Travel Office Hours

November 17, 2026 | Campus Updates & Reminders

Our goal is to provide helpful guidance, share important updates, and answer questions to make travel planning and reimbursements easier for our campus community. We appreciate your participation and continued partnership as we work together to navigate processes, address challenges, and keep things moving smoothly.

Important Policy Update

Effective January 1, 2027, Higher Approval requests must be fully approved before the event or related purchase. Requests submitted afterward will not be approved. Join us for details and questions.

Year-End Reimbursement Deadlines

- December 11, 2026, by 5 p.m.: Expense reports must be fully approved and in the Travel & Expense audit queue for 2026 processing.
- December 18, 2026: Final reimbursement processing day of 2026. Reports missing the December 11 cutoff will be processed when operations resume in January 2027.

Three Ways to Keep Travel Moving

1. Submit Travel Reservations in Advance

Submit requests as early as possible, with travel dates, business purpose, and funding details. Early planning allows time for review, approvals, and booking—and helps avoid last-minute challenges.

2. Include Complete Supporting Documentation

Attach itemized receipts, the business purpose, funding information, and required approvals. Check that documents are accurate and readable; include a flight comparison when personal days are added to business travel.

3. Act Promptly on Pending Transactions

Travelers and departments should review pending items regularly, respond to requests for information, and approve transactions promptly. Timely action helps prevent delays and supports faster reimbursement.

Live Demonstrations

- Guest Booking Feature Update in Concur — Jessica Hamilton
- How to Obtain a Flight Comparison — Veronica Trindade
- Request IDs for Campus-Paid Airfare — Megan Potts
- Attaching Additional Documentation and Receipts — Yureni Aguilar

We appreciate your partnership and look forward to answering your questions!