

Q&T TRAVEL TRAINING SESSION 10/6/22

FAQs

Is there a way to attach a former report to a current report?

When submitting receipts from a trip with previously approved report please add a comment referencing the report key of the approved report.

Can I add a receipt to an approved report?

No, once a report has been approved no changes can be made.

When a traveler has free upgrades can that be used?

Yes, only with the proper receipt, that specially shows no associate cost has been added.

If the second person is paying for their own food on a Travel card do we still need to add them as an attendee?

No, as long as you are not requesting a reimbursement for their portion of the meal.

Should the traveler have already confirmed approval that they can spend on travel in a particular account?

All travel approval requirements are determined by the DLC.

Can you combine and out of pocket and credit card charges in the same report?

Yes

Can you put many different travelers for the same event in the same report with **out of pocket** expenses or should I make two separate reports and or one report for each traveler?

No, each report can only have one traveler reimbursement.

If a faculty is "no longer" active in Concur, who do I contact to reactivate so that any reimbursements goes directly into his/her account?

Please send profile reactivation/creation requests to Travelsupport@mit.edu

Allocation for 50% split between two C/O

-How to allocate (50% CO + 50% CO)

Select expense → Under Details → Select Allocate

← → Hotel/Motel/B&B \$100.00 🗑️

09/30/2022

Details Itemizations

🔒 Allocate

* Required field

Expense Type *

Hotel/Motel/B&B

Next (100% already allocated to the CO on the Report Header)

Allocate

Expenses: 1 | \$100.00

Percent	Amount
	Amount \$100.00
	Allocated \$100.00 100%

Default Allocation

Code 1372000

Add Edit Remove Save as Favorite

Select Add to add another CO and modify percentage as necessary, Save at the end to confirm this itemization

Percent	Amount
	Amount \$100.00
	Allocated \$100.00 100%
	Remaining \$0.00 0%

Default Allocation

Code Cost Object A number Percent % 50

Add Edit Remove Save as Favorite

Cost Object	Code	Percent %
<input type="checkbox"/> Cost Object 1		
<input type="checkbox"/> Cost Object B Name	Cost Object B number	50