DEPARTMENT OF ANTHROPOLOGY

Travel Guide

Department Contacts .........................................................................................................................................................1
UTravel: SAP Concur.................................................................................................................................................... 2
  Accessing Concur...................................................................................................................................................... 2
  Setting up your Concur Profile.................................................................................................................................. 2
Travel............................................................................................................................................................................. 5
  Travel Requests ......................................................................................................................................................... 5
    Submission Deadlines ........................................................................................................................................ 5
    Cash Advances..................................................................................................................................................... 5
  Booking Travel.......................................................................................................................................................... 6
    Booking Outside of Concur ................................................................................................................................. 6
    Booking through Concur...................................................................................................................................... 6
    Christopherson Business Travel ........................................................................................................................... 7
Travel Insurance (CISI)................................................................................................................................................ 7
Expense Reports ............................................................................................................................................................ 8
  Receipts ..................................................................................................................................................................... 8
    Hotel Receipts ...................................................................................................................................................... 8
    Airline Receipts................................................................................................................................................ 9
    Group Travel Receipts/Section ............................................................................................................................ 9
    Splitting Costs on Hotel Rooms .......................................................................................................................... 9
    Miscellaneous Receipts ...................................................................................................................................... 9
  Per Diem ................................................................................................................................................................. 10
    Domestic ............................................................................................................................................................ 10
    International ....................................................................................................................................................... 10
    Group Travel Per Diem ................................................................................................................................... 10
  Submitting Receipts & Expenses ............................................................................................................................ 11
    Submission of Receipts ..................................................................................................................................... 11
    Accepted File Formats .................................................................................................................................. 12
    Itemized Expense Spreadsheet .......................................................................................................................... 12
    International Travel Conversion (Exchange) Rates ............................................................................................ 12
Concur Mobile App ..................................................................................................................................................... 13
Department Contacts

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Administrative Officer: Jason Fisher
jason.fisher@anthro.utah.edu

Christopherson Business Travel
Monday – Friday, 8:00 a.m. to 5:00 p.m. (MST/MDT)
travel@admin.utah.edu
801-587-9005

24-Hour Travel Advisor Assistance*
1-888-739-7011

Refer to code: COZ-UNIVERSITY OF UTAH
(*for travel reservations booked by the travel agency only)
UTravel: SAP Concur

Accessing Concur

There are two options for accessing Concur:

1. University of Utah’s Campus Information Services (CIS) page single sign-on (SSO)

2. Click on the Concur login link from the UTravel website

Setting up your Concur Profile

1. Click the Profile option in the upper-right corner
2. Select Profile Settings

3. Select the Personal Information option.
a. Travel profiles need to be setup before any travel is booked.

b. Enter in the following information:

   i. Full Name
      1. Noted: this **MUST** match exactly what appears on the government issued photo identification that will be used for travel
   
   ii. Work Address
   iii. Home Address
   iv. Contact Information
      1. Work Phone
      2. Home Phone
      3. Mobile Phone
   v. Email Address
      1. uNID@utah.edu will be the default email address
      2. Add additional emails as needed
   vi. Emergency Contact
   vii. Travel Preferences [recommended]
viii. Frequent-Traveler Programs [recommended]

ix. International Travel
   1. Passports
   2. Visas
      a. Note: it is the traveler’s responsibility to be aware of international travel/visa requirements and obtain any necessary documents.

x. E-Receipts [optional]

4. SAP Concur also has an optional setup guide [video]
   a. Note: this video is not specific to the University of Utah
      i. Do not enter in credit card information
Travel

Travel Requests

Travel requests should be submitted to the Administrative Officer who will enter it into the Concur travel system. The travel request form can be found under the Travel Documents section at the bottom right of any page on the Anthropology Department website.

Submission Deadlines
All University travel must be registered through the Concur travel system. University and department policy require that travel requests be submitted:

- International travel: 4 weeks
- Domestic travel: 1 week

Travel requests submitted after the travel deadline, may require additional approvals by the Chair of the Anthropology Department and the Dean of the College of Social and Behavioral Science. A memo of explanation as to why the travel request was submitted after the deadline should be included with the travel request.

Cash Advances
Faculty members may request a cash advance for University travel. Graduate student with extenuating circumstances needing a cash advance for travel, contact the Programs Manager prior to submitting a travel request.

Cash advance requests are subject to the same submission deadlines as travel requests and should be submitted to the Administrative Officer along with the travel request.

Any unspent cash advance funds must be submitted back to the University via check or money order made payable to the University of Utah after the expense report has calculated the total costs.

Receipts for travel should be submitted within 60 days of completion of trip.

*Note: if renting a car through University Fleet Services and submitting a cash advance request, the car rental expense should not be included on the cash advance request.*
Booking Travel

University of Utah travel can be booked by the traveler directly and reimbursed after the completion of the travel as part of the expense report, through the Concur, or through Christopherson Business Travel.

If using any of the assisted option, find the flight itinerary that works best for the traveler’s schedule (date, airline, flight numbers, departure/arrival times, etc.) and include that in the travel request.

*Note: Advertised prices on travel sites, such as Expedia, are most often non-refundable/changeable ticket prices, and sometimes lower than what is available on the airline sites due to bulk purchasing. If there is any chance of the possibility of needing to change or cancel travel arrangements, consider booking fully refundable flights at the higher price.*

**Booking Outside of Concur**
Travelers can book their own travel outside of the Concur and be reimbursed after the travel.

**Booking through Concur**
Travelers can use the Concur tool to book flights, car rentals, or hotels. This option uses a University travel card to reserve/pay for travel instead of paying with a personal credit card for later reimbursement. Travelers can use this tool themselves or work with the Administrative Officer to book on the traveler’s behalf (after the travel request has been submitted and approved).
Christopher Business Travel
Travel requiring more assistance, particularly with international or non-employee travel, can utilize the U Travel Office to book flights. This can be done with the travel office directly or with the Administrative Officer. It is recommended to find the flight itinerary that works best for the traveler before reaching out to book travel.

Prior to contacting Christopherson Business Travel, a Concur travel request number is required (see Travel Requests).

Note: All University travel outside of the United States is subject to the Fly America Act regardless of how the travel is booked.

Travel Insurance (CISI)

University of Utah employees (including graduate students) are required to purchase travel insurance through Cultural Insurance Services International (CISI) for any international University travel.

Employee Self-Enrollment Checklist
Expense Reports

Receipts

Receipts are required for most items included on a travel expense report. Depending on the type of receipt, the information required may vary, but all receipt types will require the following basic information:

- Vendor/Merchant
- Date
- Amount

Hotel Receipts
In addition to the basic information required on receipts, hotel receipts also require:

- Traveler’s name
  - Receipt must be in traveler’s name
  - Note: receipt can be in a spouse/partner’s name, must be noted in comment section of expense
- Dates of stay
- Itemization of charges

![Hotel Receipt Example](image_url)
Airline Receipts
In addition to the basic information required on receipts, airline receipts also require:

- Traveler’s name
  - Ticket must be in traveler’s name

Group Travel Receipts/Section
When traveling as a group for University travel, airline receipts for multiple travelers (employees or non-employees) can be reimbursed as part of the expense report for the University employee responsible for travel costs.

Splitting Costs on Hotel Rooms
Individual reimbursements when two or more travelers split the cost of a hotel room can be done, but there is a very specific way it has to be done for the travel office to allow for reimbursement.

1. Each traveler splitting the bill **must** pay for their own portion of the hotel.
   a. The hotel bill needs to show the bill was split and paid with multiple credit/debit cards.
   b. Hotels will generally allow a bill to be paid for/split at the end of the stay, but always verify with the hotel when making the reservation.

2. Each traveler being reimbursed needs to submit a credit card receipt/statement showing their portion of the payment to the hotel.
   a. The travel office will not do the reimbursement without proof that each traveler paid a portion of the bill for the hotel stay.

3. Cash apps, such as Venmo or PayPal, receipts between travelers **will not** be accepted as proof of payment. Payments must be made directly to the hotel.

Miscellaneous Receipts
When traditional receipts are not available, receipt books are very convenient ways to track expenses and provide receipts for expenses.
Per Diem

Travel related food and meal expenses are not reimbursed as direct costs from receipts in the way other travel related costs are reimbursed. Instead, they are paid through per diem. Travelers may claim up to the maximum per diem amount allowed for the dates of travel, any food costs over that are the responsibility of the traveler. Per diem does not require receipts and/or documentation for reimbursement under most circumstances.

**Domestic**
The University of Utah adheres to the U.S. General Service Administration’s (GSA) per diem which rates vary by region within each state. First and last day of travel per diem rates are different than other days of travel. Domestic per diem rates can be found [here](#).

Per diem rates are displayed on the Meals & Incidentals (M&IE) rates and breakdown table. Travelers can claim up to the M&IE total per day of travel (or first & last day of travel).

**International**
International per diem rates are determined by the U.S. Department of State Office of Allowances. International per diem rates can be found [here](#).
Note: The U.S. Department of State Office of Allowances does not display the first and last day of travel M&IE amounts, but it is still calculated for per diem amounts in the Concur travel system. First & last day per diem are 75% of daily per diem rate.

Group Travel Per Diem
Travel involving multiple people, such as field schools, uses the per diem rates of the region of travel. Per diem for group travel, however, does require the number of people in the group, the number of days/date range, roles and daily rates for reimbursement.

Note: This example is claiming $1.94 per person of the allowed $59.00 per day.

Submitting Receipts & Expenses

Submission of Receipts: All travel-related receipts must be submitted electronically to the department's Administrative Officer within 60 days of the trip's completion.
Accepted File Formats: Receipts can be submitted in PDF or image files (JPEG, PNG), which can be scanned or captured using a phone camera. Ensure that all required information is clearly visible in the image.

Itemized Expense Spreadsheet: While not required, it is recommended to provide an itemized spreadsheet of expenses for easier reconciliation and validation.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>DETAILS</th>
<th>USD</th>
<th>DAI</th>
<th>Exchange</th>
<th>Which Grant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Jun SAE Conference</td>
<td>Attend conference for 3 days</td>
<td>$66.11</td>
<td>156.5</td>
<td>15.805375</td>
<td>$48502575</td>
</tr>
<tr>
<td>9-Aug SAE Conference</td>
<td>SAE conference fees</td>
<td>$101.02</td>
<td>176.0</td>
<td>17.296674</td>
<td>$52002575</td>
</tr>
<tr>
<td>9-Aug SAE Lunch</td>
<td>Lunch with speakers</td>
<td>$186.16</td>
<td>309.0</td>
<td>30.996413</td>
<td>$58002575</td>
</tr>
<tr>
<td>15-Aug SAE Lunch</td>
<td>Lunch with speakers</td>
<td>$267.05</td>
<td>457.0</td>
<td>45.396276</td>
<td>$58002575</td>
</tr>
<tr>
<td>22-Aug Airline</td>
<td>Accommodation in Centurion (2 nights x 2 guests)</td>
<td>$92.26</td>
<td>156.0</td>
<td>15.409215</td>
<td>$48502575</td>
</tr>
<tr>
<td>7-Sep Airline</td>
<td>Travel insurance</td>
<td>$46.52</td>
<td>78.0</td>
<td>7.816186</td>
<td>$48502575</td>
</tr>
<tr>
<td>7-Sep Hotel</td>
<td>Local transport: home to SLC</td>
<td>$28.63</td>
<td>48.0</td>
<td>4.810681</td>
<td>$52002575</td>
</tr>
<tr>
<td>16-Sep Safe Haven Guest House</td>
<td>Accommodation in Bloemfontein (2 nights x 3 guests)</td>
<td>$92.25</td>
<td>156.0</td>
<td>15.409215</td>
<td>$48502575</td>
</tr>
<tr>
<td>16-Sep National Garagenge</td>
<td>Unleaded Petrol (LP)</td>
<td>$26.47</td>
<td>45.0</td>
<td>4.506816</td>
<td>$52002575</td>
</tr>
<tr>
<td>16-Sep Taxi</td>
<td>Taxi from airport to Nelspruit</td>
<td>$16.10</td>
<td>28.0</td>
<td>2.813015</td>
<td>$52002575</td>
</tr>
<tr>
<td>16-Sep University of Cape Town</td>
<td>Lirical analysis lab tech fee ($200/day x 5 days)</td>
<td>$517.56</td>
<td>880.0</td>
<td>87.972857</td>
<td>$58002575</td>
</tr>
<tr>
<td>16-Sep Klin Karoo</td>
<td>Daniel</td>
<td>$8.51</td>
<td>14.0</td>
<td>1.405201</td>
<td>$52002575</td>
</tr>
<tr>
<td>20-Sep Margaret Plane</td>
<td>Accommodation in Fort Elizabeth (1 night x 1 guest)</td>
<td>$210.80</td>
<td>360.0</td>
<td>35.984815</td>
<td>$52002575</td>
</tr>
<tr>
<td>20-Sep BP Warner Gardens</td>
<td>Unleaded Petrol (LP)</td>
<td>$22.54</td>
<td>38.0</td>
<td>3.806816</td>
<td>$52002575</td>
</tr>
<tr>
<td>20-Sep St Lucia EcoLodge</td>
<td>Accommodation in St Lucia (6 nights x 1 guest)</td>
<td>$294.18</td>
<td>510.0</td>
<td>50.972857</td>
<td>$58002575</td>
</tr>
<tr>
<td>13-Oct University of Cape Town</td>
<td>Vehicle travel (9-12 to 9-22)</td>
<td>$470.52</td>
<td>805.0</td>
<td>80.409215</td>
<td>$58002575</td>
</tr>
<tr>
<td>13-Oct SAE Conference</td>
<td>Vehicle travel (9-12 to 9-22)</td>
<td>$58.22</td>
<td>101.0</td>
<td>10.052101</td>
<td>$58002575</td>
</tr>
</tbody>
</table>

| TOTAL EXPENSES | $3,732.96 |

<table>
<thead>
<tr>
<th>CASH ADVANCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle rentals</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$4,163.00</td>
</tr>
<tr>
<td>Domestic flights</td>
<td>$254.00</td>
</tr>
<tr>
<td>Fieldwork consumables</td>
<td>$460.00</td>
</tr>
<tr>
<td>Conference fees</td>
<td>$350.00</td>
</tr>
<tr>
<td>Shipping</td>
<td>$1,208.00</td>
</tr>
<tr>
<td>Meals &amp; Incidentals for field team</td>
<td>$3,769.00</td>
</tr>
<tr>
<td>TOTAL CASH ADVANCE</td>
<td>$13,700.00</td>
</tr>
</tbody>
</table>

| TOTAL REMBURSEMENT (Expenses - Advances) | $15,532.11 |
Concur Mobile App

The SAP Concur Mobile app is an additional tool available to help manage University travel.

1. Download (if needed) the SAP Concur App
2. Open the SAP Concur App
3. Use “GVRNMW” for the SSO Code
4. Click “Next“
5. Click “Sign in with Mobile SSO”
   - This will take you to University Campus Information System (CIS) login screen

If you have any questions, please contact Travel & Reimbursement Services at 801-581-7142 or email travel_questions@utah.edu.