

UConn Travel News

A Quarterly newsletter brought to you by UConn Travel Team

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Did you Know?

All UConn business travel that includes air, car rental and/or hotel require pre-approval prior to the start date of the trip regardless of funding source.



Training

- UConn specific Concur training material, such as: process/instructional documentation, FAQ's (compiled from our various training sessions), recorded training Sessions, and e-learning modules – all can be found in the [Training and Resources](#) section of [Travel Services page](#).
- Visit our website to sign up for one of our quarterly Concur training sessions (Next sessions being the week of October 4th). <https://travel.uconn.edu/training-and-resources/>
- Check out our [Getting Started Checklist](#) for quick instructions on how to complete your Concur profile.



Travel Cards

- Information relating to the UConn Travel Card can be found at <https://travel.uconn.edu>, in the [University Travel Card](#) section. Travel cards usually take approximately 14 days to arrive at UConn via mail.
- UConn Travel cards can be used to pay for airfare, hotel, car rental and other travel expenses. Travelers can use their own personal cards if they prefer not to request a UConn Travel card.
- Employees may not use their individual travel cards to pay for expenses for other employees eligible to request their own travel cards.
- Graduate Assistants may not use their individual travel cards to pay for expenses for other students/employees travel expenses.
- The travel card billing address is the cardholder's work address on campus.



Expense

- Meal per diem allowance is added to the Concur expense report via the travel allowance itinerary. (Refer to page 3 of our [Creating an Expense Report](#) training document).
- Employees must submit an expense report within 14 days after the trip or event has ended.
- Reimbursements submitted over 60 days after travel is complete are required to receive approval from a Dean, Director, or Department Head.
- Reimbursements submitted over 120 days after travel is complete will not be reimbursed even with the approval from a Dean, Director, or Department Head.
- Expenses related to a student's move from home to campus are not an allowable or reimbursable expenses.
- Personal car mileage expense report must be done at least on a monthly basis. Continue to deduct your normal commute as we continue to temporarily telecommute due to Covid19.
- Covid19 testing is available within the United States free through medical insurance and therefore may not be reimbursed.



Travel News

- The Real ID deadline has been extended due to the pandemic. The deadline was originally October 1, 2021, extended from October 1, 2020. The Department of Homeland Security has now extended to May 3, 2023. Read more about Real ID on the [DHS website](#).