

## Travel Backup Reminders and Concur Travel Expense Voucher Preparation Checklist

Submit a professional leave request via myUK (or your usual method for this). In order to ensure no cost medical insurance and evacuation plan coverage travelling outside the United States in the course and scope of UK employment or representation, please register international travel with the UK International Center at <http://international.uky.edu/IHSS/RegistryFaculty>. Please refer to this site for details: <https://www.uky.edu/administrativeservices/international-travel>.

Review the travel policy closely prior to booking any foreign travel (see links below). There are more restrictions such as compliance with the *Fly America Act* and maximum lodging rates allowed per the federal OCONUS rate. Sponsors may also have more restrictive policies with which the travel expenses must comply.

***This is not an all-inclusive list but is a summary of items most often found to be missing or problematic during the grant reconciliation process in the COM SRAS.***

- If expenses are to be charged to multiple funding sources, beginning with the first expense incurred (often a conference registration fee), allocate each type of expense in the same proportion.
- Include a business purpose for any travel expense on whatever procurement mechanism used for the purchase or reimbursement (Procard, Concur Travel Expense Report, or other). It should explain how the travel supports a mission of the University – academic, research, or service, including the nature of that support, i.e., how does the expense relate to University business. Consider and explain WHO, WHAT, WHEN, WHERE, AND WHY.
- Any traveler charging expenses to a grant should have effort (payroll charges on that same grant). If not, prior approval from OSPA, coordinated through SRAS, BEFORE THE TRAVEL OCCURS is required. STUDENT TRAVEL for those funded on fellowships (could be NIH, other sponsor, or cost center funded) must be specifically budgeted before the travel occurs.
- Registration fees for conferences/meetings/workshops documentation: Include **an invoice and/or payment confirmation**, and in all cases, **a schedule of events** or agenda (page from the conference brochure, copy of a website, an agenda showing the dates of the event) and an **item that provides a detailed listing of the items covered by the registration fee**. This may require checking the FAQ page on the conference website. Meals covered by the registration fee must be deducted from the subsistence/meal per diem request.
- Ground transportation: Include itemized receipts for cost of travel to and from airports or train stations to the conference hotel, or to any required events of the conference. Please note charges for taxis or any ride sharing service to a meal (restaurant) from the hotel and back is not an allowable reimbursable charge unless it is a conference required event or another business/project-related reason for the trip to the restaurant is provided in detail with the related Concur Expense Report.
- Lodging: Only hotel room charges are an allowable charge. (No room service or optional charges should be included.) The rate must not exceed the single room rate. Include a screen shot of conference group rate information and/or details from the hotel's website. A **hotel folio** must be provided that includes the following: **Name of Traveler**, Name of Hotel, Dates of Arrival and Departure, Room Rate, Type of credit card used for payment, Payment for hotel charges and taxes reflecting a zero-balance owed. If rooms are booked in advance or rooms are shared, there must be an individual folio for each person who stayed in the room with his/her officially printed (not hand-written) on it. **The traveler should obtain this folio upon checkout from the hotel.**
- Airline change fees should be charged to a cost center. If they can be sufficiently justified with a grant project-related purpose, it's possible they can be JVed later to the grant account. (Change fees are NOT ALLOWED on grants in most cases.)

Documents with estimated charges provided must also have an associated document that serves as a final paid invoice.

The travel reimbursement policy business procedure can be found here: <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>  
The Travel Services site with reimbursement tips can be found here: <https://www.uky.edu/ufs/concur-travel-expense-management>