

## **TRAVEL & EXPENSE – TIMELINE OF TRAVEL PROCEDURES UPDATES**

**Update 117B-7 Travel to book and charge airfare is no longer available. Travelers should request a University issued SMU Card or use a personal card to book air after that date.**

**Airfare is charged through Colwick Travel prior to June 20, but the trip occurs ~~before~~ after June 20 you have two options :**

**Submit two separate reports for the trip:  
Airfare charged through Colwick Travel is reported using the old paper travel report process to clear the University paid purchase.  
Out-of-pocket expenses and expenses on a**

- Exceptions will be made for conference hotel bookings and bookings where there are other savings due to University business relationships that are not available through the travel management company

### **Settlement of Accounts**

- Settlement must occur within 30 days after travel is complete
- Travel advances allowed only for group travel and individual travel with appropriate approval and pre-travel justification

### **Documentation/Receipts**

- Threshold amount for requiring receipt for travel expenses set at \$25
- Receipts will be stored electronically in Concur

### **Entertainment**

- Alcohol purchases reimbursable only if there is an SMU business entertainment purpose

Questions?\_email [travel@smu.edu](mailto:travel@smu.edu)

**May 21, 2015**

**New SMU Travel and Expense process begins in 1 month!**

SMU's new paperless and more user-friendly online process for booking and reporting travel expenses

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**May 11, 2015**

## **New SMU Travel and Expense process begins June 20!**

SMU's new paperless – and more user friendly – online system for booking and reporting travel expenses will go live June 20. The go live date has been moved from June 1 to June 20 to coincide with the procurement card billing statement cycle and accommodates fiscal year end processing.

Beginning on that date, SMU faculty and staff will be required to use Christopherson Business Travel within Concur for booking airfare, hotel and rental cars. Training for the new system will be coming soon.

### ***What you need to know:***

- Until June 20, use Colwick Travel for booking travel, regardless of travel dates.
- Beginning June 20, before booking, a request for travel must be submitted through Concur and approved by the individual with budgetary authority over the funds being used.
- Required documentation will be submitted and maintained in Concur.
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