Concur Check List
Travel Expense Report for Travelers
(and their delegates)

Timing is important. The State of Georgia travel policy notes that expense reports should be submitted within **10 days** of the completion of the trip, but no later than **45 calendar days**. IRS regulations require employees to submit travel expense reimbursement requests **within 60 days** of the end of the trip. If the expense report is submitted **after 60 days**, the expenses become **taxable income** to the employee and will be reported on the employee's W-2 Form.

Validate the following and confirm required documentation is attached and readable.

☐ Travel Request is attached to expense report (either use electronic Travel Request process or attach scan of paper Travel Request form for Standing Travel Authorizations).

☐ Travel Type (employee, non-employee, recruiting, study abroad, or team travel).

☐ Meals per diem (allowances)– Be sure to enter the appropriate option for in-state or out of state per diem in the itinerary. Check boxes for "Meals Provided" that are covered by the conference cost, event, or available through the hotel.

☐ Conference agenda/itinerary/schedule at a glance is attached to expense report.

☐ Speed Charts and allocations are correct and complete.

☐ Travel Agency (Travel Inc.) fees are included in the expense report for any bookings.

☐ Justification comment provided for any airfare purchased 14 days or less in advance of travel date.

☐ Receipts for itemized expenses are attached or imported to report:

    o Airfare (cost for upgrades are not allowable)

    o Meals (not required for per diem)

    o Lodging

    o Baggage (only one piece of luggage allowable each way)

    o Car Rental (car rental insurance is not an allowable expense)

        ▪ No mileage included

        ▪ Gas receipts are allowable

        ▪ Prepaid or refueling options are NOT allowable

☐ In-State lodging taxes are NOT included (occupancy and municipal tax).

☐ Personal commute miles are deducted from mileage. Make sure to use the "mileage calculator" link to map the miles claimed.

☐ Non-reimbursable items are NOT included (alcohol, room service).

☐ Personal travel combined with business requires cost comparisons to verify no additional cost to the university.

☐ Approval flow is updated to include required approvers, such as business manager, grants approval or others.

Friendly Reminder: Checking the items above before submitting your Travel Expense Report will help ensure timely approval and payment of any reimbursement. Any items missing may require the Travel Expense Report be returned to you for resolution and will require another review by all approvers!