



## **Tips for Faculty Travel**

### **Reimbursement**

Taos faculty can be reimbursed for travel-related expenses up to \$750 (this is based on the federal mileage reimbursement rate for travel from Dallas, TX to Taos, NM).

You can request reimbursement for mileage or airfare and ground transportation. For anything other than mileage, you will need receipts to submit with your Expense Report.

### **Booking Travel**

Please make sure to follow all SMU Policies regarding travel arrangements.

Unless you are requesting mileage reimbursement, **you will need book Travel through [Concur](#) so we can reimburse you.** If you have not used Concur before, please contact Millicent Grant ([millicentg@smu.edu](mailto:millicentg@smu.edu)) to make sure you are set up in the system.

### **Using Concur**

You will need to 1) submit a Travel Request prior to booking travel; 2) book travel through Concur, if applicable; and 3) submit an Expense Report after returning from Taos.

#### **1. Travel Request**

Prior to booking travel, you should complete a Travel Request through Concur.

- Log on to Concur, go to the “Requests” tab and create a New Request.
- Make sure to use the Taos org (**send an email to [smutaos@smu.edu](mailto:smutaos@smu.edu) to request the Taos org number**), so that Mike can approve your request.
  - If claiming mileage, go to the “Expenses” tab and input an Estimated Trip Cost of \$750.
  - If you are requesting reimbursement for airfare and ground transportation, go to the “Segments” tab and select the appropriate transportation and enter you estimated expenses. Take note of your “Request ID” (usually 2 numbers and 2 letters). This will be necessary if you are booking flights, etc. in Concur.
- Make sure your total request does not exceed \$750.

#### **2. Booking Travel**

You can book travel through Concur or Cristopherson’s, SMU’s Travel Management Company.

- You will need your “Request ID” in order to finalize any reservations through Concur.
- If you have any questions about booking through Concur, please contact Millicent Grant or Cristopherson’s for assistance.
  - Technical Support: 888-535-0179, [onlinesupport@cbtravel.com](mailto:onlinesupport@cbtravel.com)

- Travel Reservations: 800-285-3603, [SMUTravel@cbtravel.com](mailto:SMUTravel@cbtravel.com)

### 3. Expense Report

Upon your return from Taos, you will need to submit an Expense Report.

- Log on to Concur, go to the “Expense” tab and create a New Expense Report.
- Make sure to use the Taos org (**send an email to [smutaos@smu.edu](mailto:smutaos@smu.edu) to request the Taos org number**), so that Mike can approve your reimbursement.
- You can either import your expenses (if purchased through Concur) or use the “New Expense” button to manually input your expenses.
  - If claiming mileage, find “Personal Car Mileage” and input Dallas and Taos as your start and end locations. Concur should automatically calculate your mileage and reimbursement amount. No receipts are necessary.
  - If you are requesting reimbursement for airfare and ground transportation, you will need to add each of your expenses and attach receipts.
- Make sure your total request does not exceed \$750. If you go over this limit, Mike will have to send the report back to you for corrections.