Top Ten Employee Travel Program Basics

1. To avoid most out-of-pocket employee travel expenses, apply for a University / Agency travel credit card (called a CBT card). CBT cards are issued in the employee’s name and can be used for many categories of travel expenses on both TAMU and TEES local funds. CBT card may NOT be used for any other employee’s travel expense. Expenses are allocated to the proper FAMIS account after the fact. If College of Engineering Personnel, go through the TAMU Fiscal Office to obtain a card; if TEES personnel, go through the TEES Fiscal Office. Visit the below website for links to applications and responsibilities and usage guidelines.

   http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Travel/Travel%20Cards.php

2. Travel reimbursement policies vary based on the source of funds used. Know your policy before you accrue travel expenses. The three policies (TEES, Federal, State) can be found on the below website:

   http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Travel/Travel_References_and_Forms.php

3. The A&M System utilizes travel software called Concur which is an electronic travel reservation and expense system. Concur is accessed through the SSO menu. To learn more about Concur, review this overview PowerPoint:


4. The Concur booking tool works much like other online reservation tools (Expedia, Orbitz, etc.). Travelers are not required to book reservations through Concur but it is encouraged as it is the most seamless way to use Concur, especially when a CBT card is utilized. This tool is strongly encouraged for Fly America Act compliance on Federal Funds.

5. Concur Expense reports should be submitted within 30 days of the end of a trip. If not submitted within 90 days, the traveler will be taxed on the trip expenses, regardless of whether a CBT was used or the expenses were out-of-pocket. Submitting expense reports through Concur is required (unlike the booking tool which is optional).

6. All travelers should setup a profile in Concur. Faculty, and most other staff, are not expected to create their own Concur expense reports; therefore, travelers will need to setup a delegate within their department to assist with Concur tasks. Delegates are assigned within the Concur profile. Work with your department business staff for assistance in delegate setup and creating your Concur profile. Make sure you complete the Mobile Registration section so you can add “Apps” to your smart phone to assist you while in travel status.

7. All travelers need to review and submit expense reports (preferably within 30 days but definitely within 90 days). Delegates will electronically notify the traveler through Concur and it is recommended that they directly email the traveler as well. Ultimately the responsibly is on the traveler to submit their report timely.

8. All foreign trips require a Concur Travel Request (TR) to be approved prior to the travel beginning. Check with your department as to whether they require TRs for other trips. Also, be aware of the TAMUS Assistance Abroad Program. See the Foreign Travel tab on the TEES Travel website site (below) for information.

9. Receipts are required for many categories of travel expenses. Review the TEES Receipt Guideline on the travel intranet, read the travel policies referenced above or work with your department business staff to understand the rules. Your department may have additional receipt requirements so work with your business office. Also, consider adding the Expenselt Mobile App to your smart phone to easily keep up with receipts. Watch the video: Using Expenselt to Create and Add an Expense and Receipt to an Expense Report. Access through the TEES Travel website or go directly to https://it.tamus.edu/concur/training/)

10. TEES pays actual meal expenses (not per diem); no meal receipt required if meal reimbursement request is equal to or below GSA rate; if above GSA, all receipts for that day are required. If following Federal policy, first and last day meals are limited to 75% of GSA rate.

   TEES Travel Website: http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Travel/index.php