MEEN - TEES Travel Procedure

For employees & prospective employees

Domestic Travel

Travel requests

- As soon as you know you are going on a trip (i.e. a conference, meeting, etc.), a travel request must be submitted
- The travel request form can be accessed online by visiting the mechanical engineering website [www.engineering.tamu.edu/mechanical](http://www.engineering.tamu.edu/mechanical)
  - Go to the Employee Resources tab
  - The Travel Request form is the last one under Business Office Documents
- Fill out the form ensuring you have correct dates, location(s) and a project to charge
  - Also make sure to include purpose of travel and benefits to TEES and TAMU
  - When filling out the encumbrance section, it is important to enter your best estimate of your out-of-pocket expenses (expenses not paid for by the dept.) to ensure there is enough money for your reimbursement. This money will be set aside and used to reimburse your actual expenses after the trip.
- If your trip is longer than 10 days, an off-site work request is also required
- Once you have completed the form, turn it in to Ann in MEOB 108 or email it to travel@mengr-tamu.org

Travel Arrangements

- A travel request must be submitted and approved **BEFORE** making arrangements
  - Allow 1 - 2 business days for the request to get approved
- Travel arrangements including airfare, hotel, and registration can be purchased using the department’s travel (CLIBA) card
  - To check out the card see Ann at business office MEOB 108
- Rental cars may be rented from Enterprise and direct billed to the department
  - If there is not an Enterprise, Alamo or National location, Avis may be used

Travel Reimbursement

- If you would like to claim reimbursement for out-of-pocket expenses, a reimbursement form must be submitted along with the appropriate receipts **within 30 days of your return**.
  - The Reimbursement Form is also on the mechanical engineering website under the Employee Resources>Business Office Documents
• Original receipts are required for airfare, lodging, rental cars, registration and any expense over $75.00
  o The travel office prefers you turn in ALL the receipts you have from your trip (i.e. meals, fuel, parking, transportation, etc.)
• After your reimbursement has been entered, you will receive an email asking you to certify the amount to be reimbursed
  o Once you have certified the amount, the reimbursement will be submitted for approval
• Please allow at least 7 business days for the reimbursement to be approved and paid

Foreign Travel

• Foreign travel requires you to submit a request in Concur
• This authorization is in addition to the procedure listed above. You must follow all domestic travel procedures as well.
• How to enter a Concur request:
  o Log onto SSO and click on the “eTravel/Concur” link
  o If you are new to Concur, you will need to create a profile; the Training Portal can be used for step by step assistance
  o From Concur home page, go to Request>New Request
  o Fill in all of the boxes with the red line on the side. This information is required to proceed.
  o Enter the TEES account and project # you will use in the “Notes” box (you no longer need to use the account “02 clen 940900 00000”)
  o Once everything is filled, click on the “Expense” tab, next to the “Request Header” tab, and estimate your out-of-pocket expenses
  o You will need to attach a daily itinerary here as well
  o Once you have completed all of these steps, submit the request
• If your trip is longer than 10 days, an off-site work request is also required
• Once the travel request is approved, you may see Ann at business office MEOB 108 to make the travel arrangements

If you have any questions, email Ann Hsiao at lfhsiao@tamu.edu or the travel office at travel@mengr-tamu.org