Travel and Expense Requests

**Concur/Non PO Payment system** - used for all Staff, faculty and student reimbursements requests and is to provide tracking, reporting and consistency for the University

CONCUR:

- Detailed/itemized receipts
- Justification form: this form must indicate how the action/request for payment was related to University Business or furthering your science.
- Proof of attendance to the conference (Badge, etc.)
- If a non University credit card was utilized, a copy of the CC statement is required as well as the itemized receipts. You may also keep in your Concur reports folder a copy of your CC (blacking out everything except the last 4 digits and name) may be used in place of statement.
- Program/Agenda is required (if meals were provided by conference, then no request for meal reimbursement should be submitted for that meal)

Non-PO Payment Requests:

- Vendor must be in the University system, if they are not, the request to add the vendor is electronic.
- Invoices must be uploaded in the system