DEPARTMENT OF ANTHROPOLOGY

Travel Guide

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Department Contacts

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Administrative Officer: **Jason Fisher**

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Christopherson Business Travel

Monday – Friday, 8:00 a.m. to 5:00 p.m. (MST/MDT)

travel@admin.utah.edu

801-587-9005

24-Hour Travel Advisor Assistance*

1-888-739-7011

Refer to code: COZ-UNIVERSITY OF UTAH

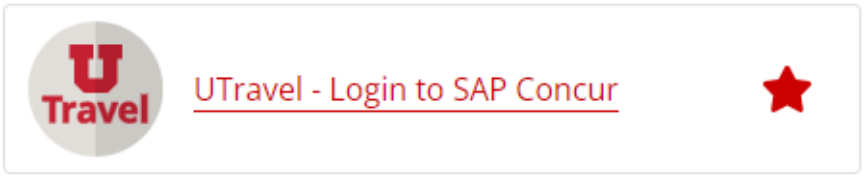
*(*for travel reservations booked by the travel agency only)*

UTravel: SAP Concur

Accessing Concur

There are two options for accessing Concur:

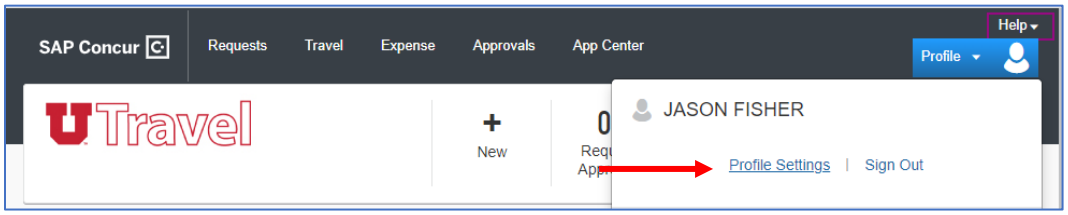
1. University of Utah's Campus Information Services (CIS) page single sign-on (SSO)



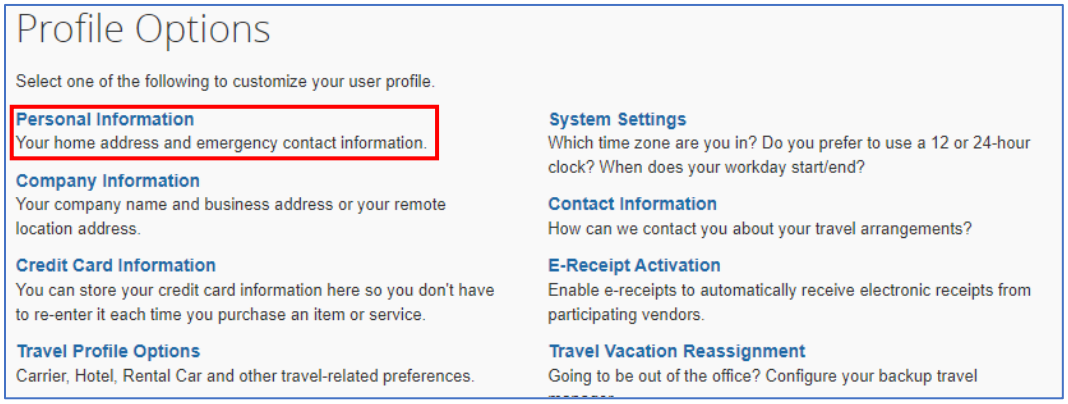
2. Click on the Concur login link from the UTravel website

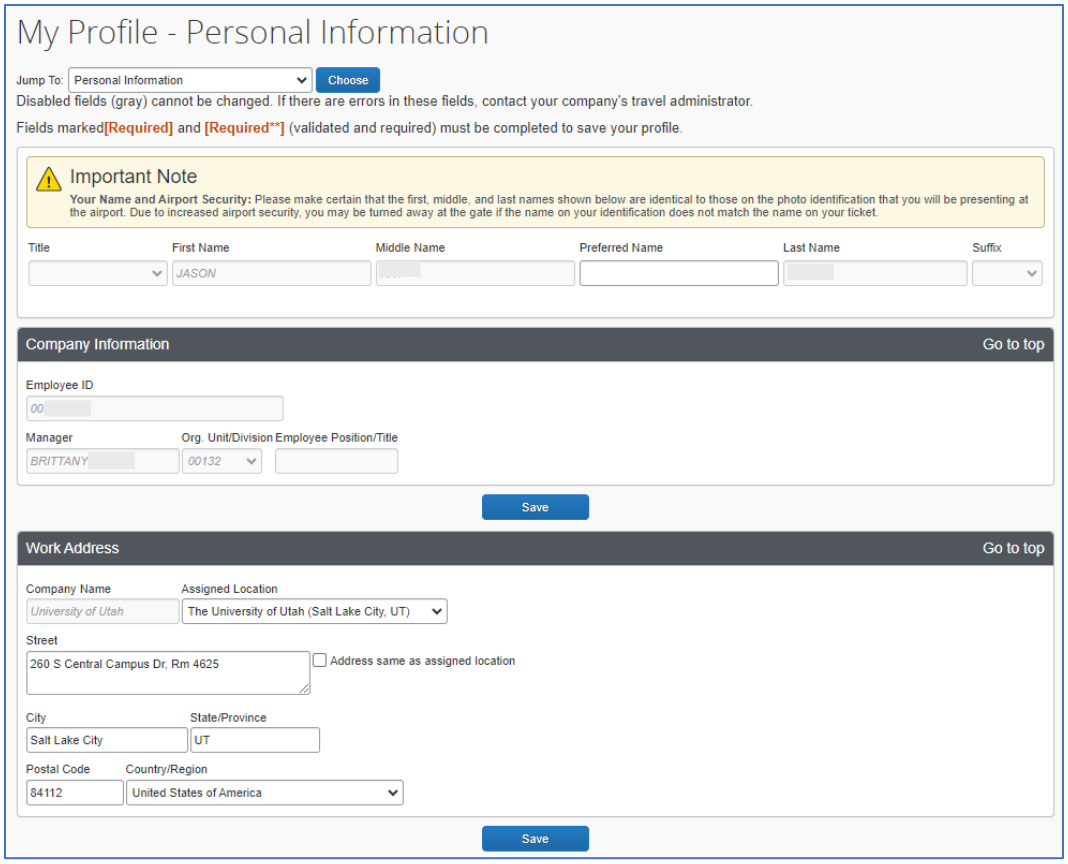
Setting up your Concur Profile

1. Click the Profile option in the upper-right corner
2. Select Profile Settings

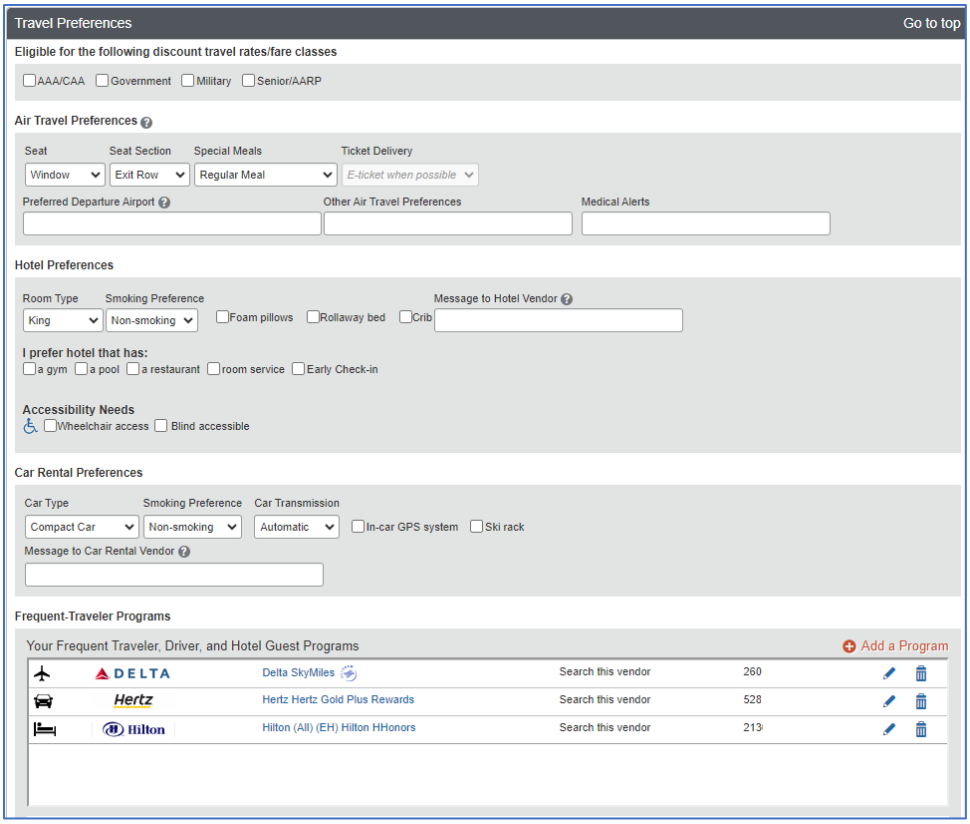


3. Select the Personal Information option.





a. Travel profiles need to be setup before any travel is booked.
b. Enter in the following information:
    i. Full Name
        1. *Noted: this **MUST** match exactly what appears on the government issued photo identification that will be used for travel*
    ii. Work Address
    iii. Home Address
    iv. Contact Information
        1. Work Phone
        2. Home Phone
        3. Mobile Phone
    v. Email Address
        1. uNID@utah.edu will be the default email address
        2. Add additional emails as needed
    vi. Emergency Contact
    vii. Travel Preferences *[recommended]*



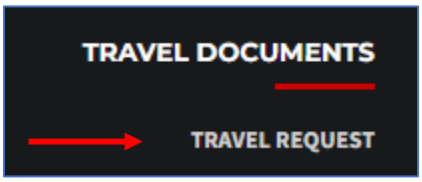
viii. Frequent-Traveler Programs *[recommended]*
ix. International Travel
    1. Passports
    2. Visas
        a. *Note: it is the traveler's responsibility to be aware of international travel/visa requirements and obtain any necessary documents.*
x. E-Receipts *[optional]*

4. SAP Concur also has an optional setup guide video
    a. Note: this video is not specific to the University of Utah
        i. Credit card information is only required to reserve/pay for hotel rooms through Concur.

Travel

Travel Requests

Travel requests must be submitted to the Administrative Officer who will enter it into the Concur travel system. The travel request form can be found under the Travel Documents section at the bottom right of any page on the Anthropology Department website.



Submission Deadlines

All University travel must be registered through the Concur travel system. University and department policy require that travel requests be submitted:

- International travel: 4 weeks
- Domestic travel: 1 week

Travel requests submitted after the travel deadline, may require additional approvals by the Chair of the Anthropology Department and the Dean of the College of Social and Behavioral Science. A memo of explanation as to why the travel request was submitted after the deadline should be included with the travel request.

Cash Advances

Faculty members may request a cash advance for University travel. Graduate student with extenuating circumstances needing a cash advance for travel, contact the Programs Manager prior to submitting a travel request.

Cash advance request must include:

- Letter/memo with requestor's signature.
- Reason for cash advance.
- Which of the 6 University cash advance criteria (see below) the request satisfies.
- Department Chair's signature.

Per University Policy 3-030, Rule R3-030B, cash advances requests must meet at least one of the requirements below:

1. Students Traveling on University of Utah business.
2. Travel to destinations that are so remote that banking and other financial services are unavailable and an advance is the only practical alternative.

3. Travel to countries where credit card systems are non-existent, weak or present possible fraud and identity theft problems.
4. Group travel where activities are not always done together making it difficult to cover expenses with one credit card. Other alternatives should be identified whenever possible.
5. Circumstances where the traveler cannot qualify for a University of Utah credit card or a personal credit card.
6. Extended trips where incidental cash requirements for taxis, tips, laundry and other per diem expenses would cause a financial hardship for the traveler.

Cash advance requests are subject to the same submission deadlines as travel requests and should be submitted to the Administrative Officer along with the travel request.

Any unspent cash advance funds must be submitted back to the University via check or money order made payable to the *University of Utah* after the expense report has calculated the total costs.

Receipts for travel must be submitted within 60 days of completion of trip.

Note: if renting a car through University Fleet Services and submitting a cash advance request, the car rental expense should not be included on the cash advance request.

Booking Travel

University of Utah travel can be booked by the traveler directly and reimbursed after the completion of the travel as part of the expense report, through the Concur, or through Christopherson Business Travel.

If using any of the assisted option, find the flight itinerary that works best for the traveler's schedule (date, airline, flight numbers, departure/arrival times, etc.) and include that in the travel request.

Update: Requests for travel booking assistance must now be submitted at the same time as the travel request.

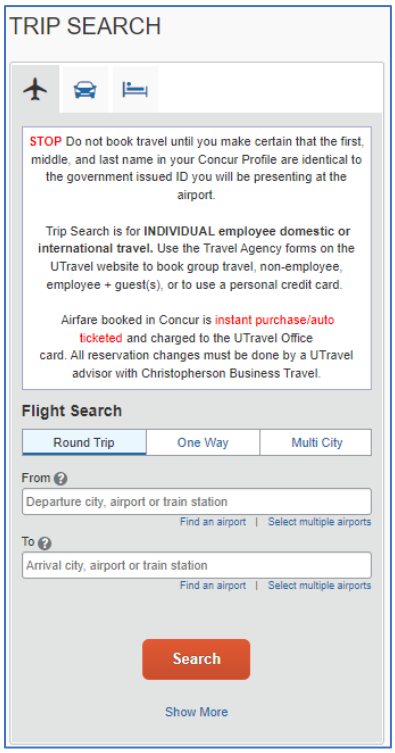
Note: Advertised prices on travel sites, such as Expedia, are most often non-refundable/ changeable ticket prices, and sometimes lower than what is available on the airline sites due to bulk purchasing. If there is any chance of the possibility of needing to change or cancel travel arrangements, consider booking fully refundable flights at the higher price.

Booking Outside of Concur

Travelers can book their own travel outside of the Concur and be reimbursed after the travel.

Booking through Concur

Travelers can use the Concur tool to book flights, car rentals, or hotels. This option uses a University travel card to reserve/pay for travel instead of paying with a personal credit card for later reimbursement. Travelers can use this tool themselves or work with the Administrative Officer to book on the traveler's behalf (after the travel request has been submitted and approved).



Christopherson Business Travel

Travel requiring more assistance, particularly with international or non-employee travel, can utilize the U Travel Office to book flights. This can be done with the travel office directly or with the Administrative Officer. It is recommended to find the flight itinerary that works best for the traveler before reaching out to book travel.

Prior to contacting Christopherson Business Travel, a Concur travel request number is required (see Travel Requests).

Note: All University travel outside of the United States using federal funding is subject to the Fly America Act regardless of how the travel is booked.

Travel Insurance (CISI)

University of Utah employees (including graduate students) are required to purchase travel insurance through Cultural Insurance Services International (CISI) for any international University travel.

Employee Self-Enrollment Checklist

Expense Reports

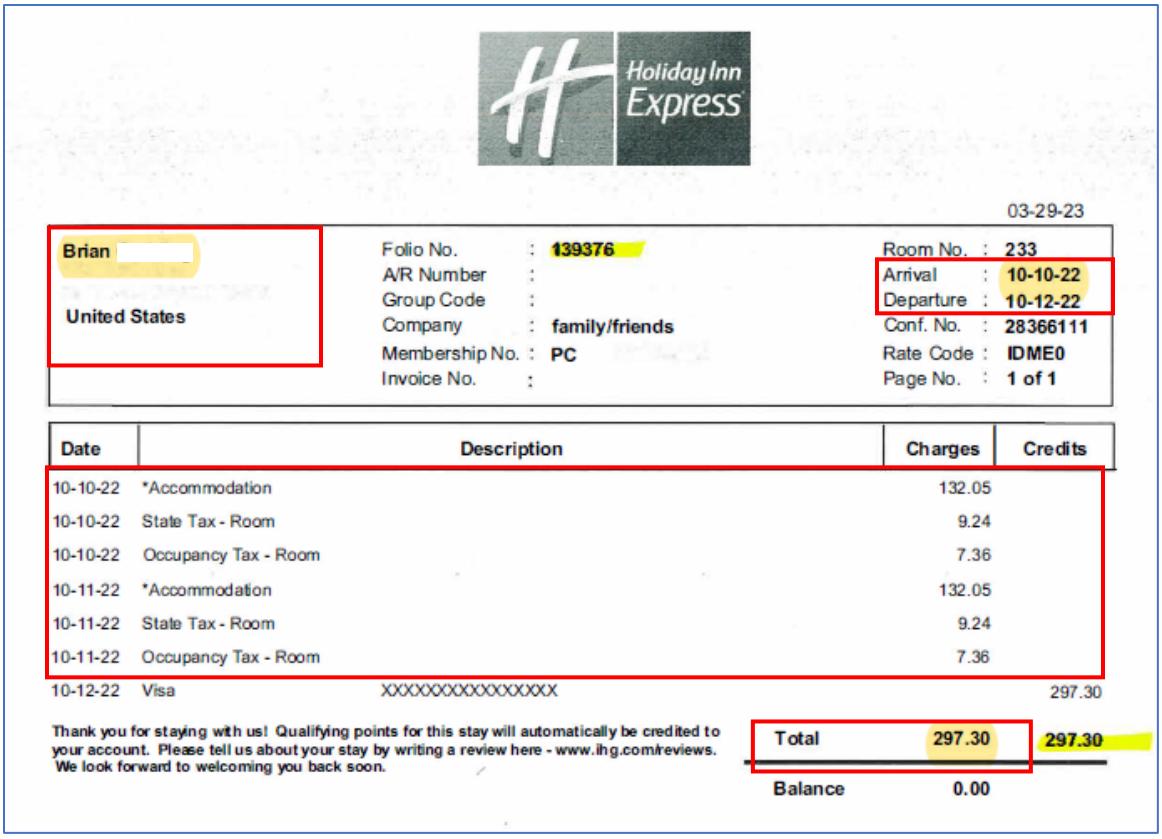
Receipts

Receipts are required for most items included on a travel expense report. Depending on the type of receipt, the information required may vary, but all receipt types will require the following basic information:

- Vendor/Merchant
- Date
- Amount

  Hotel Receipts
  In addition to the basic information required on receipts, hotel receipts also require:

  - Traveler's name
    - Receipt must be in traveler's name
      - *Note: receipt can be in a spouse/partner's name, must be noted in comment section of expense*
  - Dates of stay
  - Itemization of charges



Holiday Inn Express

03-29-23

Brian

United States

Folio No. : 139376
A/R Number :
Group Code :
Company : family/friends
Membership No. : PC
Invoice No. :

Room No. : 233
Arrival : 10-10-22
Departure : 10-12-22
Conf. No. : 28366111
Rate Code : IDME0
Page No. : 1 of 1

Date	Description		Charges	Credits
10-10-22	*Accommodation		132.05	
10-10-22	State Tax - Room		9.24	
10-10-22	Occupancy Tax - Room		7.36	
10-11-22	*Accommodation		132.05	
10-11-22	State Tax - Room		9.24	
10-11-22	Occupancy Tax - Room		7.36	
10-12-22	Visa	XXXXXXXXXXXXXXXX		297.30

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total 297.30 297.30

Balance 0.00

Airline Receipts

In addition to the basic information required on receipts, airline receipts also require:

- Traveler's name
  - Ticket must be in traveler's name

Group Travel Receipts/Section

When traveling as a group for University travel, airline receipts for multiple travelers (employees or non-employees) can be reimbursed as part of the expense report for the University employee responsible for travel costs.

Splitting Costs on Hotel Rooms

Individual reimbursements when two or more travelers split the cost of a hotel room can be done, but there is a very specific way it has to be done for the travel office to allow for reimbursement.

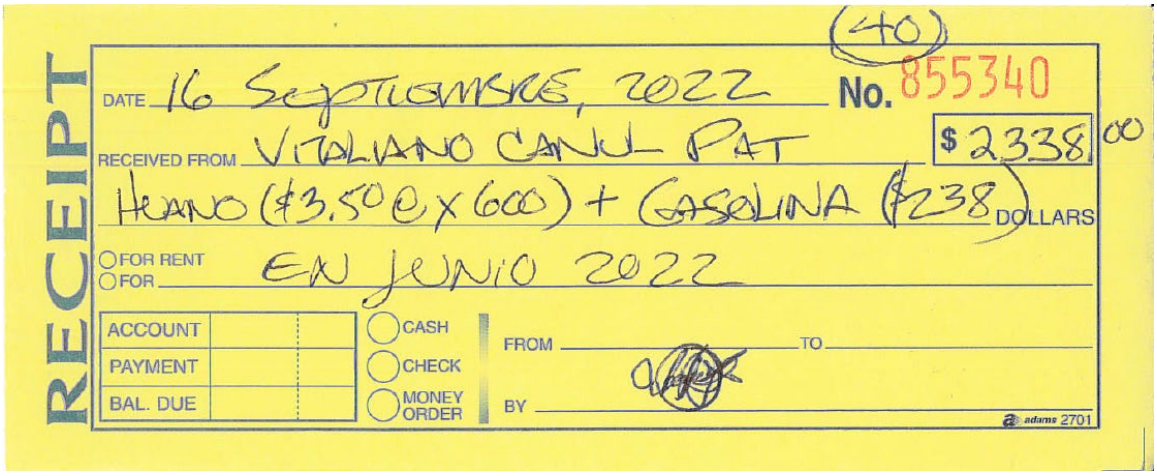
1. Each traveler splitting the bill **must** pay for their own portion of the hotel.
   a. The hotel bill needs to show the bill was split and paid with multiple credit/debit cards.
   b. Hotels will generally allow a bill to be paid for/split at the end of the stay, but always verify with the hotel when making the reservation.
2. Each traveler being reimbursed needs to submit a credit card receipt/statement showing their portion of the payment to the hotel.

a. The travel office will not do the reimbursement without proof that each traveler paid a portion of the bill for the hotel stay.

3. Cash apps, such as Venmo or PayPal, receipts between travelers **will not** be accepted as proof of payment. Payments must be made directly to the hotel.

Miscellaneous Receipts

When traditional receipts are not available, receipt books are very convenient ways to track expenses and provide receipts for expenses.



Per Diem

Travel related food and meal expenses are not reimbursed as direct costs from receipts in the way other travel related costs are reimbursed. Instead, they are paid through per diem. Travelers may claim up to the maximum per diem amount allowed for the dates of travel, any food costs over that are the responsibility of the traveler. Per diem does not require receipts and/or documentation for reimbursement under most circumstances.

Domestic

The University of Utah adheres to the U.S. General Service Administration's (GSA) per diem which rates vary by region within each state. First and last day of travel per diem rates are different than other days of travel. Domestic per diem rates can be found here.

Per diem rates are displayed on the Meals & Incidentals (M&IE) rates and breakdown table. Travelers can claim up to the M&IE total per day of travel (or first & last day of travel).

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Moab	Grand	$69	$16	$17	$31	$5	$51.75
Park City	Summit	$79	$18	$20	$36	$5	$59.25
Provo	Utah	$64	$14	$16	$29	$5	$48.00
Salt Lake City	Salt Lake / Tooele	$64	$14	$16	$29	$5	$48.00
Standard Rate	Applies for all locations without specified rates	$59	$13	$15	$26	$5	$44.25

International

International per diem rates are determined by the U.S. Department of State Office of Allowances. International per diem rates can be found here.

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

Country: MEXICO
Publication Date: 07/01/2023

Previous Rates: 07/01/2023 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
MEXICO	Acapulco	01/01	12/31	283	149	432	N/A	06/01/2023
MEXICO	Campeche	01/01	12/31	106	85	191	N/A	07/01/2014
MEXICO	Cancun	01/01	12/31	242	119	361	N/A	06/01/2014
MEXICO	Chihuahua	01/01	12/31	106	75	181	N/A	12/01/2018
MEXICO	Ciudad Juarez	01/01	12/31	129	100	229	N/A	06/01/2023
MEXICO	Ciudad Victoria	01/01	12/31	96	55	151	N/A	05/01/2004
MEXICO	Colima	01/01	12/31	119	76	195	N/A	10/01/2013

Note: The U.S. Department of State Office of Allowances does not display the first and last day of travel M&IE amounts, but it is still calculated for per diem amounts in the Concur travel system. ***First & last day per diem are 75% of daily per diem rate****.*

Group Travel Per Diem

Travel involving multiple people, such as field schools, uses the per diem rates of the region of travel. Per diem for group travel, however, does require the number of people in the group, the number of days/date range, roles and daily rates for reimbursement.

	18 Days (May 16 - Jun 2)
2 Instructors ($1.94/person/day)	$ 70.02
1 Teaching Asst ($1.94/person/day)	$ 35.01
5 Students ($1.94/person/day)	$ 175.04
	$ 280.06

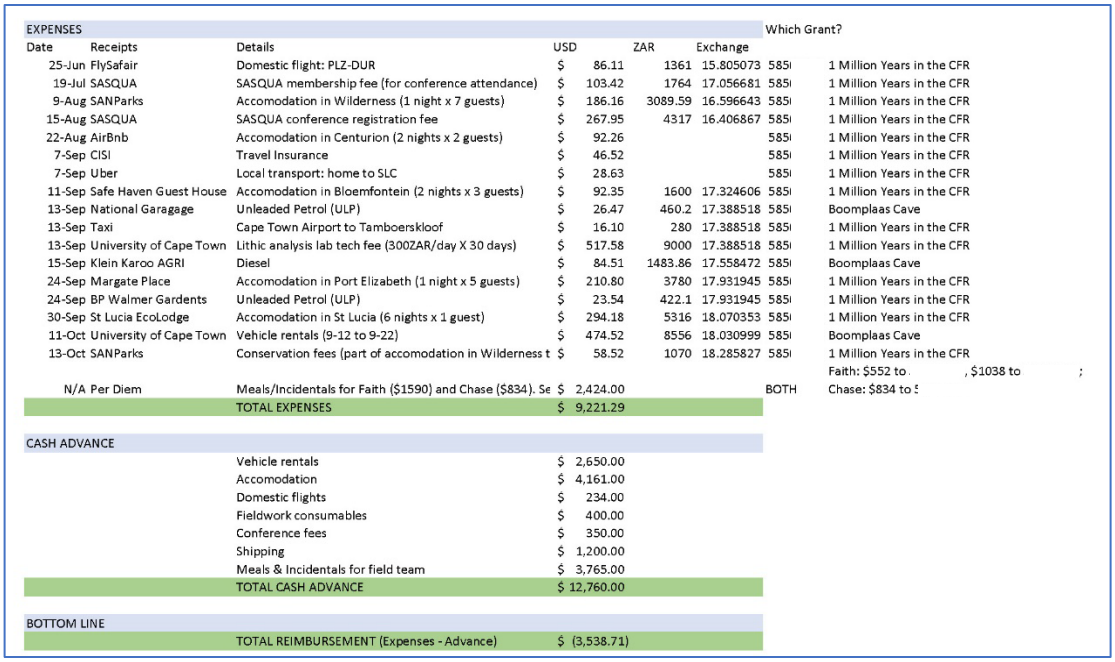
Note: This example is claiming $1.94 per person of the allowed $59.00 per day.

Submitting Receipts & Expenses

Submission of Receipts: All travel-related receipts must be submitted electronically to the department's Administrative Officer within **60 days** of the trip's completion.

Accepted File Formats: Receipts can be submitted in PDF or image files (JPEG, PNG), which can be scanned or captured using a phone camera. Ensure that all required information is clearly visible in the image.

Itemized Expense Spreadsheet: While not required, it is recommended to provide an itemized spreadsheet of expenses for easier reconciliation and validation.



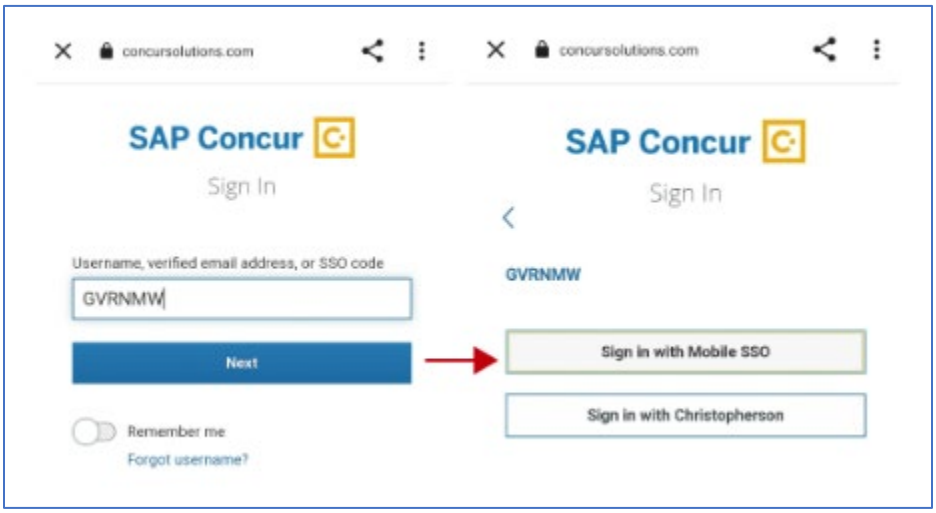
EXPENSES							Which Grant?	
Date	Receipts	Details	USD	ZAR	Exchange			
25-Jun	FlySafair	Domestic flight: PLZ-DUR	$ 86.11	1361	15.805073	585(		1 Million Years in the CFR
19-Jul	SASQUA	SASQUA membership fee (for conference attendance)	$ 103.42	1764	17.056681	585(		1 Million Years in the CFR
9-Aug	SANParks	Accomodation in Wilderness (1 night x 7 guests)	$ 186.16	3089.59	16.596643	585(		1 Million Years in the CFR
15-Aug	SASQUA	SASQUA conference registration fee	$ 267.95	4317	16.406867	585(		1 Million Years in the CFR
22-Aug	AirBnb	Accomodation in Centurion (2 nights x 2 guests)	$ 92.26			585(		1 Million Years in the CFR
7-Sep	CISI	Travel Insurance	$ 46.52			585(		1 Million Years in the CFR
7-Sep	Uber	Local transport: home to SLC	$ 28.63			585(		1 Million Years in the CFR
11-Sep	Safe Haven Guest House	Accomodation in Bloemfontein (2 nights x 3 guests)	$ 92.35	1600	17.324606	585(		1 Million Years in the CFR
13-Sep	National Garagage	Unleaded Petrol (ULP)	$ 26.47	460.2	17.388518	585(		Boomplaas Cave
13-Sep	Taxi	Cape Town Airport to Tamboerskloof	$ 16.10	280	17.388518	585(		1 Million Years in the CFR
13-Sep	University of Cape Town	Lithic analysis lab tech fee (300ZAR/day X 30 days)	$ 517.58	9000	17.388518	585(		1 Million Years in the CFR
15-Sep	Klein Karoo AGRI	Diesel	$ 84.51	1483.86	17.558472	585(		Boomplaas Cave
24-Sep	Margate Place	Accomodation in Port Elizabeth (1 night x 5 guests)	$ 210.80	3780	17.931945	585(		1 Million Years in the CFR
24-Sep	BP Walmer Gardents	Unleaded Petrol (ULP)	$ 23.54	422.1	17.931945	585(		1 Million Years in the CFR
30-Sep	St Lucia EcoLodge	Accomodation in St Lucia (6 nights x 1 guest)	$ 294.18	5316	18.070353	585(		1 Million Years in the CFR
11-Oct	University of Cape Town	Vehicle rentals (9-12 to 9-22)	$ 474.52	8556	18.030999	585(		Boomplaas Cave
13-Oct	SANParks	Conservation fees (part of accomodation in Wilderness t	$ 58.52	1070	18.285827	585(		1 Million Years in the CFR
								Faith: $552 to , $1038 to ;
N/A	Per Diem	Meals/Incidentals for Faith ($1590) and Chase ($834). Se	$ 2,424.00				BOTH	Chase: $834 to $
		TOTAL EXPENSES	$ 9,221.29					
CASH ADVANCE								
		Vehicle rentals	$ 2,650.00					
		Accomodation	$ 4,161.00					
		Domestic flights	$ 234.00					
		Fieldwork consumables	$ 400.00					
		Conference fees	$ 350.00					
		Shipping	$ 1,200.00					
		Meals & Incidentals for field team	$ 3,765.00					
		TOTAL CASH ADVANCE	$ 12,760.00					
BOTTOM LINE								
		TOTAL REIMBURSEMENT (Expenses - Advance)	$ (3,538.71)					

International Travel Conversion (Exchange) Rates: For international travel, the Concur System will automatically calculate the conversion rate based on the transaction date, unless travelers provide a specific conversion rate.

Concur Mobile App

The SAP Concur Mobile app is an additional tool available to help manage University travel.

1. Download (if needed) the SAP Concur App
2. Open the SAP Concur App
3. Use "**GVRNMW**" for the SSO Code
4. Click "**Next**"
5. Click "**Sign in with Mobile SSO**"
    - This will take you to University Campus Information System (CIS) login screen



If you have any questions, please contact Travel & Reimbursement Services at 801-581-7142 or email travel_questions@utah.edu.