot be reimbursed for overnight stays within 50 miles of the home office location. There are circumstances where it is necessary to stay overnight, and this should be discussed with the AED prior to making hotel reservations. This will be reviewed on a case-by-case basis.
- Requests are necessary for all out-of-state trips, (**even for one-day trips**). Delaware is considered out-of-state. Washington, D.C. and its northern Virginia suburbs are considered in-state if you can get there by metro.
- Requests must be reviewed by your local reviewer before AED/ADO approval. These are routed directly to the correct reviewers through the Concur System.
- Be sure to specify the name of the meeting (do not use acronyms) and the location (city, state).
- **Multiple Funding Sources?** When you complete the Expense Report you will be able to allocate the expenses to different KFS numbers.
- When you submit a Request, the funds are encumbered on the KFS account number used on the Request. If you do not travel or do not have any expenses to submit using that Trip Number, these funds will need to be un-encumbered. Contact the reviewer so they can process the form to remove the encumbrance. Details on this process can be found at:
 - <https://agmr.atlassian.net/wiki/spaces/umeanswers/pages/1424915249/Travel+FAQs>
 - If you encumber funds at the end of a Fiscal Year, that does not hold those funds from the budget into the next Fiscal Year. The funds are expended from the account at the time of the Report is submitted.
- **Using a University Travel Card:** In the Comments Section, list any expense (e.g., airfare/hotel) that will be charged to a University Travel Card (You must use your own Travel Card). **Include** those

expenses in the Expense section of the Request in the appropriate category. This will encumber the funds for the complete trip.

- **Booking Travel in Concur: Flights must be booked in Concur.** Rental cars and hotels can also be booked in Concur, however these can be booked outside of Concur. UMCP contracts with professional travel agencies that provide an array of travel services, including airline tickets, car rental reservations, and hotel reservations. <http://www.dbs.umd.edu/travel/services/agents.php>
- **Car Rental Companies:** <http://www.dbs.umd.edu/travel/discounts/index.php>. Do not purchase CDW/LDW insurance for your rental car – you will not be reimbursed. The State of Maryland automatically provides this coverage for state employees.
- **Group Travel (known as event travel in Concur):**
<https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Event-Request-v1.pdf>
<https://www.youtube.com/watch?v=4OjaaUHs3ms&feature=youtu.be>
- **Driving to out-of-state (far away) meetings instead of flying:** If the traveler has a reason to drive instead of fly to a meeting designation (and flying would be less expensive than the total mileage reimbursement), the traveler will provide two of the **least expensive airfare quotes** with a statement of justification explaining why he/she would drive versus fly. Traveler will work through the AED to obtain the advanced approval from the ADO before the Request is submitted to establish the dollar amount allowed for POV reimbursement.
 - The Request should document which dates are official business and which dates are personal or annual leave. Since driving takes more time than flying, the drive time cannot all be considered official business.
- **Mixing Personal and Business Travel:** It is reasonable that a faculty or staff member would take some extra time to sightsee before or after attending a conference or meeting, however, personal expenses are not reimbursable and personal or annual leave needs to be used for any days when not attending to official business. To avoid any questions, this needs to be identified on the Request, with the specific dates that are not official business. Any expenses incurred on those days cannot be included in the Request expenses. Documenting the date(s) on the Request will assist in Travel Expense Report preparation and review.
 - Travel to/from a conference on work time; therefore, the flight/drive dates/time should be included in the Request to document this work time
- **Foreign Travel:**
 - Effective 7/15/16: When traveling internationally, the Request must include the traveler's travel itinerary of all the countries and dates you will be traveling in each country during your trip be included. All International Travel information can be found at:
<https://purchase.umd.edu/travel/concur/international-travel>
 - Using Grant Funds: The PI needs to verify that this is an approved budgeted item within the grant proposal. Please include a statement similar to the one listed below so your reviewer and approver know that the funding for this trip is permissible:
Preparer of this request certifies that the travel being requested is allowable and appropriate per the terms of the award made by Agency Name under KFS x-xxxxxxx.
 - Currency Converter: Currency will automatically be converted in Concur.

Travel Expense Report

This document section will assist you in preparing your Travel Expense Report. The guide for completing this report can be found [here](#).

** Please try your best to limit the number of Expense Reports submitted as we are charged PER EXPENSE REPORT. If expenses are being submitted for mileage, parking, or other items that do not require a request, please submit all expenses on a **monthly basis**.

There are expenses for the same trip submitted separately (hotel, per diem, airfare, parking, etc). Concur is charging UMD for each of those separate submissions. All expenses should be submitted at the same time where possible.

Available Expenses

On your Concur home page you will see a section called Available Expenses. This is where all charges made on your TCard will appear.

- Not all expenses need an approved request
 - Example – paying for a meeting meal at your office
- Once an expense appears – you can submit it towards an expense report then. You do NOT have to wait to apply it to a report until after the travel has occurred.
 - Example – It is the end of the fiscal year. You have paid for registration or flight on your TCard in May but the trip is not until August. Once the registration expense posts to Concur (typically within 5 days of the purchase) you can move it to an Expense Report and submit it then. If it is part of an approved Request, create an Expense Report for that Request, add the expense to it and submit. This will still leave the remaining encumbered amount available in the request to be utilized with the rest of the Report after the travel occurs.

Travel Expense Report – Detail Page

1) Create New Report

- If you are creating an Expense Report from an Approved Request select “Create From an Approved Request” in the top left corner.

2) Report Type

- UMD Travel & Hosting for typical travel and mileage expenses.
- UMD Event Report for group or conference travel expenses.
- UMD Travel & Hosting – Guest for any guest travel expenses.

3) Complete the required sections that include trip name, travel start and end dates, trip purpose, traveler type, report type, personal travel, KFS number.

4) **Comments to/from approvers/processors: THIS IS AN IMPORTANT SECTION**

If several trips are included on this expense statement, please list each date and explain what you were doing. **A general statement such as “conduct Extension business” is not satisfactory.**

If you are submitting an expense statement for one day only, you do not need to include the date, but you will need to explain where you were/what you did. Here are some examples:

1/2/2012: Farm Visits at the A. Thomas Farm, K. Stiles Farm, and R. Burke Farm.

1/3/2012: 4-H Volunteer Training Seminar.

1/6/2012: Teach Food Safety Class (evening class).

1/7/2012: Attend Regional Grow It Eat It (GIEI) Meeting (use the specific name of the conference).
 1/9/2012: Attend Maryland Department of Agriculture “Train the Trainer” seminar.

5) Create Report

Please do not use acronyms (e.g., DHIA, GIEI, etc.), unless you have already explained what it means earlier in the form. Prepare the TES form (and TAR) as if someone not familiar with University of Maryland Extension and your city/county location was reviewing it. (like an auditor)

Travel Expense Report – Expenses Page

“Add Expense” and select either an available expense (this is something that was charged to your travel card) or create a new expense from the provided list.

- 1) **Privately Owned Vehicle Mileage Detail:** For each trip, you’ll have at least one entry, depending on the number of stops made on that day.
 - Trip type, purpose, and traveler type are auto populated from your detail page.
 - Enter Transaction Date
 - Miles in Lieu of: use Not Applicable if you are not using personal car mileage instead of the cost of airfare, rail, or vehicle rental.
 - **From:** Indicate where you started – town/city. (See examples below)
 - **To:** Indicate the town/city where you went. (See examples below)
 - Be specific on your location. “And Vicinity” is not a specific place in Maryland.
 - The trip should be round-trip. If not, specify why in the Comments section.
 - Use the mileage calculator to determine mileage. This will also allow you to deduct your daily commute from Home to Office if necessary.

Example 1 (Travel to one location and return)	Example 2 (Travel to several locations)	*Example 3 (Travel within the same town/city)
From: Ellicott City	From: Easton to Queenstown	From: 4th Street to Market Street, Frederick
To: Westminster to Ellicott City	To: Denton to Easton	To: Patrick Street to 4th Street
<i>*If you are traveling within the same town/city, indicate in the Comments that the street names are within that specific city.</i>		

- **Mileage Rate:** This is auto populated in the system.
- Then click **Save Expense or Save and Add Another**.
- Continue adding more days of travel until you are finished.
- **To modify a row:** Click the box next to the expense and select edit.
- **To delete a row:** Click the box next to the expense and select delete.
- To Allocate the mileage to a different KFS number than the overall report and other expenses, click the box next to the expense and select “allocate”. You can then allocate to a different account by selecting “add”, entering an account number, then allocate a \$ amount or % of that expense to the account number you entered. If you only do a portion of it, the remaining will be charged to the KFS on the detail page.

<https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Splitting-Charges-to-Multiple-KFS-Accounts-v1.pdf>

Note: Mileage reimbursement is for ‘official University work business’ only.

5) Expenses:

- To add any additional expenses (such as registration, tolls, meals, etc.), select “add expense” and select the expense type from the available list.
- **Date:** 01/23/2012
- **Vendor name:** Name of the business/charge origin
- **Description:** Insert a brief explanation, e.g., Registration Fee, Hotel, Parking, etc.
- **Amount:** Type in the appropriate amount.
- Select “Save.”
 - Continue to add expenses until you are finished.

6) **Meal Per Diem:**

- **Departure and return dates are automatically populated at 75% of the daily per diem rate if the travel time is 8 hours or more. If less than 8 hours, it will be adjusted**
- **Meals can not be claimed for same day travel**
- **In order to claim Daily Meal Per Diem you must create a Travel Allowance in your expense report and then select the meals to be reimbursed**
- <https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Daily-Meal-PerDiem-v1.pdf>

NOTES ABOUT THE EXPENSES PAGE:

- **Group Travel** – Group travel is now labeled as “event” travel in Concur.
 - In order to complete group travel you must start a “UMD Event Request” and include all estimated expenses along with the names of the UMD employees that will be covered with this request.
 - With an Event travel request, the individual that creates the request is able to book and pay for hotels and registration for all those listed in the request. **THIS IS THE ONLY WAY YOU CAN PAY FOR ANOTHER EMPLOYEES EXPENSES.**
 - Each employee is required to complete their OWN travel expense statement, but they do not need to complete individual requests.
 - Once the travel is completed each person will complete a Travel Report and note the approved REQUEST ID in all expenses.
 - Please watch this video for the full process on group travel
<https://www.youtube.com/watch?v=4OjaaUHs3ms&feature=youtu.be>
- **Claiming Mileage from Home Instead of the Office:** When departing from home for a meeting, employees are permitted to claim mileage based on the shortest distance. Reimbursable mileage is calculated from the starting point (or ending point) of the trip – or from the normal place of employment – ***whichever is less***. Refer to the UM policy:
<http://www.dbs.umd.edu/travel/policy/umtravel/POV.phpf>
 - Examples:
 1. An employee leaves from home to travel to a meeting location that is 26 miles from his/her home, but the meeting location is only 20 miles from the office. The mileage claimed is 20, since that is the shorter distance.
 2. An employee from home to travel to a meeting location that is 10 miles from his/her home, but it is 15 miles if they leave from the office. The mileage claimed is 10 miles, since that is the shorter distance.
 3. An employee travels to a meeting location that is 10 miles from his/her home, but it is 15 miles from the office. The employee travels to the office first to pick up something. Mileage claimed is 15 because you they left from the office to go to the meeting.
 4. Piggy-backing on the above scenario: The employees travels from the office to the meeting, but then goes home directly from the meeting location. Mileage is claimed as a total round trip of 25, because the employee drove from the office to the meeting (15), and then drove home (10 miles).

5. **IMPORTANT:** Anytime an employee's home address is the departure or return location on the expense statement, a comment should be included in the Comments section that the lesser of the mileage is claimed (e.g., (1) left from home, but claiming lesser mileage; or (2) returned home after meeting, shorter distance claimed).

- **Normal travel to and from the office is not a reimbursable expense.** However, if a faculty member is traveling to a night meeting from his/her home, mileage may be claimed from home to the night meeting. Please note the reason for the mileage in the Comments section (e.g., evening Gifts from the Kitchen program, 7-9 p.m. returned home after meeting).
 - Weekend travel from home to the office or other locations is not reimbursable because UME **field faculty** earn comp time for weekend/holiday meetings.
 - Any exception must be discussed with the AED prior to Travel submission.
 - **Exempt staff** do not earn comp time, therefore travel for work on a weekend or holiday is allowable.
 - For **non-exempt program support staff** mileage may be claimed.
- **Travel Policy for Dual or Multi-County Educators:**
https://agmr.umd.edu/sites/agmr.umd.edu/files/files/documents/admin-services/admin-docs/DualCotravelpolicy_2_.pdf
- **Meals:**
 1. Breakfast - To claim breakfast you must depart at least 2 hours before your normal work hours.
Lunch - This is not a reimbursable expense for one-day trips.
 2. Dinner - To claim dinner, you must return at least 2 hours after your normal work hours from an overnight stay or get to your overnight location 2 hours after your normal work hours.
 3. For current per diem rates, go to: <https://www.gsa.gov/travel/plan-book/per-diem-rates> rates will be based on the location of your travel.
 4. **In-state:** When claiming meal reimbursement, indicate your departure time or return time in the **Comments**. This is the only way to verify that you are eligible for the meal reimbursement you have requested.
 5. There may be exceptions which require the pre-approval of the AED, or ADO, such as:
 - a. At meetings where it is necessary to maintain the continuity of the meeting and a planned luncheon is served to all attendees, this luncheon is reimbursable to the faculty members within the schedule of rates for meals provided that such meeting had its beginnings more than two hours prior to the normal lunch period and extends two hours or more beyond the normal lunch period. As with any travel, if the budget cannot sustain this expense it is not reimbursable. If paying for a meal for the entire meeting, a sign in sheet and agenda are required to be uploaded with the receipt.
 - b. Taking a candidate or stakeholder to dinner. Documentation for any approved exception includes an itemized receipt and a list of attendees for whom you paid and a detailed explanation of the meeting/event.
 6. **Out-of-State:** The departure and return times are to be listed on the Itinerary Page, next to your departure and return dates. This verifies you are eligible for the meal reimbursements requested.
- **Using Two or More KFS Account Numbers on one Expense Statement:** If you change any of the expenses to another KFS #, be sure to provide an explanation in the Comments section that use of the additional KFS # was pre-approved.
<https://purchase.umd.edu/sites/default/files/uploads/documents/JobAid-Splitting-Charges-to-Multiple-KFS-Accounts-v1.pdf>
 - If any KFS #'s are used that are not assigned to your home unit (e.g., a Program Leader provides you with a KFS to use), be sure to provide a copy of the expense statement to the appropriate Business Manager. (each office will determine if the traveler or the reviewer will do this)

- Travel with Spouse to a work-related event: Per item 5 in Policy VII-1.100, the University shall not incur any additional expense when the traveler's spouse travels with the employee. Travelers should be careful to maintain a record of individual expenses.
- If you **do not** have receipts tolls, state the following in the comments section: "EZ Pass used; no receipt available for Bay Bridge toll rate of \$2.50 per trip"
- Receipts must be uploaded with all expenses expect for mileage. If you did not obtain a receipt or lost a receipt for a small expense claimed please state that in the Comments section.

Travel Expense Report – Hardcopy Receipts

Original Receipts should be saved in the traveler's possession if any questions or reference is needed in the future:

- Registration/Conference Fees in the traveler's name
- Parking (regardless of the amount)
- Tolls (regardless of the amount)
- Lodging (receipt must show a zero (\$0.00) balance. Request that the hotel fax you one if the receipt shows a balance, or submit a copy of your credit card statement, showing the charge. Your name should be on the lodging receipt, even if you shared lodging with another employee. For example: If two UME employees shared a room, the receipt should show both paid their share or each should obtain their own individual receipt in their name.
- Car Rental
- Airfare
- Baggage Fees
- Taxi/Shuttle
- Refer to the Travel Services website for verification:
http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php#Receipts

★ *Do not claim expenses you did not **personally** incur.*

Miscellaneous Notes to Help You With Travel Reimbursement

➤ Keep Expense Statements Short:

Travel Services has indicated that one reason some people experience problems with their forms is the number of entries on the expense statement. *To reduce form malfunctions, do expenses on a monthly basis – at the maximum.*

➤ 30-Day Report Policy:

The AGNR Travel Reimbursement information can be found on the AGNR travel website at <https://purchase.umd.edu/travel/concur/travel-card>

Submit the Travel Expense Report within 30 days of return from the trip, event, or after the card purchase is posted.

- **Form Returned for Corrections:** If the Travel Reviewer returns an expense report through Concur for you to make corrections, edit that same Concur form and re-submit it to the Reviewer. Do not start from scratch as this erases the original submission history of the document
- **Per Federal Law, any expense submitted after 60 days will be taxed at the employees' expense.**

➤ **Travel Reimbursement in the Paycheck:**

Employees' Concur Expense Reports approved by the close of business on the dates specified will normally be reimbursed in the employee's paycheck in the time frame below. Dates are subject to change according to UM payroll deadlines. To find out when you will receive reimbursement refer to the Travel Services web site: <http://www.dbs.umd.edu/travel/services/expguidelines.php>

➤ **Current Reimbursement Rates:**

To check the current meal and mileage reimbursement rates, please refer to the Travel Services website: <https://purchase.umd.edu/travel/book-travel/domestic-travel>










Non-Employee Travel:

After the non-employee travels and provide his/her expenses to the office, a University employee will prepare the Request and Expense Report.

- The guest MUST be a VENDOR in KFS prior to the completion of the Expense Report.
- Once they are an approved vendor a University employee can complete the Expense Report.
- The approved Expense Report will then be saved as a PDF and combined with a [Guest Reimbursement Notification](#) document and the W9 that was submitted for the vendor.
- Complete a Disbursement Voucher in KFS and attach the above-mentioned documents.
- Once the Disbursement Voucher is approved in KFS, you will email all these documents to Accounts Payable at apnonemployeetravel@umd.edu
- How-To-Guides and videos can be found on the [Concur Help Center Website](#).

Travel Services: <http://www.dbs.umd.edu/travel/visitor/procedures.php>

Questions about Concur or Travel Policy?

- | | |
|---|---|
|  Travel Services, 301-405-0607 |  https://www.dbs.umd.edu/travel/ |
|  Your Local Reviewer |  https://agmr.umd.edu/about/information/faculty-staff/administrative-services/travel-services |
|  Your AED/ADO |  http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php |
|  Concur Help Center |  https://purchase.umd.edu/travel/concur/concur-help-center |
|  Business Manager | |