1) **Do I need to submit a Request for travel approval when I have no travel segments (airfare, lodging, and/or car rental)?**

You do not need to submit a Request for approval in Concur when there are no travel segments (airfare, lodging, and/or car rental). However, when seeking reimbursement for out of pocket expenses that are incurred without travel segments (airfare, lodging, and/or car rental) such as conference registration, parking and tolls you will need to submit a non-travel **Expense** report in Concur.

2) **What expenses are allowable and/or restricted to charge to my Travel Card?**

Travel Card Use Approved Charges:
- Airfare
- Hotel
- Train (Amtrak)
- Car rental – Fuel for rental
- Baggage fees
- Conference registrations (includes virtual conferences)
- Individual meal cost (if not claimed on per Diem)
- Gratuities
- Ground transportation
- Taxis – Uber/Lyft
- Local train services (e.g. Metro North, MBTA, etc.)
- Tolls
- Parking (excluding all Bradley Airport Parking)
  Bradley Parking Pass should be used

Travel Card Use Restricted Charges:
- Alcoholic beverages
- Personal/Non-business related charges
- Personal car gas

3) **I've been told there is a COVID-19 Travel Waiver Request Form that MUST be attached to the travel Request in Concur?**

Due to all domestic, international, and university sponsored travel outside of the state currently suspended, a waiver must be granted for any required travel. A **COVID-19 Travel Waiver Request Form** COVID-19 Travel Waiver Request Form can be found on UConn Travel Services website and **MUST** be attached to the Travel Request in Concur.

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4) What if I travel several times a month to the UConn Health Center - will I have to submit a COVID-19 Travel Waiver Request Form for each day I travel?

You are still required to submit a waiver, but you can complete one for a whole month of time. The COVID-19 Travel Waiver Request Form will need to be attached to the **Expense** report in Concur when seeking reimbursement for out of pocket expenses that were incurred without travel segments (airfare, lodging, and/or car rental).

5) Do I have to use Key Travel to book airfare?

When booking airfare outside of UConn's contracted agency (Key Travel) you will be required to provide price comparisons from Key Travel this is very important when booking flights for travel that includes business with personal days then price comparisons are **MANDATORY** and **MUST** be captured the same day that airfare is booked.

6) I have submitted a travel pre-approval Request in Concur to attend a virtual conference. I later found out that the registration was waived. Do I have to do anything in Concur even though there is no other expense(s) to be claimed?

To close an inactive Request from the Concur homepage, click **Requests** from the top ribbon. Then click the blue **View** button at the top left of the page and select **Approved Requests** from the drop-down menu. Click the checkbox beside the approved request that you do not need to create an expense report for. Click the **Close/Inactive** button at the top right of the page.

7) Who approves the travel pre-approval Request in Concur?

Travel pre-approvals will go to your primary supervisor as listed in Core-CT. If the primary supervisor wishes to do so, they can manually insert another approver into the approval workflow for any **Request** if they would like another supervisor to provide approvals. After the supervisor-level approval, the request is then routed to the fiscal officer for the KFS account selected.

8) I received an approval request to charge an account that is not mine – what do I do?

Due to Concur routing, you will receive approval requests for any employee that you supervise, regardless of the business purpose for their expense or the account(s) selected. Please review the document for reasonableness (ask questions as needed), and approve. The fiscal officer who is next in the approval workflow is responsible to assure allocability of the charge.

9)   How do I deduct mileage from Home to Duty Station when claiming mileage?

If home address is not saved in the traveler's profile, it must be entered manually with each personal mileage expense to appropriately deduct commute.
For example, when leaving from home and traveling to destination other than your duty station. Field "A" in the **Expense report** should contain your home address, but if you are traveling from your duty station to a secondary location then Field "A" should contain your duty station address and Field "B" should contain the destination address.

10)   If I have a guest and take him/her to a lunch - how do I request reimbursement for a business meal?

All employees must submit an **Expense report** in Concur for reimbursement of out-of-pocket expenses, even if not travel related. The receipt for expenses being claimed, as well as any justifications or other supporting documentation, should be attached. Please note: Alcoholic beverages cannot be claimed.

11)   Where can I find step-by-step guides and additional travel resources?

UConn Travel Services https://travel.uconn.edu/ has step-by-step guides and provides the most up-to-date resources including a section for student travel.