March 3, 2021

TO:                  Texas A&M AgriLife Business/Travel Contacts
SUBJECT:        Travel Virtual Conferences- New Travel Classification

A few months ago, we started requiring a Concur request to be attached to all submitted expense reports. I know many of y'all do the same. However, that requirement became cumbersome when it comes to virtual conferences with no travel involved. We had been advising employees to use their payment card instead. So to accommodate use of the travel card for virtual conferences a new travel classification has been established called “Employee-Virtual Only (No Travel).” Reports created with that classification will bypass our request requirement. The expense types on this classification will be limited to only Conference Registration and Dues. If any other expense type is used the user will be instructed to select another choice in the Travel Classification field. See below.

So this will change the advice we’ve been giving our customers, advising them to use a payment card. Now they can use a travel card if they choose to.

Below is the new classification:
When selected, a Request will not be required when the report header is saved. However, the expense types that can be used are limited to Conference Registration and Dues. Any other expense type will generate a hard-stop exception requiring the user to select a different classification. If there is a need for additional expense types that can be adjusted as needed. But just off the top of my head I can’t see other expenses that would be valid if no travel is occurring.

For questions, please contact:

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