

UAF Travel

Friday's Tips, Tricks, & FAQ's

18 Oct 2019

Concur Tips & Tricks: Trip Purpose & Description

Trip Purpose: The Trip Purpose field in the Header is one determinant for the account code assigned to the Request or Report for employees. Please see the [Travel Account Codes](#) section of the UA Travel website FAQs for help determining which purpose to choose. The question “What are the new travel account codes?” will provide descriptions for each Trip Purpose and the corresponding account code. All trips should fit within one of the available options.

Trip Description: The Trip Description should provide a clear, concise detailed description of the trip that supports a reasonable understanding of the business conducted.

For example, “Research for project,” “conducting field work,” “conference,” or “meeting” are too broad. Instead, the description should provide a reasonable summary of the type of work; e.g. “Collecting methane samples from thermokarst lakes,” “Interviewing school district for nutrition survey data collection,” “Attending annual ICCC Conference,” or “Presenting at AGU meeting.”

Agendas and other supporting documentation should always be attached to the Request when applicable. Especially for any workshops, meetings, conferences, etc. for which the agenda is not available or easily found online.

FAQ: The expenses paid on the UA travel card are not in the Available Expenses. The trip ended a few days ago. Why are the charges not there?

A: Depending on the vendor, charges on the UA travel card can take 1-2 weeks to become available in Concur. We have to wait for the vendor to batch their credit card invoices. Some do it on a daily basis (most ground transportation charges show up by the next day); but, others do not batch their invoices as frequently. Hotel charges are the most notorious for taking a long time to post to an account. If there are known charges anticipated to hit, please hold off on submitting the expense report until the all card charges are available.

Please feel free to disseminate these tips and tricks to your travelers!
And, as always, reach out to us with any questions or concerns (uaf-concur-travel@alaska.edu).

Thank you for all that you do!