

Concur Travel FAQ

**updated 6/23/2021 after the college forum; for additional information, please visit*

<https://fa.oregonstate.edu/travel-and-expense>

Can travel and expense cards be used to buy equipment from our Service & Supplies budget?

- The equipment purchase threshold is \$4,999 and those purchases should be completed via our business center buyer: FOBC.Purchasing@oregonstate.edu
Smaller purchases can be expensed to this card, but be sure to contact COF.Payables@oregonstate.edu with equipment purchase information so they can collect required inventory information.
- **Can a grant index be used as the default index when requesting a new travel & expense card?**
 - No, the College requires that you list a non-grant index in your application or it will not be approved. Talk with your department manager or administrator if you have questions on what index to list.
- **When applying, should I list my department/unit name, or generally the College of Forestry?**
 - Please use your department/unit name
- **When applying, do I enter a cancellation date in the form?**
 - No. If you are requesting a new card, you can leave that line blank and submit. You only use the cancellation field when you want to cancel a card.
- **Who is my budget authority and approver of my card request and travel expenses?**
 - The approvers are your supervisor and your budget authority; budget authority is typically your department/unit manager.
- **Can students request a travel card?**
 - No. The College will determine how best to handle student travel shortly and update this document when guidelines are determined.
- **Can contractors or those employed via an employment agency use Concur?**
 - No. Only employees can use Concur. Contractors should complete the travel reimbursement request form and submit to travel@oregonstate.edu. Additional guidance will be shared soon on the process for all non-employees
- **If I traveled prior to Concur going live, do I use Concur for reimbursement requests?**
 - Yes. In the comments section of your request, please note that Concur was not live when you traveled so you were unable to submit a pre-travel authorization.
- **Is a pre-travel authorization required?**
 - Yes.
- **Can we request a department card to use amongst all employees in the department?**

- No. Each individual must have their own card.
- **Can we request less than the per diem provided?**
- Concur will only allow you to claim per diem or actual, we can't change the per diem amounts that populate. You can remove additional meals for the day if you want to reduce the amount for the day or you can claim actual and in most cases since the assumption is that the meal would be less than \$25, you wouldn't need a receipt. In TRES we were able to reduce the overall reimbursement to accommodate those requests to claim less than per diem but we don't have that option in Concur.
- **How does one create the documentation needed for when they choose to drive to a conference rather than fly?**
 - The documentation needed will be an airfare quote, either using Concur or a 3rd party, and we would reimburse for mileage up to that airfare amount. I haven't tested the system to see how it will work but it might be a situation where you enter the miles you want to claim that will equal the amount of the airfare. This may be a situation where the traveler would reach out to our office for guidance as they create their expense report. As we start to see these situations come through, we will be able to create a tip sheet on the process.
- **What do I do if I feel the mileage automatically calculated is incorrect?**
 - You can input specific mileage and upload documentation of the new calculated mileage (using Google Maps, etc.). If you travel by personal vehicle frequently, you should use a mileage log and submit a monthly reimbursement request and upload your mileage log. Mileage log should include odometer reading.