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