

E-news

ADMINISTRATIVE SERVICES




TEXAS A&M
AGRI LIFE

May 9, 2013

TO: Business Contacts

SUBJECT: Concur Update – Receipt Requirements

To provide our travelers with more consistency, we are changing the receipt requirements to be consistent with the out of pocket or paid with a personal credit card requirements. When we first went live with Concur, we thought we had to require receipts for all purchases made on the agency liability travel cards, including incidental expenses. We recently received confirmation that we didn't. The receipt requirements only need to follow the normal state requirements. This change also better aligns with some of SRS's travel policy which should make it easier for our travelers that travel on both agency and SRS funds. After carefully reviewing the State's requirements, the attached are the new receipt requirements for Texas A&M University, Texas A&M University at Galveston, Texas A&M AgriLife Extension Service, Texas A&M AgriLife Research and Texas A&M Veterinary Medical Diagnostic Laboratory. The departments may continue to require more than we do but AgriLife did not want to require more than the State required. If your department's requirements differ from the attached, please make sure that is communicated to your travelers.

Concur will always prompt them with a visual cue if a receipt is required by displaying the  icon indicating a receipt is required. Or they can always click the "Receipts" button and then select either "Receipts Required" or "Attach Receipt Images" to see a list of expenses requiring receipts.

For questions, contact: Susan McNeese, Financial Management Supervisor I, at 979-845-4748 or sgmcneese@ag.tamu.edu.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>

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Travel Receipt Requirements

Texas A&M AgriLife & TVMDL

Office of Sponsored Research Services

All expenses over \$75 will require a receipt

Payment Method

Payment Method

Expense Type	Out of Pocket		University-Paid Credit Card		Out of Pocket		University-Paid Credit Card		Expense Type
	Receipt Required?		Receipt Required?		Receipt Required?		Receipt Required?		
	Yes	No	Yes	No	Yes	No	Yes	No	
Phone		✓*		✓*	✓			✓	Phone
Business Meal	✓		✓		✓		✓		Business Meal
Business Meal-Alcohol	✓		✓		✓		✓		Business Meal-Alcohol
Meals		✓		✓		✓		✓	Meals
Sales Tax Charged in Error	✓		✓		✓		✓		Sales Tax Charged in Error
Hotel	✓		✓		✓		✓		Hotel
Hotel Tax	✓		✓		✓		✓		Hotel Tax
Rent-Apartment/house	✓		✓		✓		✓		Rent-Apartment/house
ATM Cash Withdrawal		✓		✓		✓		✓	ATM Cash Withdrawal
Bank Fees	✓			✓	✓			✓	Bank Fees
Conference Registration	✓		✓		✓		✓		Conference Registration
Dues	✓		✓		✓		✓		Dues
Gifts	✓		✓		✓		✓		Gifts
Incidentals		✓*		✓*		✓		✓	Incidentals
Laundry	✓		✓		✓		✓		Laundry
Internet		✓		✓		✓		✓	Internet
Educ Books < \$5k	✓		✓		✓		✓		Educ Books < \$5k
Rental of Space	✓		✓		✓		✓		Rental of Space
Travel Agent Fees		✓		✓		✓		✓	Travel Agent Fees
Services-Other than Travel	✓		✓		✓		✓		Services-Other than Travel
Supplies	✓		✓		✓		✓		Supplies
Airfare	✓		✓		✓		✓		Airfare
Airfare Ticket Tax	✓		✓		✓		✓		Airfare Ticket Tax
Airline Fees		✓*		✓*		✓		✓	Airline Fees
Boat		✓*		✓*		✓		✓	Boat
Bus/Shuttle		✓*		✓*		✓		✓	Bus/Shuttle
Car Rental	✓		✓		✓		✓		Car Rental
Gasoline		✓		✓		✓		✓	Gasoline
Limousine		✓*		✓*		✓		✓	Limousine
Mileage Single Engine Aircraft		✓		✓		✓		✓	Mileage Single Engine Aircraft
Mileage Turbo Aircraft		✓		✓		✓		✓	Mileage Turbo Aircraft
Mileage Twin Engine Aircraft		✓		✓		✓		✓	Mileage Twin Engine Aircraft
Personal Car Mileage		✓		✓		✓		✓	Personal Car Mileage
Subway		✓*		✓*		✓		✓	Subway
Taxi		✓*		✓*		✓		✓	Taxi
Train	✓		✓		✓		✓		Train
Parking		✓*		✓*		✓		✓	Parking
Tolls		✓*		✓*		✓		✓	Tolls

*Description required in Comments field. Examples: "Parking at Airport 3 days x \$10/day" or "Taxi from Airport to Hotel"