Travel & Payment Card

Fall 2022
AgriLife utilizes Concur to process travel and payment card transactions.

Concur access is automatically granted to all active employees.
- Upon termination with Payroll, access is automatically revoked.

Access through Single Sign On.

Concur is utilized for the following:
- Requests to travel
- Travel reservations (airfare, car rentals, and hotels)
- All credit card transactions on agency issued credit cards will import into Concur
- Submitting expense reports

Contact Corporate Travel Planners (CTP) for booking-related issues (additional fees may apply)
- please call 866-901-3377,
- or you can email TAMUtravel@ctp-travel.com
When do Payment Card expenses need to be submitted?

- Payment card expense reports should be submitted within 30 days of the transaction date.

- If not submitted within 45 days of the transaction date:
  - Agency issued payment card will be immediately suspended until expense report and all outstanding transactions are submitted, approved, and post to FAMIS.
  - No new purchases can be made while a card is suspended
  - Repeated suspensions will result in a 3-month suspension, or termination of payment card
When do Travel expenses need to be submitted?

- Travel expense reports should be submitted within 30 days of the travel end date.

- Applies to out of pocket and agency issued travel card transactions

- If not submitted within 90 days of the travel end date:
  - Agency issued travel card will be immediately suspended until expense report is submitted and approved
  - Expenses become tax reportable income to the employee and a tax withholding form must be attached to the expense report.
Travel – Concur

To help expedite the processing of travel expense reports:

- Provide clear description of the purpose & benefit in the report header
  - Avoid vague statements, “meeting” or “attending conference”, or “retreat.”
  - List names of individuals meeting with and briefly describe the state business being discussed.
  - Provide the full name of conferences, no acronyms
  - Retreats can be construed as a social event without a clear business purpose.

- Business Meals – require itemized receipt, 5 Ws, and Sales Tax in Texas cannot be charged.
The agency liability corporate travel credit card can be used for travel related expenses such as:

- Airfare
- Transportation
- Lodging
- Registrations
- Meals & Incidentals (local funds only)

Benefits include:
- No annual membership fee
- AgriLife is responsible for payment of the agency liability travel credit card
- Does not affect personal credit score/rating

Travel Card Checklist
Business Travel – Agency Liability
Corporate Credit Card

- State funds
  - The agency liability corporate travel credit card can ONLY be used for employee travel related expenses such as:
    - Airfare
    - Transportation
    - Lodging (parking/meals can be paid if included on the hotel invoice)
    - Registrations
  
- Meals, parking, rental car fuel, and other incidentals must be paid “out of pocket”
  - If paid using travel card, will have to reallocate to Local funds.
Meals and Lodging

- Meals and lodging are reimbursable at actual expense not to exceed the maximum allowed by the State of Texas for in-state and the federal travel regulations for out-of-state. [https://www.gsa.gov/travel-resources](https://www.gsa.gov/travel-resources)

- Meal receipts are generally not required unless any single meal exceeds $75 or if the total daily meal expenses exceed the GSA rate.

- Lodging receipts are required.

- Meal reimbursement only allowed when travel requires an overnight stay.
Meals and Lodging

- State funds: When the actual lodging rate per day exceeds the rate allowed by the State of Texas for in-state travel or federal allowable rate for out-of-state travel, a state employee may decrease the maximum meal rate and increase the lodging rate. The combined meals and lodging may not exceed the state and federal allowable rate for the day.
  - Example:
    - Hotel charge $97 (GSA allowable is $94)
    - Meals claimed can be reduced to $52 (GSA allowable is $55)
    - Total GSA not exceeded (94+55=149=97+52)

- The statement “decreased meals to increase lodging” must be stated in the expense report.
Travel & Payment Card

- Lost or Stolen cards
  - Immediately contact Citibank (800-248-4553)
  - Contact your dept/unit business manager
  - Contact the Travel & Payment Card office

- Fraudulent transactions must be disputed with Citibank within 60 days

- General questions, to obtain/cancel cards, file disputes or if card is declined contact your dept/unit business manager or the Travel & Payment Card office.
Concur Help

Concur

TRAVELERS

The Texas A&M University System has contracted with Concur to provide Travel Software as a Service solution to allow organizations to book travel and track expenses. This system allows our universities and agencies to better manage the travel and reimbursement process.

MANAGERS

For managers, department heads, and travel approvers, the system will automate the approval process, allowing for online approval from the pre-trip to post-trip reimbursement.
Concur Training

https://it.tamus.edu/concur/training/

Training

Concur Training Videos

**CONCUR PCARD**
- Payment Card in Concur Overview (7:09)
- Adding Payment Card Expenses to a Report (4:27)
- Itemizing a Payment Card Expense (1:39)
- Allocating (Splitting) a Payment Card Expense (2:13)

**CONCUR INTERFACE OVERVIEW**
- Overview of New Concur User Interface (2:02)
- How to Delegate Into Another User’s Profile in Concur (1:04)

**CONCUR MOBILE**
- How to use Concur Mobile for Receipt Capture and Report Creation

**AUTHORIZATION REQUEST**
- How to Create a Domestic Travel Request in the New Concur UI (6:33)
- How to Create a Foreign Travel Request in the New Concur UI (7:22)
- How to Add an Approver to Request Routing in New Concur UI (1:16)
- How to Approve an Authorization Request in the New Concur UI (1:50)

**EXPENSE REPORT**
- How to Create an Expense Report without a Request (4:44)
- How to Create an Expense Report from an Approved Request (0:54)
- How to Add Expenses to an Expense Report (3:42)
- How to Itemize an Expense in Concur (3:05)
- How to Mark an Expense as Personal (1:42)
- How to Allocate an Expense in Concur (2:56)
- How to Approve an Expense Report in Concur (1:32)
- How to Add Approvers to an Expense Report (1:20)
- How to Reimburse a Guest in Concur (1:05)
Concur Mobile Expensit
Contacts

- **Travel & Payment Card**
  
  [https://agrilifeas.tamu.edu/fiscal/travel/resources/](https://agrilifeas.tamu.edu/fiscal/travel/resources/)

  
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- **Guidelines for the Disbursement of Funds**
  