

# Travel Cheat Sheet

## Order of Operations

1. If you are staying overnight, search the GSA daily rates for the city you are traveling to.
2. In Concur, look up expected costs for rental car, hotel, and/or airfare for the trip.
3. Send these estimates plus any additional costs (meals, gas, parking) to supervisor for approval.
4. Once approved, create a travel request in Concur using these amounts.
5. Submit travel request.
6. Once you have received the email from Concur saying the request is approved, book reservations in Concur.
  - a. No reservations or purchases should be made before this step. Funds will not be available on your travel card until you have received this email. Airfare booked without approval will be denied.
  - b. Book car rentals, hotel and airfare in Concur to guarantee contracted rates and travel policy compliancy.
7. Go on trip! Save or take pictures of your receipts.
8. When you have returned, start the expense report. (You can start the expense report before your trip to continually add your receipts & expenses while on the trip.)
9. Upload receipts and import expenses. Input any out-of-pocket expenses.
10. Submit expense report.

## Important Time Frames

Travel requests should be submitted **at least 2 weeks** before the trip's start date.

Expense reports should be submitted within **30 days** of the trip. If not submitted within 90 days, the expenses become taxable income for the cardholder.

## Links

[GSA Website for Lodging & Meal Rates](#) (Meals- Use M&EI Total)

[Texas Hotel Occupancy Tax Exemption Certification](#) MUST present to hotel if staying in Texas.

[Texas Motor Vehicle Rental Tax Exemption Certification](#) MUST present to rental company if located in Texas.

## MEALS

### What counts toward your GSA daily meal rate?

The meal and taxes go toward your GSA meal rate. Any tips do not get included in this total.

### Went Over the GSA meal rate?

- Itemize one of the receipts for the day you went over into 2 lines.
- On one line, put the amount you went over the GSA daily rate by and mark "Unallowable Charge". Add a comment to this line explaining you went over the GSA rate for the day.
- On the second line, put the remaining amount of the charge.

### Went Over the 20% Tip?

- Itemize the transaction that you went over the tip allowance into 2 lines.
- On one line, put the amount you went over and mark "Unallowable Charge". Add a comment to this line explaining you went over 20%.
- On the second line, put the remaining amount of the charge.

### Fastest way to make an Expense Report?

On the "Requests" screen-> click [Expense](#) under the "Action" column for the trip request you need to expense. This starts a new expense report using the details from your original request and attaches the request to the report.

# TRAVEL REQUEST

## “Request Header” Tab

Request URXL Cancel Save Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted

Trip Name/Destination: City & State Required  
Trip Purpose & Benefit: Explanation of

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination <b>City &amp; State REQUIRED</b>	Trip Start Date 11/22/2021	Trip End Date 11/22/2021	Travel Classification Employee-In State	Traveler Type Staff	Student Travel Activity Type <b>Must include if student is traveling</b>
Contracts/Grants No	Trip Purpose & Benefit <b>If using acronyms-MUST spell them out as well</b>	GSA Meal Rate <b>REQUIRED If meals are included on the request</b>	Personal Travel Included? No <b>Must include if there is personal travel involved in the trip</b>	Non-Employee/Student Traveler (Last Name, First Name) <b>Use for prospective employees or non-employees</b>	Notes
Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4		
System TRAVEL	System Member (22) TAMU - TEXARKANA	Department/SubDepartment <b>REQUIRED</b>	Account <b>REQUIRED</b>	Account Attribute <b>REQUIRED</b>	Department Reference Number

## “Expenses” Tab

**Meals-** If staying overnight, include the GSA rate for meals times that total days of the trip. Example- \$59 x 4 days= \$236

**Hotel-** Include the GSA rate for lodging times the total nights of the trip. Example- \$96 x 3 nights= \$288

- If staying at a conference hotel that is higher than the GSA rate, mark “Yes” in the box “Higher Lodging Rate Requested?”. Attach conference documents showing the conference name, date, location, hotel and hotel rate.

Request URXL Attach documents for the conference and hotel here -> Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted

Trip Name/Destination: City & State REQUIRED  
Trip Purpose & Benefit: Explanation of trip. MUST spell ...

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
	Hotel		

Select "Yes" if hotel is higher than the GSA rate->

Expense Type Hotel	Transaction Date 11/22/2021	Description <b>Add explanation for higher lodging being requested</b>
Higher Lodging Rate Requested? Yes	Transaction Amount 0.00 USD	Comment
FAMIS REF-A	FAMIS REF-B	

**Car Rental-** Use contracted rates. Example- \$37 a day x 4 days= \$148

**Gasoline-** Estimate of gasoline needed for the rental car.

**Personal Mileage-** If using your personal vehicle, calculate total round trip miles times \$0.56. Gasoline is not allowed if claiming personal mileage.

**Tolls-** Estimate of toll fees expected.

**Airfare-** Use researched costs shown in Concur.

**Parking-** Estimate of parking fees expected. Example-Parking at airport \$15 a day x 4 days= \$60

# EXPENSE REPORT

## “Request Header” Tab

Create a New Expense Report

Report Header

Policy Travel	Destination City & State REQUIRED	Trip Start Date REQUIRED	Trip End Date REQUIRED	Report Date 11/23/2021	Purpose & Benefit If using acronyms- MUST spell out as well	Report Key Auto-Generates
Policy TRAVEL	System Member (22) TAMU - TEXARKANA	Department / Sub-Department REQUIRED	Account REQUIRED	Account Attributes REQUIRED	Personal Travel Included? <a href="#">h?</a> Indicate if personal travel	Department Reference Number
Travel Classification REQUIRED	Student Travel Type Include if student traveled	Headquarters DEFAULTS	Notes	Auth. Request Encumbrance Release REQUIRED- “Final” or “Partial” Only-use “Partial” if more than one expense report will be submitted for a single travel request	Famis External VID <a href="#">h?</a> For prospective employee's name	

GSA Meal Rate [h?](#)  
REQUIRED if any meals  
on the expense reports

Over 90 Day Explanation  
Include if report  
submitted 90+ days  
after the Trip End Date

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<b>REQUIRED-</b> click “Add” and select the travel request originally submitted for this trip if it is not already attached Only “Virtual” and “Within Headquarter” travel classifications do not require a travel request					

**Add** **Remove**

## “Expenses” Tab

- Meals-** Receipts not required if under \$75. Include out of pocket and travel card expenses for meals. Be sure to use the date of the meal on the receipt when calculation daily GSA amount used, not the date imported from the credit card charge.
- Hotel-** Receipt REQUIRED. Receipt must show the name and address of the hotel. Receipt must also show breakdown of costs, i.e., room rate, city tax, county tax, parking, meals, etc. Itemize the room rate under “Hotel” and hotel taxes under “Hotel Taxes”. If parking and/or taxes related to parking, itemize under “Parking”. If meal charges are included on the hotel receipt, itemize to put meal and meal taxes under “Meals”. Texas occupancy tax should not be charged if in the state of Texas. Attach conference documentation originally required on the travel request to expense report for higher lodging rate.
- Car Rental-** Receipt REQUIRED. Receipt must show the physical addresses of the pick-up and drop-off locations. Rental tax should not be charged if in the state of Texas. Complete box “Number of days the vehicle was rented” based on the information on the receipt.
- Gasoline-** Receipt not required unless over \$75. Include out of pocket and travel card expenses for gasoline.
- Personal Mileage-** Attach signed odometer worksheet to expense or use  [Mileage Calculator](#) to calculate total miles traveled.
- Tolls-** Receipt not required unless over \$75. Include out of pocket and travel card expenses for tolls. If a rental car was used, they tolls may be charged through the rental car company.
- Airfare-** Receipt REQUIRED. Include airfare expense. Additional fees for baggage go under “Airline Fees”.
- Parking-** Receipt not required unless over \$75. Include out of pocket and travel card expenses for parking. Explanation required in “Comment” box. Example- parking at airport \$10 x 3 days.