

# Traveling?

## Here's what you need to know.

[travel@uconn.edu](mailto:travel@uconn.edu) | [travel.uconn.edu](http://travel.uconn.edu)

### Before You Travel

- **Assign Preparer Delegates and Travel Assistant/Arrangers**
  - ⇒ Travelers have the ability to assign delegates and travel arrangers who can assist with creating and submitting Requests, Booking Travel and creating Expense reports.
- **Travel Pre-approval Request**
  - ⇒ Create and submit a Travel Request in Concur including segment estimates.
  - ⇒ The Travel request must be fully approved prior to the start date of the trip.
  - ⇒ Review our Travel Reopening FAQ's for additional steps and information you may need to take when requesting **International travel** <https://travel.uconn.edu/wp-content/uploads/sites/481/2021/04/UConn-Travel-Reopening-FAQs.pdf>
- **Travel Policy**
  - ⇒ Review our complete UConn Travel Policy at <https://travel.uconn.edu/travel-policy/>.
- **Training and Resources**
  - ⇒ Visit <https://travel.uconn.edu/training-and-resources/> to review our training documents and videos — includes everything from setting up your Profile to completing an Expense Report.
- **Travel Card**
  - ⇒ Take our online Travel Card training and review our travel card policies.
  - ⇒ Request a UConn Travel Card.
  - ⇒ Visit <https://travel.uconn.edu/university-travel-cards/> for full listing of Approved charges.
- **Update your Concur profile**
  - ⇒ Review our **Getting Started Checklist** available at <https://travel.uconn.edu/training-and-resources/> for instructions on how to complete the required fields in your profile.
- **Book Travel**
  - ⇒ UConn in-policy booking options are available through booking online via Concur or with Anthony Travel via phone or email .

### During Travel

- **Upload Receipts**
  - ⇒ Take and upload pictures of your receipts with the Concur mobile app or email receipts to:
    - ◆ [receipts@concur.com](mailto:receipts@concur.com) (sends a picture of the receipt to Concur) or;
    - ◆ [receipts@expenseit.com](mailto:receipts@expenseit.com) (sends a picture, creates an expense line item and itemizes the receipt in Concur)
- **Use your UConn Travel Card**
  - ⇒ Pay for UConn business travel expenses (including meals if not claiming per diem).
  - ⇒ Visit <https://travel.uconn.edu/university-travel-cards/> for full listing of Approved charges.

### After You Travel

- **Expense report**
  - ⇒ Faculty, staff and students have 14 days from the last day of travel to submit their expense reports in a timely manner.
  - ⇒ Expenses over 120 days past the travel end date may not be reimbursed.
  - ⇒ Review the Creating Expense Reports training guide on <https://travel.uconn.edu/training-and-resources/>



# UConn

TRAVEL SERVICES

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