

# TEMPORARY GUEST BOOKING PROCESS

We are in the process of implementing the guest module of Concur. If a new hire or candidate is not yet employed (not active in Core-CT or start date in the future) they would be considered a guest for the purpose of Concur (only employees are profiled in Concur). Other Guest Travelers are student recruits, guest speakers, guest researchers, etc.

While we continue to plan out the official process and procedures for guests in Concur (Mid to Late Spring 2021), here is what the temporary process will be.

## Definitions:

- UConn Departmental Sponsor: UConn employee who is sponsoring the guest travel and has a Travel Card.
- Pre-Approval required for Travel: Pre-approval for guest travel could come in many forms by way of written approval from Provost, Deans, EVP/CFO, Human Resources, Athletics, Graduate School. Pre-approval can also be accomplished using Concur Request under the UConn Departmental Sponsor (UConn employee)

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## TRAVEL REQUEST IF APPLICABLE (SEE ABOVE FOR PRE-APPROVAL REQUIREMENT)

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UConn employee will create a Travel Request prior to the start of the Trip in Concur.

- 1) Segment estimates (airfare and hotel estimates) will need to be included on the request.
- 2) Add comments on the segments and also in the Business Justification field that this travel is for a guest/candidate.
- 3) Keep the traveler type as faculty or staff depending on the employee's role – do not use traveler type guest).
- 4) **\*\* Important note \*\*** UConn is currently under a Travel suspension which requires an approved [Covid-19 travel waiver form](#) prior to incurring any travel expenses. This travel waiver form can be found at <https://travel.uconn.edu/>. This form needs to be attached to the request in Concur. The request will automatically route to the appropriate approvers in Concur to approve the travel during the travel restriction period.

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## BOOKING TRAVEL

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- UConn employee will contact Anthony Travel via phone or email to book travel for the guest/candidate.
  - UConn employee can use their UConn Travel Card to pay for airfare and hotel expenses.
  - If the overnight stay will **not** be booked at one of the local hotels that UConn has negotiated terms with, then the UConn employee may also need to complete a 3<sup>rd</sup> party authorization form for the hotel to charge the employee's card for the guest.
  - Anthony Travel will guide you to which hotels we have negotiated terms with. (We can also provide you with a list)
- The guest can also contact Anthony Travel and pay for their travel expenses out of pocket.

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## EXPENSE AND REIMBURSEMENT

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- 1) Reconciling and reimbursement of expenses:
  - a. Any expenses incurred on the UConn employee's Travel card will need to be reconciled via doing an expense report in Concur. Confirm how the travel preapproval was granted. If by Concur Request then use link or attach written approval from Provost, Deans, EVP/CFO, Human Resources, Athletics, Graduate.
  - b. Any expense incurred out of pocket by the guest will need to be reimbursed via HuskyBuy. Attach the Concur request or written approval from Provost, Deans, EVP/CFO, Human Resources, Athletics, Graduate School.

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## ANTHONY TRAVEL CONTACT INFORMATION

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Dedicated Agent – Shannon Haley

- **Hours:** Monday - Friday, 8 AM to 5:30 PM EST
- **Phone:** (860) 325-2558
- **Email:** [UConnCampusTravel@anthonytravel.com](mailto:UConnCampusTravel@anthonytravel.com)

*Services including: New booking requests, post-booking changes or cancellations, policies and general travel itinerary queries.*

If you have any questions, concerns or feedback please contact the UConn Travel Team at [travel@uconn.edu](mailto:travel@uconn.edu).