



# UTRAVEL CHECKLIST

## 1. REGISTER YOUR TRIP

- ☐ Travelers must email [NEW TRAVEL REQUEST](#) to register your trip to the **Department Travel Arranger**. Travelers **CANNOT** register their own trips through Concur or Travel & Reimbursement Services. Please have the Department Travel Arranger submit all New Travel Requests. If this is your first time traveling the Department Travel Arranger must complete your Concur User Setup. If you are a non-employee you must be reimbursed through an ePayment Request (ePR).
- ☐ Please email a *New Travel Request* **ONE DAY** prior to traveling for all Domestic Travel.
- ☐ Please email a *New Travel Request* **THREE WEEKS** prior if traveling for all International Travel. If you are traveling Internationally you must provide a current passport number, issue date, and expiration date to the Department Travel Arranger.
- ☐ Please confirm through the Personal Profile Settings that the Department Travel Arranger is Requested and Expensed as a delegate on your behalf. That all check boxes are marked that Department Travel Arranger can prepare, submit reports, requests, view receipts, receive emails, can approve, and preview for approver.
- ☐ You will receive a confirmation email from the Department Travel Arranger as well as Concur when your trip has been registered.
- ☐ It is the traveler's responsibility to verify that your trip is registered prior to traveling and submit a New Travel Request to the Department Travel Arranger.

## 2. BOOK YOUR AIRFARE

- ☐ You have three options to book your airfare:
  1. **MYSELF:** Book your flight outside of UTravel or Concur on you own (Original itemized receipts required at the end of your trip uploaded in Concur).
  2. **CONCUR:** Book your flight through the Concur booking tool. This will be available **AFTER** you have registered your trip with the *New Travel Request* form.
  3. **UNIVERSITY TRAVEL:** Book your flight with university onsite travel agents through the Department Travel Arranger.
    - Please provide flight details on your New Travel Request Form. If you have specific flights in mind please attach additional flight details to include the airline carrier, flight number departure city and time and arrival city and time so your Travel Arranger will be able to book, and send you ticket information. You **CANNOT** book your own airfare through the university onsite travel agency.
    - **Travelers CANNOT pay for other Travelers portion of their airfare expenses.**
- ☐ You are responsible for understanding and following all policies and Faculty/PI instructions regarding travel costs are reasonable.

## 3. RESERVE YOUR HOTEL AND CAR RENTAL

- ☐ Travelers are generally responsible for booking their own hotel and car rentals. Your Department Travel Arranger can make reservations on your behalf, but a personal credit card or the Department TCard (credit card) is required. All TCard purchases must have prior approval from Faculty/PI for the specific travel expense and must be entered into your UTravel profile.
- ☐ **Travelers CANNOT pay for other Travelers portion of their lodging or hotel expenses.** Receipts must clearly indicate the name of the Traveler and their method of payment. If a room is

shared with an additional traveler, each traveler is responsible and must pay for their own portion of the room cost.

- ☐ Travelers must have a valid US Driver's License and personal credit card in order to reserve and pick up a car rental. Receipts must clearly indicate the name of the Traveler and itemized detailed receipt with dates within the travel period.

#### 4. MISC EXPENSES: REGISTRATION, ABSTRACTS & POSTERS

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- ☐ Travelers must submit a [PURCHASE REQUEST](#) to purchase conference registrations, memberships, abstract fees and posters.

You have two options to purchase these items:

1. You will be contacted by the Department Purchaser and be given a Department PCard or TCard (credit card) in person or over the phone to make this transaction.
2. You may purchase these items on your own with your personal credit card and submit these expenses with original itemized receipts upon completion of your trip and included with your final *Travel Expense Report*.

#### 5. FINAL TRAVEL EXPENSE REPORT

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- ☐ Travelers must email a final [TRAVEL EXPENSE REPORT](#) to the **Department Travel Arranger** within 3 weeks (21 days) of trip completion. **To avoid errors and keep optimized approval workflow travelers are NOT PERMITTED to submit their own expense reports through CONCUR.** The Department Travel Arranger and Department Accounting needs to verify all chartfields and expenses follow the project/activity guidelines.
- ☐ Travelers must email [TRAVEL EXPENSE REPORT](#) and all itemized travel related receipts to the **Department Travel Arranger** your completed Travel Expense Report will not be processed. You may upload these items to UTravel Concur and notify the Department Travel Arranger that it is ready to process or you may email the Department Travel Arranger a combined PDF of the Travel Expense Report and all receipts (this method is preferred). These transactions and receipts should be visible in UTravel Concur under available Expenses in Expense tab.
- ☐ All original itemized receipts are required, as well as any other necessary documentation, including any credited/refunded transactions. Traveler is responsible for obtaining all receipts from the airline, hotel, and vendors prior to requesting reimbursement.

**PLEASE DO NOT SUBMIT YOUR OWN TRAVEL EXPENSE REPORT THROUGH CONCUR**

- If you fail to submit your Travel Expense Report and receipts to the Department Travel Arranger by the 3-week (21 day) deadline, your reimbursement may be forfeited.