

TAMU School of Law - Best Practices for Employee Travel

The School of Law utilizes the University's travel and expense system, Concur. This gives the traveler the ability to request authorization, book travel, and process expense reports all in one system. The traveler can book the entire trip in the Concur travel system, or designate a staff member to assist them. Upon return, the traveler will process an expense report using Concur, or turn in all necessary receipts and information to their expense delegate.

Before Travel

- Book travel.
 - Do not use acronyms when describing your travel plans – ABA could be American Birding Association, Applied Behavior Analysis. Be specific or it will be sent back to you to correct.
 - Use Concur for greater discounts, or book directly with the vendor. Avoid using third-party vendors like Expedia, Hotwire, etc.
 - When booking Texas hotels, avoid being charged *Texas State Occupancy Tax (6%)*.
 - Use the [Occupancy Tax Exemption Certificate](#).
 - When renting a vehicle in Texas, avoid being charged *Texas Motor Vehicle Tax (10%)*.
 - Use the [Motor Vehicle Rental Exemption Certificate](#).
 - Do not opt for any personal insurance.
- Please note that purchases made well in advance of the trip dates cannot remain as unassigned transactions in your Concur profile longer than 30 days. Create an expense report and assign the transactions to that report. The expense report is not due until after you travel, within 30 days of the trip end date.
- FOREIGN TRAVEL Extra Steps:
 - Create a *Request* in Concur.
 - Indicate your actual destination and provide details about the trip purpose and benefit.
 - Please do not use acronyms.
 - Provide the account information in the account number fields, or in the notes section.
 - For additional assistance or emergency evacuation while in foreign status, go to <https://disbursement.tamu.edu/travel/foreign/safety/assistance-abroad-program/>

During Travel

- Save receipts and make sure they're *itemized*. No credit card total paid receipts are accepted.
 - Refer to the [Receipt Requirements](#) page for which receipts are required.
 - Also see the [90-Day policy](#) and <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- When making purchases in Texas, avoid being charged *Texas State Sales Tax (8.25%)*.
 - The tax exempt ID is on your travel card, or you can use the [State Sales Tax Exemption Certificate](#).
 - Individual meals *are not* tax exempt, but business meals *are* tax exempt.
- No individual meals or lodging expenses are allowed on single day trips.
- Do not use your travel card to withdraw cash.

After Travel

- Using your request, create an *Expense Report* in Concur.
 - Be sure to enter the [GSA Rate](#) in the GSA Rate field of the Report Header.
 - Please do not use acronyms.
- Import credit card charges and manually add out-of-pocket expenses related to the trip.
 - Select the right expense type and add comments when applicable.
- Attach receipt images to the report.
- Submit report within 30 days of the trip end date.

Click here for Concur training videos - <http://it.tamus.edu/concur/training/>.

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