



September 22, 2015

TO: Texas A&M AgriLife Business/Travel Contacts

SUBJECT: Concur Fee Update for FY 2016

Please forward to appropriate faculty & staff.

Reduction of Concur Travel Expense Report Fee

Starting with travel expense reports posted in FY2016, the travel expense report submission fee will be reduced from \$7.20 to \$7.08 per submitted travel expense report.

As a reminder, Texas A&M AgriLife is charged for a travel expense report when it is first submitted into routing (AgriLife is not charged an additional amount for subsequent times the report is returned/resubmitted). If the travel expense report is later deleted, AgriLife is still charged for this expense report based on the initial submission. If a travel expense report has been submitted and it is determined that this report will not be used at that time, it is possible to update/modify the expense report and use for another trip. If the travel expense report is recycled and used for a different trip, then AgriLife would only be charged the fee one time. Please remind your users if they start an expense report and then find they don't need it, to please recycle for their next trip.

Number of travel expense reports that were deleted in FY2015 for Texas A&M AgriLife:

Texas A&M AgriLife Research	63
Texas A&M AgriLife Extension	169

For questions, please contact: Gwen Cortez, Senior Financial Accountant at 979-845-4748 or gacortez@ag.tamu.edu .

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