

## UAF CTC Travel Instructions

Janet Ballek, Travel Coordinator, 455-2829, [jaballek@alaska.edu](mailto:jaballek@alaska.edu)

### UAF CTC Travel

- Please plan ahead! To get the best price on tickets and leave plenty of time for processing and approval it is suggested you begin this process 6-8 weeks in advance. Allow more if it is your first time traveling using the new Concur system.
- All UAF travel is processed through the Concur system. You must attend Concur Travel Training to access the system. Sign up for training at <https://uaf.edu/finserv/finance-accounting/concur-travel/index.php>. You will apply for your travel credit card online at this time. If you have questions about any of this, please contact Janet right away.
- Let Janet know once you have access to Concur. You will complete your Concur profile. It is most important that you complete all four steps to verify your email address, and designate Janet as your travel request and travel expense delegate. Your approver is Michele Stalder, [mestalder@alaska.edu](mailto:mestalder@alaska.edu).
- In training, pay close attention to information about the Concur and Trip-It apps. They make travel and reimbursement much easier.
- Concur is used for out-of-state and instate travel. Local travel using mileage reimbursement is processed by Janet. See her to get pre-approval and the proper form to record odometer readings. Remember ALL University business travel needs approved prior to any purchase or any travel actually occurring. This applies to faculty, staff, adjuncts, and students.

### Items to submit to Janet

- Funding: Org and fund paying for the travel and contact information of any additional approvers (if needed).
- Airfare: A preferred travel itinerary should accompany the request as part of the backup; preferred seating would also be helpful. Airfare is purchased in Concur. If you have an Alaska Airlines mileage account, make sure your mileage number is entered into your Concur profile.
- Lodging: Estimated expenses should be based on a printout from a hotel of your choice. All reservations will need to be made by the traveler upon approval of the travel by Dean Stalder. If you do not have a UAF travel credit card, contact Janet
- Registration & Agenda: Include amount based on email or application form. Once travel is approved in Concur, pay for your registration on your UAF travel card. Submit agenda to Janet.
- Meals: Per diem rate is based on the lodging location (where you lay your head}, not the airport location. I can supply the appropriate rate at the time, or you can find it at [www.gsa.gov](http://www.gsa.gov).
- Ground Transportation: car rental, taxi, shuttle. Include the mode of transportation you plan to use, and provide a high estimate of the expenses you may incur. These will be paid on your UAF travel credit card. If needed, the traveler can pay for these and be reimbursed upon completion of travel and submission of receipts.
- Miscellaneous: This includes anything not covered in the other categories (i.e. airport parking, fuel for car rental, extra luggage, and any other allowable expenses). All receipts for these items need to be turned in for reimbursement. For car rental, the traveler must obtain the lowest and most economical rate offered to the University necessary to meet the business needs of the traveler.

### Adding Personal Travel

- If your travel will include personal travel, please let Janet know and include "business only" and personal itineraries with your original request. If approved, you will pay any additional expense incurred.

### **Concur app (or email) for receipt management**

- Utilize the Concur app or forwarded emails to upload most of your receipts directly to Concur. Never lost a paper receipt again!

### **Reimbursement**

- UAF Travel expects all University travelers to sign up for direct deposit for reimbursements. DIRECT DEPOSIT FOR REIMBURSEMENTS IS TOTALLY SEPARATE FROM DIRECT DEPOSIT FOR PAYROLL. To sign up for direct deposit for reimbursements, go to UA Online under Financial Information and Direct Deposit Services.
- Original receipts are uploaded to Concur for reimbursement.
- It is no longer required that boarding passes be submitted.
- Receipts for food do not need to be turned in since we use a per diem rate. If a meal/s is provided at the conference, however, please make a note of that on your conference agenda; per diem will be adjusted, if this is the case.
- A lodging receipt showing a \$0 balance needs to be submitted. Please verify at check out that the hotel is charging your UAF travel card and not the personal credit card you gave to cover incidentals. You will not be charged tax when paying with your UAF travel card.
- Receipts for all other expenses (i.e., car rental, taxi, shuttle, airport parking, fuel, extra luggage, etc.) can be uploaded to Concur via email or the Concur app. If you are unable to do so, please submit them to Janet.

### **Revised October, 2020**

\*\*For additional information, the board of Regents travel regulations R 05.02.06 may be found at <https://www.alaska.edu/bor/policy-regulations/index.php>