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 sgmcnese@ag.tamu.edu.

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

Note: Please do not reply to this email, as this email address does not accept reply messages.
## Travel Receipt Requirements

### Texas A&M AgriLife & TVMDL

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

### Office of Sponsored Research Services

<table>
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- Subway
- Taxi
- Train
- Parking
- Tolls

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