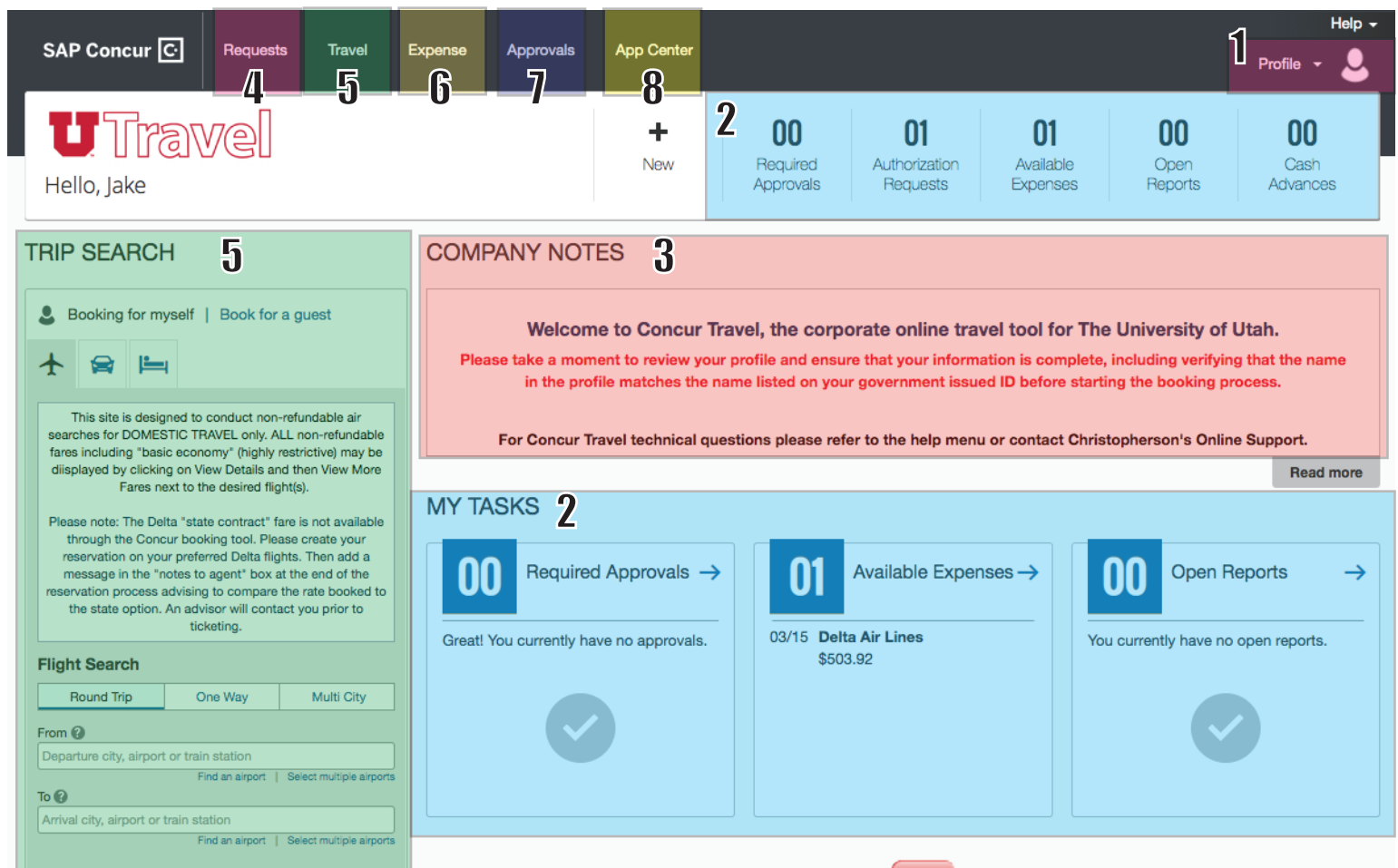


UTravel is the new paperless and mobile system for University of Utah Travel that will increase efficiency in the reimbursement process, decrease paper waste across campus, and take care of booking needs. Use this guide to gain a better understanding of the system, manage your profile, and book trips.

## Sign In

1. Go to <http://uttravel.utah.edu>
2. Currently, UTravel is only set up for University of Utah employees. Your User Name will be your UNID @ utah.edu (ex: u1234567@utah.edu) and your Password will be the same as your CIS password.
3. If your screen doesn't look like the image below – you have not been given access yet. Please contact the Travel office if you feel you should have access.
4. Access will be given after completion of training and will take at least 48 hours to be activated.

## Home Page



The screenshot shows the UTravel home page for a user named Jake. At the top, there is a navigation bar with tabs for Requests (4), Travel (5), Expense (6), Approvals (7), and App Center (8). A 'Profile' dropdown menu is visible in the top right corner, marked with a '1'. Below the navigation bar, the user's name 'Hello, Jake' is displayed. A 'My Tasks' section shows '00 Required Approvals', '01 Available Expenses', and '00 Open Reports'. A 'Company Notes' section contains a welcome message and a 'Read more' link, marked with a '3'. A 'Trip Search' section is visible on the left, marked with a '5'. A 'My Tasks' section at the bottom shows '00 Required Approvals', '01 Available Expenses', and '00 Open Reports', marked with a '2'. A 'Request' button is highlighted with a red star icon.

### Areas of information included on the home page:



The preferred method of booking is to start with the **Request** tab.

1. **Profile** - Your profile houses all of your information for using UTravel. Every concur user needs to update their profile. This can also be done by the Travel Arranger, except the email verification.
2. **My Tasks** - Shows your available expenses, open reports, and approvals requiring attention.
3. **Company Notes** - Where you will find any pertinent information from your organization.
4. **Request Tab** - Where you will begin your travel process and acquire a Request ID.
5. **Travel Tab** - Where you will book domestic employee flights, cars, and hotels.
6. **Expense Tab** - Where you will create your expense reports for reimbursement.
7. **Approvals Tab** - This section is given to those that are approvers, in which they will have pending approvals.
8. **App Center** - Where you can link apps to your Concur profile for a more optimized experience.

# Profile

Your UTravel Profile stores your personal information used for booking travel and creating expense reports.



Before you begin using UTravel it is important to update your personal information to ensure accuracy when booking travel and activating Concur features.

The screenshot shows the SAP Concur user interface. At the top, there's a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Profile' dropdown menu is visible on the right. Below the navigation bar, a secondary menu highlights 'Personal Information' with a red box. The main content area is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' The 'Personal Information' option is also highlighted with a red box and includes the text 'Your home address and emergency contact information.' Other options listed include Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Request Preferences, Change Password, System Settings, Contact Information, Setup Travel Assistants, Travel Profile Options, Expense Delegates, Expense Preferences, and Concur Mobile Registration.

## Key Features:

1. **Name:** Make sure your name matches your government issued ID or passport. The name will transfer to travel bookings made in the UTravel Concur or the travel agency. Your first and last name is populated from your HR record. If your name is incorrect, contact your HR representative to update.
2. **Address:** Recommended for easier mileage calculations in Expense.
3. **Phone Contact:** A work and home phone number are required. Registering a mobile device is not required but recommended to take advantage of Concur's mobile technology and electronic receipts along with Duty of Care.
4. **Email Address:** You will need to verify your email address to upload receipts and itineraries to the system. **Your Email 1 email address must be your UNID@utah.edu email address.** To verify – select Verify and enter the code that was sent to your email.



Once verified you can email receipts to **receipts@concur.com** and they will be available for you to add to your expense reports.

5. **Assistants and Travel Arrangers:** This is where someone can designate an Arranger to book travel or become the designated Booking Assistant. A Traveler can have multiple Arrangers.
6. **Credit Card:** A personal credit card is required if you chose to book a hotel through UTravel. The account will not be charged and is only used to reserve/guarantee the room.
7. **E-Receipt Activation:** This feature allows the auto collection for electronic receipts into the Concur system from Concur participating suppliers. To activate go to Profile, Other Settings and select E-Receipt Activation.
8. **Expense Delegate:** These are individuals who have been assigned to do certain tasks on your behalf. Users are allowed to assign **temporary delegates** here. Please contact the Travel office to assign or change **permanent delegates**.

# Apps

Proper use of apps will optimize features of the UTravel system.

## Concur Mobile App

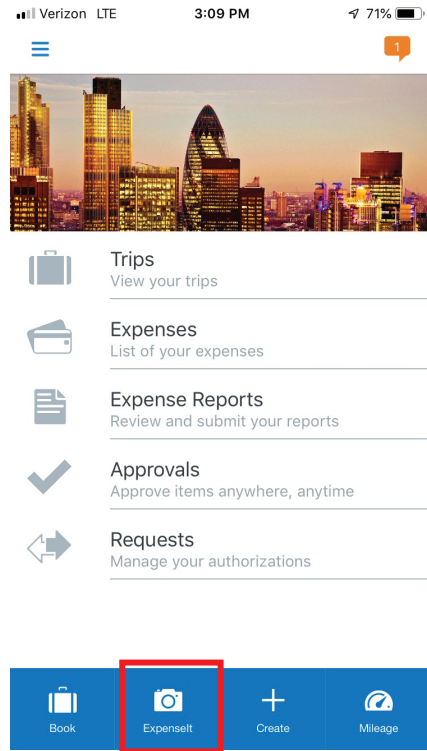
The Concur Mobile app allows you to manage your expenses in easy, paperless fashion. You can capture images of your receipts and they will automatically appear in your Expense Report.



1. To register for Concur Mobile, log in to UTravel and select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**. Then, select **Mobile Registration** along the top.
2. Create a PIN in order to log in to Concur Mobile - click the **Create a Concur Mobile PIN** link and follow directions to set your PIN.
3. Download the **Concur Mobile app** onto your mobile device.
  - You can do this through your device's app store.
  - Or, you can send an app link to your device - Use the Download the App to enter your mobile phone number or email address and click Get Started.
4. To use the Concur Mobile app, open the app on your phone and log in with your Concur Username (this is your UNID@utah.edu address) and the PIN you just created.

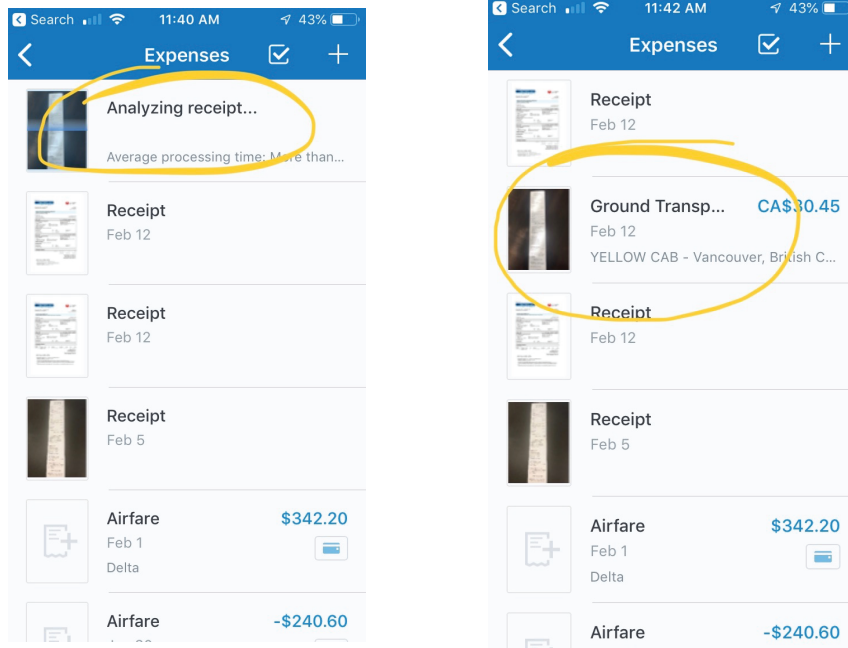
The screenshot shows the SAP Concur web interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Approvals, App Center, and a Profile dropdown. Below this is a secondary navigation bar with links: Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration (highlighted), Concur Mobile Devices, and Travel Vacation Reassignment. The main content area is titled 'Concur Mobile' and contains the text: 'Manage your expenses and business travel on your mobile device.' Below this, it says 'To get started, enter your email address below and we will send you a link to download the app.' There is an input field containing 'u1001817@utah.edu' and a blue 'Get Started' button. Below the input field, it says 'Or, review your sign-in details:' followed by 'Username: u1001817@utah.edu' and 'Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may reset your password or [create a Concur Mobile PIN](#)'. The 'create a Concur Mobile PIN' link is highlighted with a red box. On the right side of the page, there is a smartphone displaying the Concur Mobile app interface, which includes a header with the Concur logo and a menu with options: Trips, Expenses, Expense Reports, and Approvals.

5. Your responsibility as a traveler is to take photos of your receipts using the Expenselt icon within the app.



6. After you have taken the picture of the receipt, the Concur app begins to analyze.

Once the analysis has completed, the type of expense, vendor name, amount, and date will display.



7. All receipts from the app are viewable on the website as well – in the **Available Expenses** section of the **Manage Expenses** tab. You can also locate your Available Expenses from the homepage under **My Tasks**.

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', 'App Center', and 'Locate'. The left sidebar has 'Manage Expenses' (highlighted) and 'View Transactions'. The main content area is titled 'Manage Expenses' and displays a table of expenses.

Expense Description	Type	Icons	Date	Amount
Delta Air Lines SALT LAKE CTY, UT	Airfare	=	01/30/2019	\$240.60
Delta Air Lines SALT LAKE CTY, UT	Airfare	=	01/30/2019	-\$240.60
Delta Air Lines	Airfare	📄 ✈️	01/31/2019	\$236.37
Delta Air Lines	Airfare	📄 ✈️	02/01/2019	\$116.28
Delta Air Lines	Airfare	📄 ✈️	02/01/2019	\$116.28
Delta Air Lines SALT LAKE CTY, UT	Airfare	= 📄 ✈️	02/01/2019	\$342.20
<b>YELLOW CAB Vancouver, British Colum...</b>	Ground Transportation	📄	02/12/2019	CAD 30.45
Southwest Airlines	Airfare	✈️	02/12/2019	\$403.92

**NOTE:** Your assistant/arranger will likely compile your expense report on your behalf.

If you would like to learn how to initiate this on your own, you may request training.

## TripIt Pro

TripIt Pro is an application that comes free with your Concur account (Usually \$59.99/yr). It is used to keep track of your upcoming trips and help help travelers stay one step ahead with real-time flight alerts, gate change notifications, reward program tracking, monitoring for availability of preferred seats, and VIP benefits.

You can register for TripIt through the App Center tab at the top of the page, or by downloading the app to your smartphone through the app store.

You will need to download the app to your smartphone in order to use TripIt.

If you already have TripIt, you will need to link it to your `unid@utah.edu` account.



## Levels of Approval

The levels of approval will be determined by your ADSC (Account Distribution Shortcut “Activity or Project number”).

- Level 0 is the Org Head of the activity or project selected.
- Level 1 is one level higher than the Org Head.
  - Level 1 is equivalent to a Dean, Director, or Chair.
- Level 2 is two levels higher than the Org Head.
  - Level 2 is equivalent to a Vice President.
- Account Executives are responsible for expenses on Activities and Projects.
- Org Heads are responsible for ALL Activities and Projects that report to their org.

# Request

In the past, registering a trip and obtaining a Travel Number was the first travel step, which included an audit fee. Now, you will obtain a Request ID with no audit fee applied until submission of the Expense Report (reimbursement).

1. **Request/Trip Name** - Create a Trip Name for the traveler that is recognizable, up to 32 characters.
2. **Register Trips in Advance** - For **domestic trips**, Requests need to be made **at least 1 day in advance**. For **international trips**, they need to be made **at least 21 days in advance**. Level 1 approval is required if advance request was not approved properly.
3. **Destination Country** - Risk levels range from 1-5. Risk level 1 = low risk. Registering trips to areas of the world that are a risk level 4 or higher will be sent directly to the office of Global Engagement via UTravel for approval. University travelers may not be allowed to travel to anywhere with a risk level 4 or above.
4. **Traveler Type** - Employee only, non-employee coming soon.
5. **How will you book your travel** - How air, car, and/or hotel is booked. See next section for more details.
6. **ADSC - Account Distribution Shortcut** (Activity, Project, or ORG).
7. **Cash Advance** - Cash advances only require a supervisor approval, and the request routes to them for approval.

## How will you book your travel?

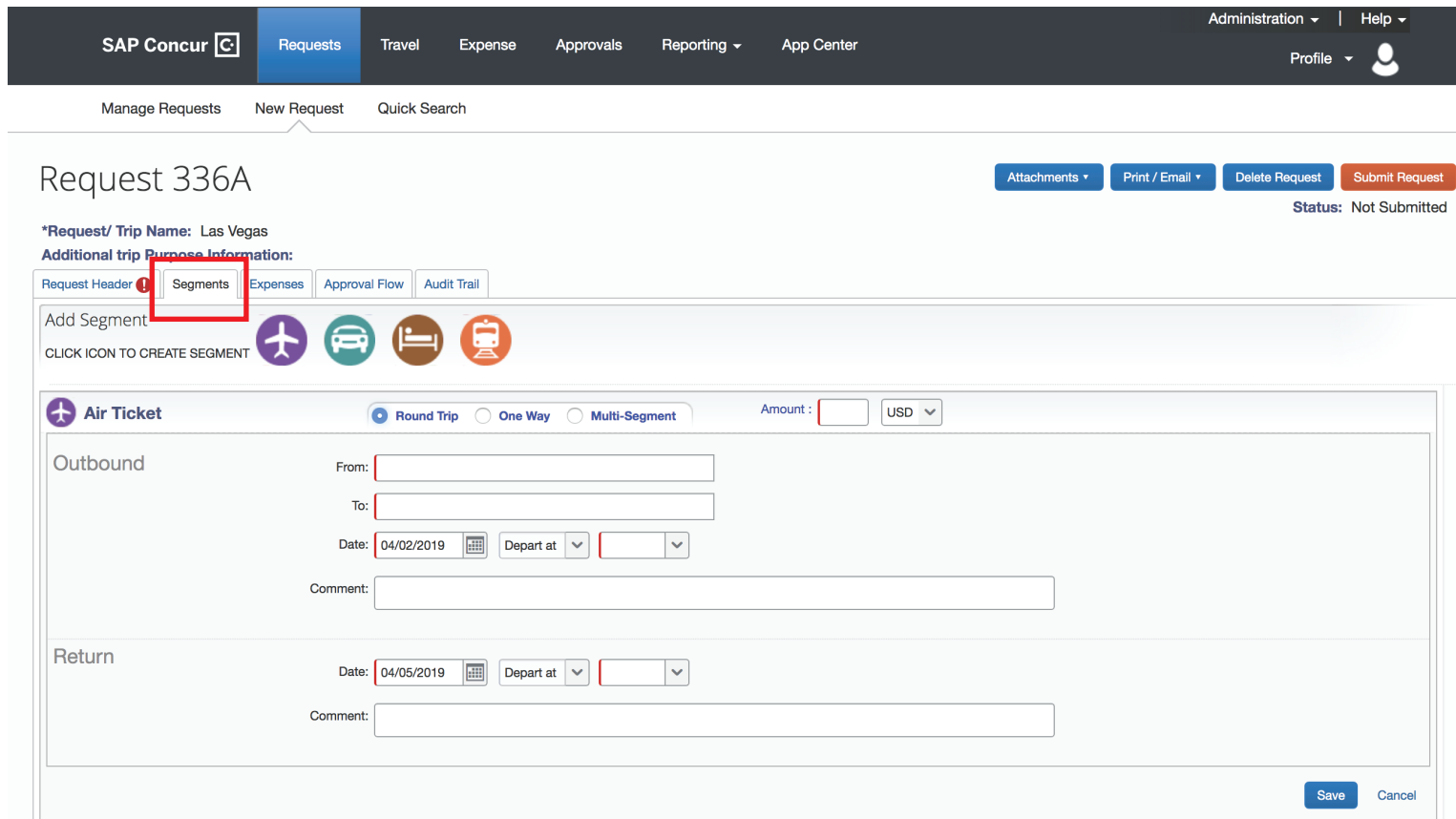
Please pay close attention to this section. Here is a simple breakdown of how to decide which option to choose:

1. You will use UTravel to book your trip after you receive your Request ID. **This will be the most common choice.**
2. You will use the onsite agency to book, either through phone or the online forms on the onsite agency website.
3. You will use another booking method other than UTravel or the OnSite Agents. Penalties apply with this option (\$10/Domestic, \$20/International).
4. You will be driving over 100 miles one-way or overnight. Trips less than 100 miles should be done in ePR.
5. You have started on the Travel tab in UTravel or onsite agency and need to obtain your Request ID.
6. Paid by an outside entity, and there will not be an expense report filed with the University of Utah to assist with Duty of Care.

## Segments

Once you have completed all of the required fields underneath the Request Header tab, proceed by clicking on the **Segments** tab, and then select an icon appropriate to your trip (airplane, car, bed, etc).

You will need to complete the required fields with *estimates only*.



The screenshot shows the SAP Concur interface for Request 336A. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Requests' tab is active. Below the navigation bar, there are buttons for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area displays 'Request 336A' with a status of 'Not Submitted'. The 'Additional trip Purpose Information' section is expanded to the 'Segments' tab, which is highlighted with a red box. Under 'Add Segment', there are icons for Air Ticket, Car, Bed, and Train. The 'Air Ticket' segment is selected, showing options for 'Round Trip', 'One Way', and 'Multi-Segment'. The 'Outbound' section includes fields for 'From:', 'To:', 'Date:' (04/02/2019), and 'Comment:'. The 'Return' section includes fields for 'Date:' (04/05/2019) and 'Comment:'. There are 'Save' and 'Cancel' buttons at the bottom right of the segment form.



System requires only **one** segment and estimate.

Once everything is complete, click Submit Request near the upper right corner of the page.

This will generate your 4-digit alphanumeric Request ID.

# Booking Travel

UTravel is set up to book single-traveler, domestic trips only.

**Old Process:**  
Legacy Travel System



**UTravel Users:**  
Booking *OUTSIDE* UTravel



**UTravel Users:**  
Booking *IN* UTravel



<b>Guests &amp; Affiliates, Untrained Travelers, Open Travel Numbers</b>	<b>International, complex, domestic, group, high status travelers.</b>	<b>Simple domestic trips. Air, Car, Hotel.</b>
<b>Old Travel System</b>	Travel & Reimbursement Services Onsite Agency webpage <i>fbs.admin.utah.edu/travel/agency</i>	<b>UTravel System</b> <i>utavel.utah.edu</i> Travel tab
<b>Travel Number</b>	<b>Request ID Option 2</b>	<b>Request ID Option 1 or 5</b>
<b>Step 1 AirSelect</b>	<b>Onsite/UTravel: Airquote</b>	<b>Use tool to book</b>
<b>Step 2 Request Reservation</b>	<b>Onsite/UTravel: Book a Trip</b>	↓
<b>Step 3 Confirm Reservation</b>	<b>Onsite/UTravel: Confrim a Trip</b>	<b>(Agent fulfilled)</b>
<b>Billed to:</b> <b>University Card</b> (preferred)	<b>Billed to:</b> - <b>University Card</b> - <b>Personal Card</b> (additional workflow step)	<b>Billed to:</b> <b>University Card</b> (mandatory)

The University of Utah is contracted with Christopherson Business Travel (CBT) to assist with travel arrangements.


CBT offers 24 hour travel assistance, with a designated Travel Advisor team.

The University has a contract with Delta, which gives a 2-10% discount, in addition to the state contract fare that is refundable and changeable.

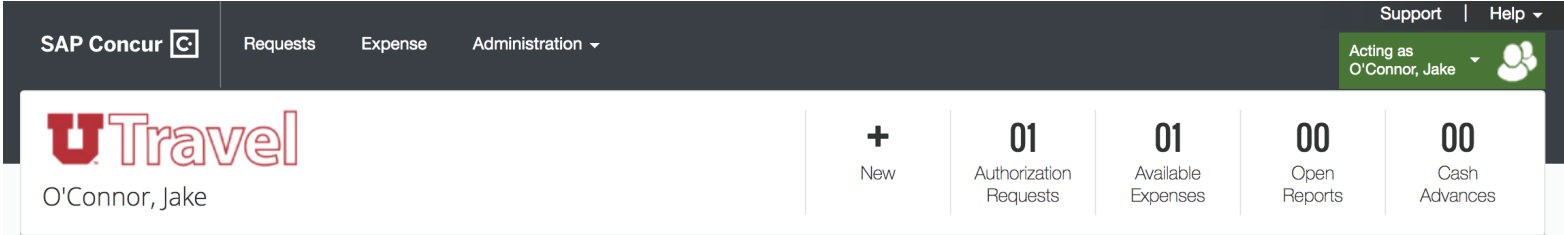


# Employee Travel Booking in UTravel

If you're booking the trip for someone else, make sure they've given you approval in their profile under the Assistants and Travel Arrangers section. You will know you have access if there is a green check next to your name.

Can book travel? 

To act as a Travel Arranger, click Profile in the upper right corner of the screen, and select the person you wish to book for from the Acting on behalf other user drop-down. Click Start Session – you'll see the name of the person you're arranging travel for display on the home page. Follow these instructions if you are starting in **Request**.



The screenshot shows the SAP Concur UTravel dashboard. At the top, there are navigation tabs for Requests, Expense, and Administration. The user is logged in as 'Acting as O'Connor, Jake'. The dashboard displays the UTravel logo and the user's name 'O'Connor, Jake'. Below this, there are five statistics cards: '+ New', '01 Authorization Requests', '01 Available Expenses', '00 Open Reports', and '00 Cash Advances'.

1. After the Request has been submitted and approved, begin with the **Book** link under the **Request** tab in the Action column.

## Active Requests (8)

Active Requests (8) Delete Request Copy Request Close/Inactivate Request

View

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Test Guest Trip	3374	Approved	06/21/2019	04/24/2019	\$417.60	\$417.60	\$417.60	Expense
<input type="checkbox"/>	Test Guest Trip Future - no agen	3377	Approved	06/25/2019 06/12/2019	04/24/2019	\$300.00	\$300.00	\$300.00	Expense
<input type="checkbox"/>	Test Trip - show Book button	337A	Pending on-line Booking	06/17/2019 05/25/2019 05/27/2019	04/24/2019	\$600.00	\$0.00	\$0.00	<b>Book</b>

2. After viewing your Booking Summary, click Proceed to Booking.

### 3. Select your flights

- Use the controls on the left to modify your search.
- Use the matrix at the top of your screen to narrow down results.
- Click **View Fares** next to each flight you wish to book, and you'll be able to see the price
- Click on the fare to proceed with booking your flights. You'll be taken to a new page to review booking details and reserve.

4. Verify the information on this page is correct. If you decide to change your flights, click **Back**.

If you're ready to proceed, click **Reserve Flight and Continue**.

5. Verify Travel Details and add Car/Hotel if needed. Scroll to the bottom and click Next.

6. Trip Booking Information - leave any necessary comments for the Travel Agent.

Click **Next** to proceed to Trip Confirmation. THE TICKET IS NOT BOOKED YET.

7. Trip Confirmation - to complete the booking, click on the **Confirm Booking** button at the bottom of the page.

8. Upon successful ticketing, an itinerary will be emailed to the traveler, and any designated Travel Arrangers within 24 hours with the wording ELECTRONIC TICKET HAS BEEN ISSUED \*\* TICKETED RESERVATION.  
The ticket number will also be listed in the bottom of the itinerary with the price and form of payment.
    - If you do not receive an itinerary back from the travel agency within 24 hours, something went wrong. Please contact the onsite agency at 801-585-9005 or travel@admin.utah.edu. It is the arranger/travelers responsibility to make sure this itinerary is received.
  9. If airfare is not required, and you just need to book a rental car or hotel, go back to the Home Page and proceed to those sections.
- 

If you chose **5. UTravel Start with Travel** under **How will you book your travel?** in **Request**, follow these directions:

1. Use the **Flight Search** box to refine search criteria.
  - You can restrict your flight search by changing the dropdowns for your depart and return (+/- # of hours).
  - If you want to search for a rental car or a hotel after your flight search, check the boxes for Pick-up/Drop-off car at airport and/or Find a Hotel. Or you can use the designated tabs, later, to book a car or lodging.
  - The Search by dropdown defaults to sort by Price. You can change to sort by Schedule first -- or you can keep the Price default and compare fares later.
2. Click **Search** and wait for your results to fully load.
  - Use the controls on the left to modify your search.
  - Use the matrix at the top of your screen to narrow down results.
  - Click **Select** next to each flight you wish to book, and you'll be able to see the price
  - Click on the fare to proceed with booking your flights. You'll be taken to a new page to review booking details and reserve.
3. Verify the information on this page is correct. If you decide to change your flights, click **Back**.  
If you're ready to proceed, click **Reserve Flight and Continue**.
4. Verify Travel Details and add Car/Hotel if needed. Scroll to the bottom and click **Next**.
5. Trip Booking Information - Leave any necessary comments for the Travel Agent. Click **Next** to proceed to Trip Confirmation. THE TICKET IS NOT BOOKED YET.
6. Trip Confirmation - To complete the booking, click on the **Confirm Booking** button at the bottom of the page.
7. Manage Requests - Complete the Request ID process, see **page 6** for more details.
8. Upon successful ticketing, an itinerary will be emailed to the traveler, and any designated Travel Arrangers within 24 hours with the wording ELECTRONIC TICKET HAS BEEN ISSUED \*\* TICKETED RESERVATION.  
The ticket number will also be listed in the bottom of the itinerary with the price and form of payment.
  - If you do not receive an itinerary back from the travel agency within 24 hours, something went wrong. Please contact the onsite agency at 801-585-9005 or travel@admin.utah.edu. It is the arranger/travelers responsibility to make sure this itinerary is received.
9. If airfare is not required, and you just need to book a rental car or hotel, click the **Travel** tab and proceed to those sections in the **Flight Search box**.

## **Employee + Guest Booking**

If you are bringing an additional guest, visit [fbs.admin.utah.edu/travel/agency](https://fbs.admin.utah.edu/travel/agency) and select the **Book a Trip** form. Additional travelers cannot be booked in the UTravel system.

Please note – if the travel has high status frequent flyer membership and wants to bring an additional traveler and would like that person to receive their frequent flyer benefits, they must be booked under the same airline confirmation number. UTravel users use onsite agent process.

## **Personal Travel Booking**

Not allowed in UTravel. Contact [travel@admin.utah.edu](mailto:travel@admin.utah.edu) for assistance.

## **Group Travel Booking**

Group Travel is defined as 10+ travelers on the same itinerary and is done on the group leader's profile.

On **Request**, select booking option 2, "Group" trip type, and "Group" traveler type. Booking process will follow middle column on **page 8** of this guide.

## **Guest/Affiliate Travel Booking**

Coming soon to UTravel System. Please use old process (Legacy Travel System) to register the trip, or contact a Travel Advisor at [travel@admin.utah.edu](mailto:travel@admin.utah.edu) for assistance.

## **Form of Payment for Airline Tickets**

Airline tickets booked using UTravel are billed to the University credit card. Personal credit cards are not allowed. Please use the UTravel forms at [fbs.admin.utah.edu/travel/agency](https://fbs.admin.utah.edu/travel/agency) for personal credit card requests or contact a Travel Advisor at [travel@admin.utah.edu](mailto:travel@admin.utah.edu) for assistance.

## **Change a Trip, Airline Tickets, Car, or Hotel**

Airline Tickets - Once a request is approved and travel is confirmed/ticketed, the traveler must contact the travel agency to make any changes - [travel@admin.utah.edu](mailto:travel@admin.utah.edu).

Car & Hotel changes can be made in the Booking tool. CBT Travel Advisors are available to help if necessary.

All change fees and fare differences for changes are billed to the original form of payment.

## **Hotel**

Conference hotel rates are not listed in Concur. Those will still have to be booked directly through the conference's process. Please use the tool to compare the listed rates with the conference pricing.

Other discount rates are viewable in the tool, such as: AAA, Government, hotel membership rewards, and Christopherson Business Travel discounts.

## **Car**

The University of Utah contracts with Enterprise, National, and Hertz, and bookings must be made through UTravel or the Onsite Agency. These are the preferred vendors for booking cars, if you wish to book outside of these vendors, there will be a \$3/day insurance surcharge automatically billed to the department.

# Expense

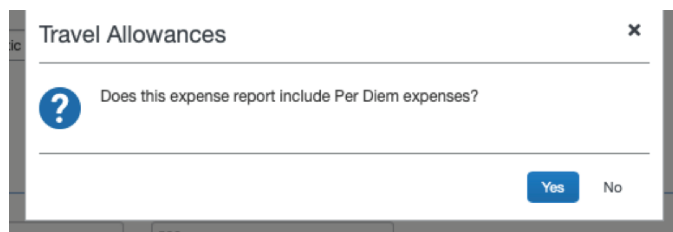
In the past, at the closure of a trip you would create a final reimbursement. Now, you will create an expense request. This is done using the Expense link under the Request tab (in the Action column) for the appropriate trip.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs: SAP Concur, Requests, Travel, Expense, Approvals, Reporting, App Center, and Locate. Below these are sub-tabs: Manage Requests, New Request, Process Requests, and Quick Search. The main content area is titled 'Active Requests (5)' and contains a table with the following columns: Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved a..., Remaining .., and Action. The table lists four requests, each with an 'Expense' link in the Action column, which is highlighted with a red box.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ..	Action
WACUBO Annual Conference YVR	333X	Approved	05/04/2019	02/13/2019	\$500.00	\$500.00	\$500.00	Expense
NAPCP Miami	334C	Approved	05/08/2019	02/25/2019	\$618.00	\$618.00	\$66.00	Expense
Mar 19 Fusion San Diego	333D	Approved	04/14/2019	02/25/2019	\$240.60	\$240.60	\$240.60	Expense
HEUG Orlando March 3 - 6 User Group with BASS folk	3339	Approved	04/18/2019	01/30/2019	\$400.00	\$400.00	\$57.80	Expense

UTravel will automatically add your flight to your expense report once it is booked, as well as any other E-receipts. You will also be able to upload any receipts via your computer or mobile device with the Concur app. The Concur app and the Expense tool will automatically convert foreign receipts to USD.

Expense reporting begins with the meal per diem question:



University policy is changing to only reimburse meal per diem. In the past, travelers were allowed to include actual meal receipts, but that has changed. Travelers can still submit Business Meals for reimbursement.

Per diem is based upon dates, times, and locations from the itinerary. Traveler can select **Import Itinerary** which can bring the trip dates, times and destinations from the flights, car and hotel reservations. If those are not there, they must fill the box below with that information.

The screenshot shows the 'Travel Allowances For Report: Salt Lake City to San Diego' form. It has three tabs: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Create New Itinerary' tab is active. Under 'Itinerary Info', there are fields for 'Itinerary Name' (Salt Lake City to San Diego) and 'Selection' (USGSA). Below this, there are buttons for 'Add Stop', 'Delete Rows', and 'Import Itinerary' (highlighted with a red box). A table below these buttons has columns for 'Departure City', 'Arrival City', and 'Arrival Rate Location', with the text 'No Itinerary Rows Found' below it. To the right, there is a 'New Itinerary Stop' section with fields for 'Departure City', 'Date', 'Time', 'Arrival City', 'Date', and 'Time'. A 'Save' button is at the bottom right. At the very bottom, there are buttons for 'Go to Single Day Itineraries', 'Next >>', and 'Cancel'.

Once you have clicked Import Itinerary, the box below will display. Select the appropriate itinerary and click Import.

Itinerary Name: Salt Lake City to Miami  
Selection: USGSA

Add Stop | Delete Rows | Import Itinerary

No Itinerary Rows Found

New Itinerary Stop

Departure City

Departure City

Arrival City

Arrival Rate Location

Departure City

Select trips and charges to use to create this itinerary

<input checked="" type="checkbox"/>	Description	Start Date	End Date
<input checked="" type="checkbox"/>	Trip from Salt Lake City to Miami (N2GLEE)	04/14/2019 07:05 ...	04/18/2019 11:30 ...

Import Cancel

Continue with the verification process by reviewing the information presented by clicking **Next** on each window.

Then select the meals that need to be deducted from the total per diem calculation.

Once that is complete, select **Create Expenses** and this will populate the Expense Report.



You can "exclude" All for personal days

### Travel Allowances For Report: Salt Lake City to San Diego



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

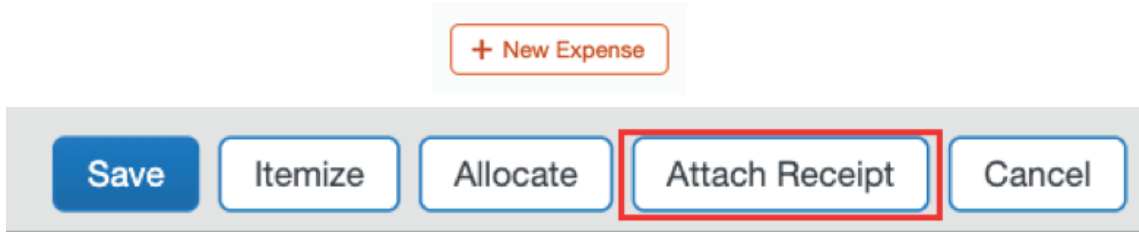
Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/10/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.25
<input type="checkbox"/>	03/11/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$40.00
<input type="checkbox"/>	03/12/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>	03/13/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	03/14/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.25

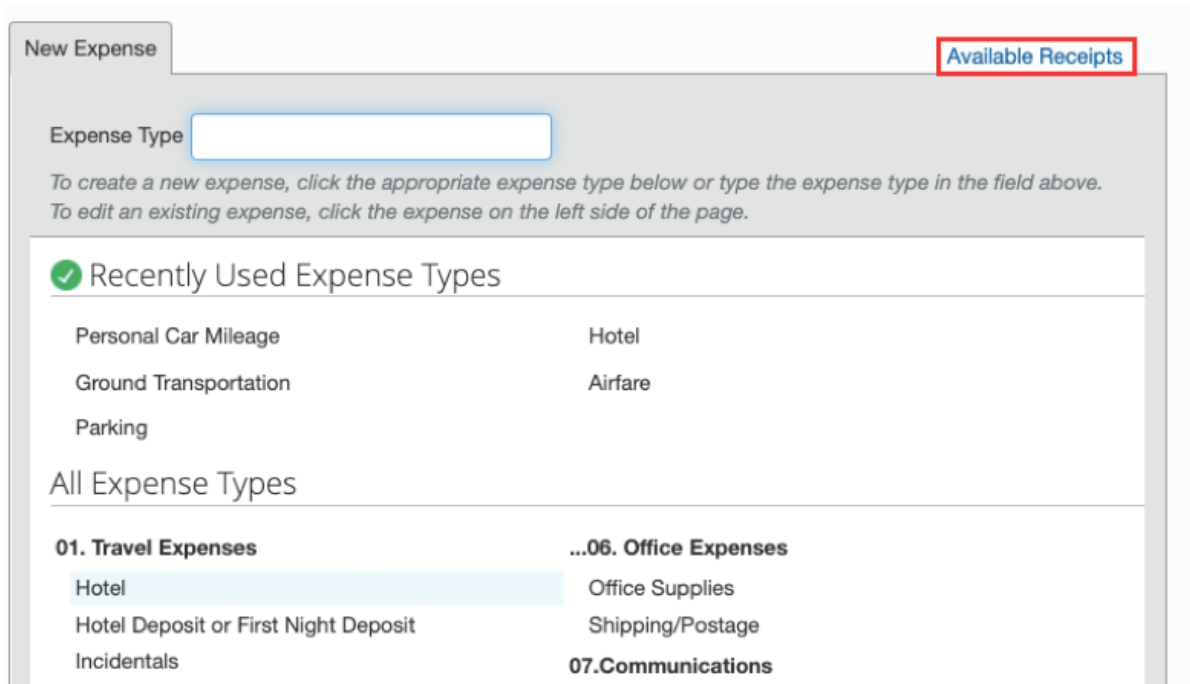
<< Previous Create Expenses Cancel

## There are various ways to get receipts onto the Expense Report:

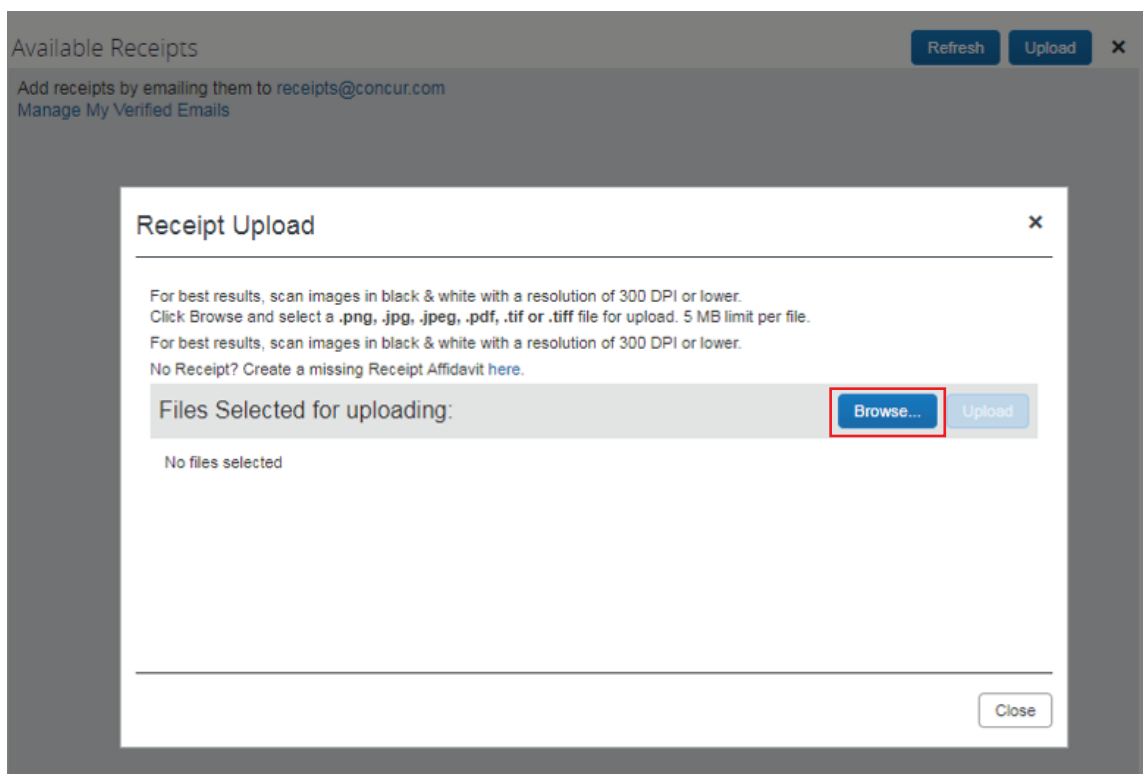
1. Click **New Expense**, Select **Expense Type**, fill out required fields (marked in red) and 'Attach Receipt'



2. Select **Available Receipts**



3. Click **Browse** to navigate to the receipt that is saved on the computer



# Allocating Expenses

There are two ways you may Allocate Expenses:

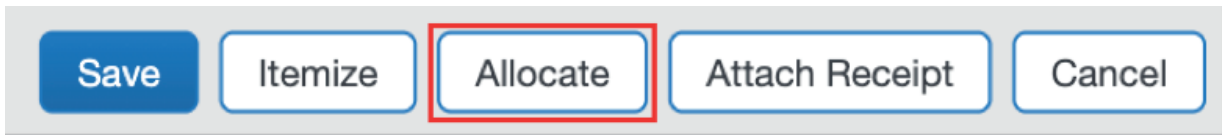
1. Allocate by clicking the desired expenses then click **Allocate**.

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/14/2019	Parking SLC INTERNSTIONAL, Salt Lake Ct	\$36.00	\$36.00
<input checked="" type="checkbox"/>	03/14/2019	Hotel MARINA, San Diego, California	\$994.56	\$663.04
<input checked="" type="checkbox"/>	03/11/2019	Hotel	\$294.00	\$294.00
<input checked="" type="checkbox"/>	03/11/2019	Hotel Tax	\$37.52	\$37.52
<input checked="" type="checkbox"/>	03/12/2019	Hotel	\$294.00	\$294.00
<input checked="" type="checkbox"/>	03/12/2019	Hotel Tax	\$37.52	\$37.52
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$37.52	\$0.00
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$294.00	\$0.00

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

2. Select an expense and on the bottom right of the Expense select **Allocate**.



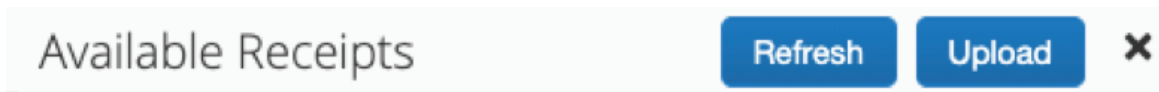
Once you have selected either option it will take you to the following page:

Allocations								Total: \$36.00	Allocated: \$36.00 (100%)	Remaining: \$0.00 (0%)
Allocate By: ▾	Add New Allocation	Delete Selected Allocations	Favorites ▾	Add to Favorites						
● Percentage	**ADSC	**BU	*Org	*Fund	*Activity	**Project	*A/U			
Amount	(10058) TRAVE...	01	(00357) TRAVE...	2000	(10058) TRAVE...	00000000				
<input checked="" type="checkbox"/> 50	(05805) TRAVE...	01	(00357) TRAVE...	1001	(05805) TRAVE...	00000000	1			

You may either Allocate by Percentage or Expense and add as many New Allocations as needed.

Allocations may be saved for future use.

4. Upload available receipts that you have saved on your desktop



5. Import Expenses that are available. Select the expenses you desire to add to the report and click the **Move** drop down, select **to current report**. **These expenses are from E-Receipts and receipts that were captured with the Concur mobile app.**

Expense Detail	Expense Type	Source		Amount
<input checked="" type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		<b>Move</b> dropdown menu	\$295.17
<input checked="" type="checkbox"/> Ground Transportation San Diego,...	Ground Transportation			\$12.29
<input checked="" type="checkbox"/> SLC INTERNSTIONAL Salt Lake ...	Parking			\$36.00
<input checked="" type="checkbox"/> MARINA San Diego, California	Hotel			\$994.56
<input type="checkbox"/> CROWNE PLAZA Washington, DI...	Hotel			\$1,374.80
<input type="checkbox"/> Hertz	Car Rental			\$255.40
<input type="checkbox"/> Hertz	Car Rental			\$255.40
<input type="checkbox"/> Airline Fees San Diego, California	Airline Fees			\$14.99

## Personal Mileage

To add personal Mileage, select Personal Car Mileage under Expense Type and use the Mileage Calculator found in the bottom right portion of the screen.



**Mileage Calculator**

Waypoints: 201 Presidents Circle, Room 201, Salt L (9.4 MI), Salt Lake City International Airport (SLC)

Directions: Suggested routes: 680 W 9.4 mi. About 22 mins, 1300 S and I-80 W 11.4 mi. About 26 mins, North Temple 9.3 mi. About 27 mins

John R Park, Salt Lake City, UT 84112, USA


9.4 mi. About 22 mins

- Head north on Presidents' Cir toward 1400 E 0.2 mi
- Turn left onto University St E 0.2 mi
- Turn right onto 300 S/E Broadway 1.0 mi
- Turn left onto 700 E 0.3 mi
- Turn right onto 500 S/Cesar E. Chavez Blvd 1.8 mi
- Take the I-80 E/I-80 W ramp on the left to Cheyenne/Reno/S.L. International Airport/Las Vegas 0.2 mi
- Keep right at the fork, follow signs for I-80 W/Reno/S.L. International Airport 0.8 mi
- Continue onto I-80 W 2.8 mi

TOTAL PERSONAL: 0.0 MI, TOTAL BUSINESS: 9.4 MI

Buttons: Add Mileage to Expense, Cancel



If a  displays on an Expense Report, you will need to fix the exception, before submitting.

<input type="checkbox"/>	03/11/2019	<b>Ground Transportation</b> San Diego, California	\$12.29	\$12.29
<input type="checkbox"/>	02/01/2019	<b>Airfare</b> Delta, Salt Lake City, Utah	\$295.17	\$295.17

We require that you itemize your room rate and tax on the hotel receipt. If there are additional charges on the hotel receipt, you will need to itemize them.

Expense **Nightly Lodging Expenses** Receipt Image
Available Receipts

Total Amount: \$994.56 | Itemized: \$524.01 | Remaining: \$470.55

Check-in Date

Check-out Date

Number of Nights

**Recurring Charges (each night)**

Room Rate

Room Tax

Itemize the room rate and room tax here.

Other Room Tax 1

Other Room Tax 2

Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense Type

Amount

Expense Type

Amount

Additional charges on the hotel receipt i.e. parking and personal expenses, should be itemized here.

If a traveler had personal days on their hotel receipt, select the day(s), click **edit**:

Expenses					Move ▾ Delete Copy View ▾ <<
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested	
<input type="checkbox"/>	03/14/2019	<b>Parking</b> SLC INTERNSTIONAL, Salt Lake Ci	\$36.00	\$36.00	
<input type="checkbox"/>	03/14/2019	<b>Hotel</b> MARINA, San Diego, California	\$994.56	\$994.56	
<input type="checkbox"/>	03/11/2019	Hotel	\$294.00	\$294.00	
<input type="checkbox"/>	03/11/2019	Hotel Tax	\$37.52	\$37.52	
<input type="checkbox"/>	03/12/2019	Hotel	\$294.00	\$294.00	
<input type="checkbox"/>	03/12/2019	Hotel Tax	\$37.52	\$37.52	
<input checked="" type="checkbox"/>	03/13/2019	Hotel	\$294.00	\$294.00	
<input checked="" type="checkbox"/>	03/13/2019	Hotel Tax	\$37.52	\$37.52	

**You have selected multiple expenses. What would you like to do?**

1. [Delete](#) the selected expenses
2. [Allocate](#) the selected expenses
3. [Edit](#) one or more fields for the selected expenses

This screen will display:

<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$37.52	\$0.00
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$294.00	\$0.00

Select **personal non-reimbursable**, and the amount will not be reimbursed to the traveler.

Once the Expense Report has been submitted, it goes into the following workflow:

1. **Budget approver** (activity or project) For every expense report
2. **Central Administration** (For every expense report)
3. **Supervisor** (For every expense report)
4. **Level 1** (if necessary) Business Meals/Entertainment. Advanced Request violation for domestic trip, out of pocket airfare.
5. **Level 2** (if necessary) Exception to policy/rules. Over \$10,000 and advanced Request violation for international trip

After the last approver, the reimbursement will be submitted to PeopleSoft for approval. The reimbursement will be sent ACH (Direct Deposit) or check depending on how the employee is set up in PeopleSoft.



The Expense Report can be printed or emailed by clicking the **Print/Email** link

## Fees

There are UTravel fees depending on which type of trip you are booking, and they apply to each Expense Report generated.

### Legacy Travel System



#### Trip Type

\$8	Driving	\$15
\$12	Domestic Flight	\$25
\$20	International Flight	\$35

#### Booking

\$30	Exchange (All Fares)	\$30
\$0	Domestic Flight	\$0
\$30	International Flight	\$0
<b>By Size</b>	Group	<b>\$50*/\$100**</b>
<b>\$12*/\$30**</b>	Personal/Leisure	<b>\$12*/\$30**</b>
\$30	State Issued Ticket	\$0
	Other Booking Method	<b>\$10*/\$20**</b>

*\*Domestic*

*\*\*International*

# Notes