

Do you plan to travel for your Research Group, either for an experiment, a collaboration, or a conference? Would you like to be reimbursed for your expenses? Follow these guidelines:

1. Before you travel complete the required university [Student Business Travel Certification Form](#).
2. Obtain the fund number that will be used for the reimbursement from your advisor
3. Download the app SAP Concur to your phone; this allows you to save receipts to the software.



4. Keep or take a photo of all original receipts – using the SAP Concur App makes this process easy.
5. Keep digital receipts from booking airfare, Uber, Lyft, taxi services, hotels, etc.
6. Hotel receipts require both payment receipt and an itemized receipt (showing how many nights stayed and price per night including taxes and fees).

\*\*\*Note: Acceptable receipts will show how the service was paid for: **Card#XXXXXXXXXX1234**

7. Once you return, provide a “story” of your travel along with your receipts to Kristen. Here are a couple of good examples:

- Detailed with in-depth descriptions:

EXPENSE REPORT OF Kristen Amsler , AUGUST 1 – AUGUST 26, 2019

TRAVELER: Kristen Amsler  
PURPOSE OF TRAVEL: To present a lecture at the Institute of Physics of the Chinese Academy of Sciences, Beijing, China; to discuss possible collaboration with physicists at the Academy; to present Invited Talk and to chair two sessions at the 2019 Meeting on Magnetic and Superconducting Materials (MSM19) in Seoul, South Korea; and to meet with collaborator Prof to plan future joint research.  
DESTINATION: Beijing, China and Seoul, South Korea  
ACCOUNT TO BE CHARGED: 123456

EXPENSE DETAILS:

August 1, 2019: Travel to Beijing

Rental car South Bend-Chicago, O’Hare:	\$ 70.92 ✓
Airfare: Round trip O’Hare to Seoul, South Korea:	\$ 3,850.67 ✓

August 3, 2019:

Airfare: Round trip Seoul, South Korea to Beijing, China	Covered by hosts in Beijing
Per diem for Beijing:	\$ 110.00 ✓

August 4 – August 13: Personal, N/C *#note*

\$ 0.00

August 14:

Meet with physicists at Chinese Academy of Sciences	<i>#note</i>
Lodging 08/14 -08/18 covered by hosts at Chinese Academy:	\$ 0.00
Per diem for Beijing:	\$ 95.00 ✓

- Detailed and simple:

**Neutron scattering experiment at the Paul Scherrer Institute, Villigen,  
Switzerland**

**Fund #** 202878  
**Departure** 8/28/21  
**Return** 9/1/21

Mileage Granger-DTW (round trip) 2*180 miles	201.60 ✓
Parking DTW	78.00 ✓
Airfare	1148.65 ✓
Airfare, [student]	914.65 ✓
Rental car Switzerland	594.26 ✓
Gasoline	45.71 ✓
Guesthouse PSI	1095.18
Covid test for return	80.03 ✓
Food Per diem: 48 Days: 6	288
<b>Total</b>	<b>4446.08</b>

8. When your expense report is submitted to Accounts Payable, they need to know how each part of your trip was paid for.

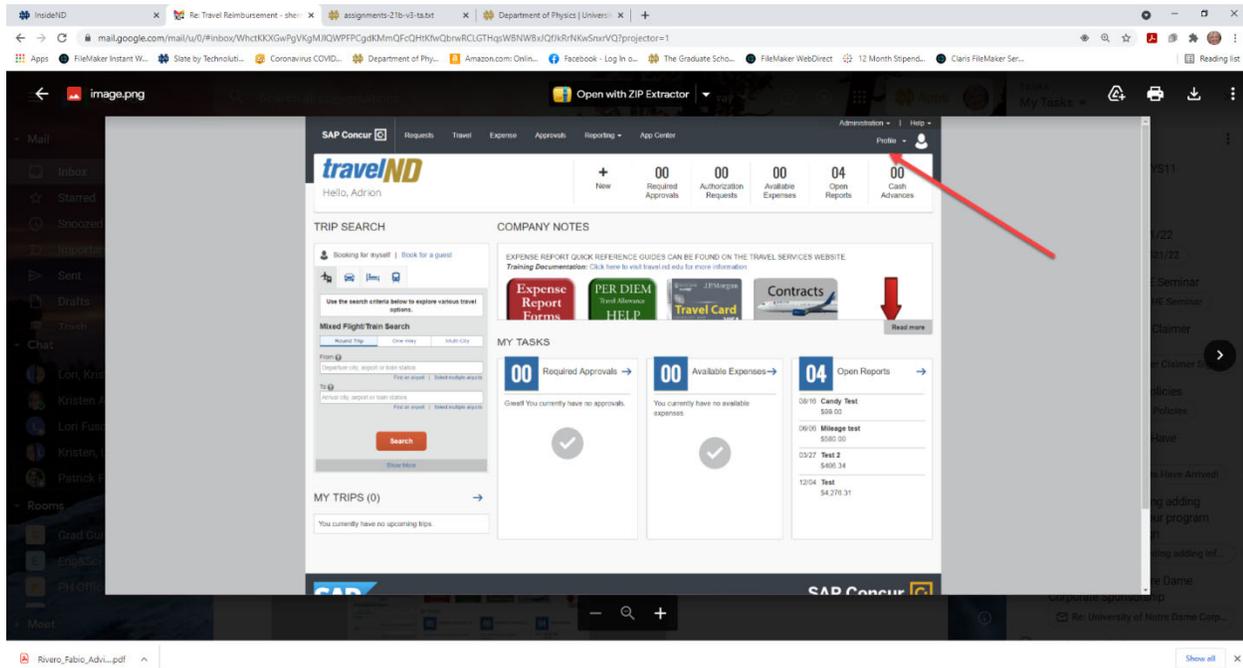
- If you paid for it – provide the receipts with form of payment included

Or, for the following instances, you may not have receipts but they will need to be made as comments in your request:

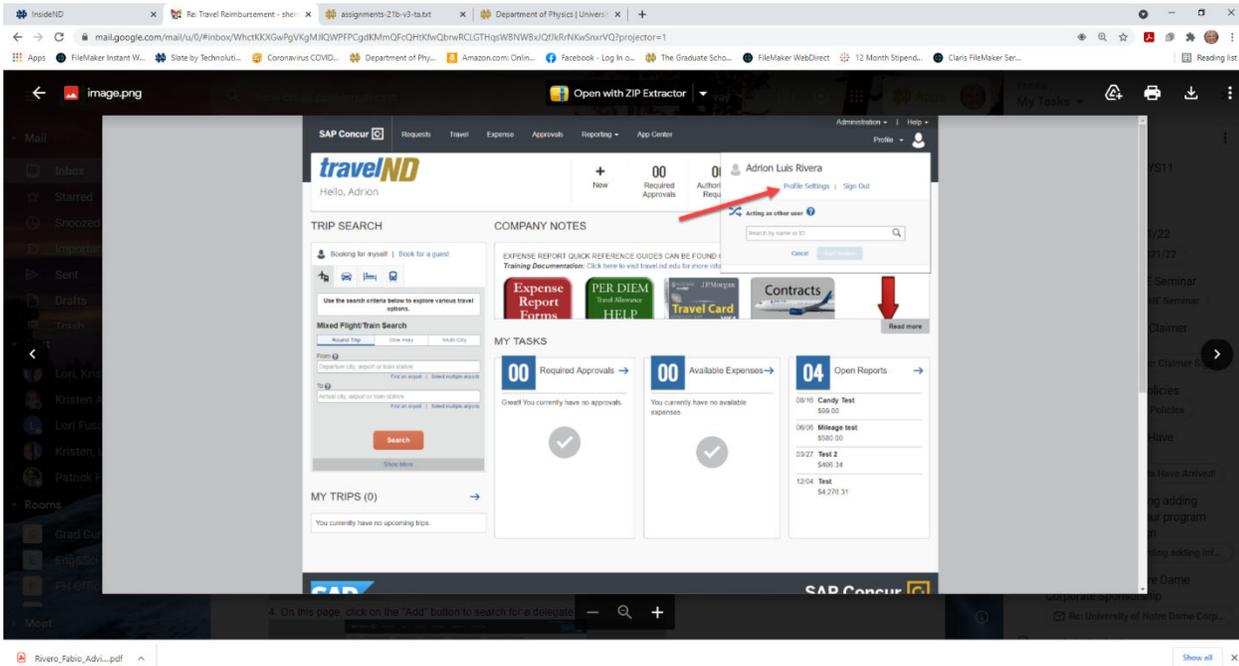
- If a fellow student paid
- If your supervising professor paid
- If the host paid
- If any travel was paid for directly through a FOAPAL

In order to have Kristen assist with the preparation of your expense report in travelND, you should set her up as an Expense Delegate in travelND/Concur:

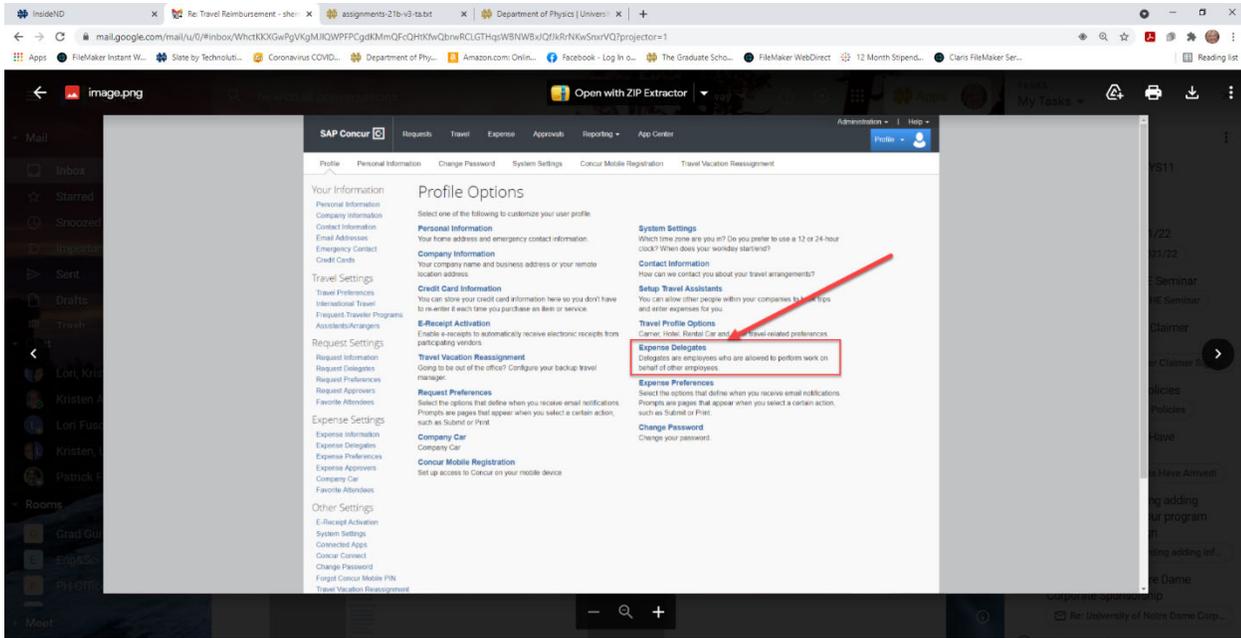
1. After logging into Concur/travelND, click on the "Profile" tab.



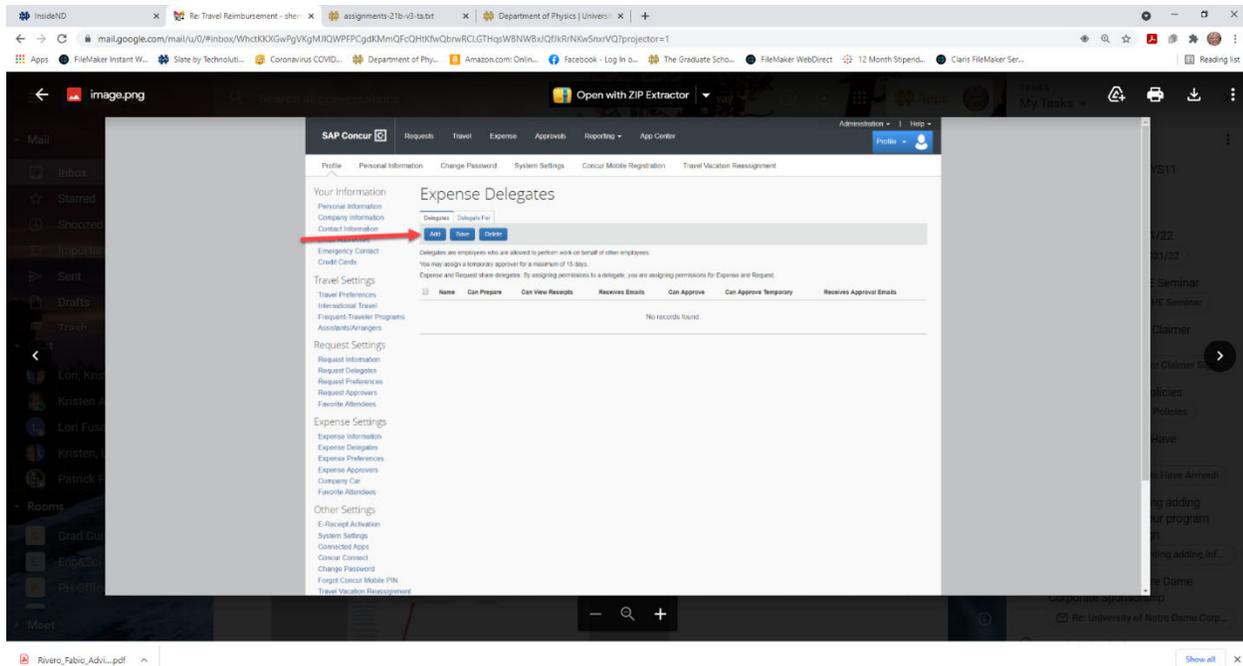
2. Click on "Profile Settings"



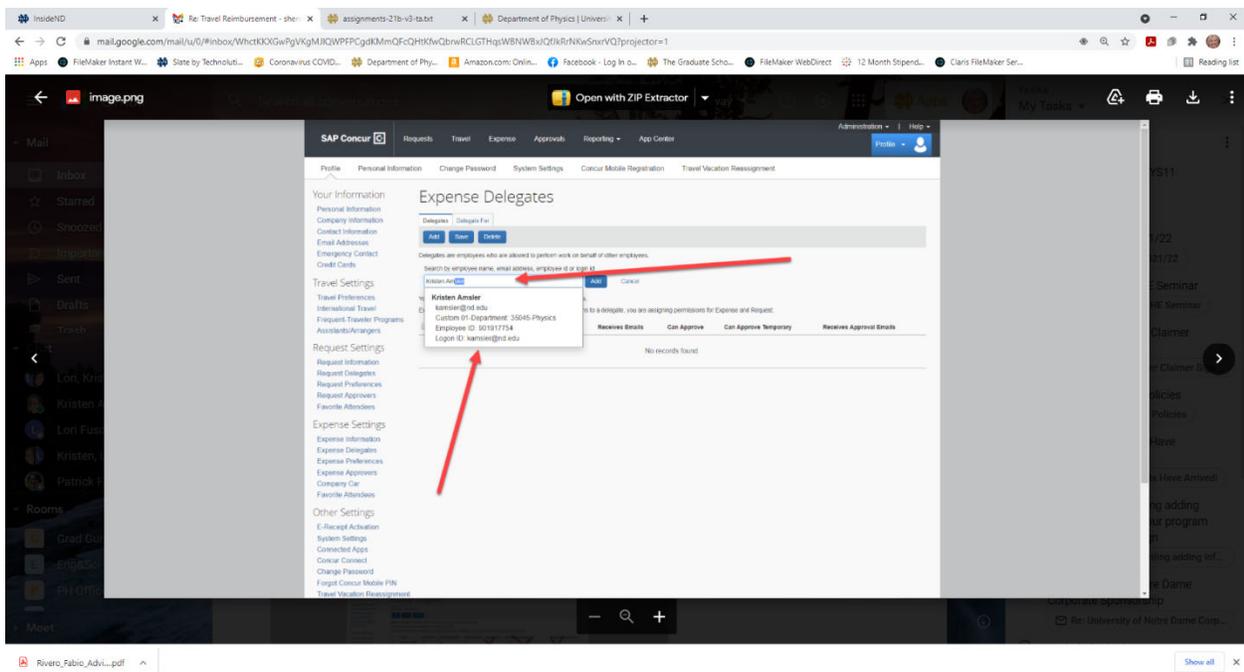
3. From the next page, click on the "Expense Delegates" link.



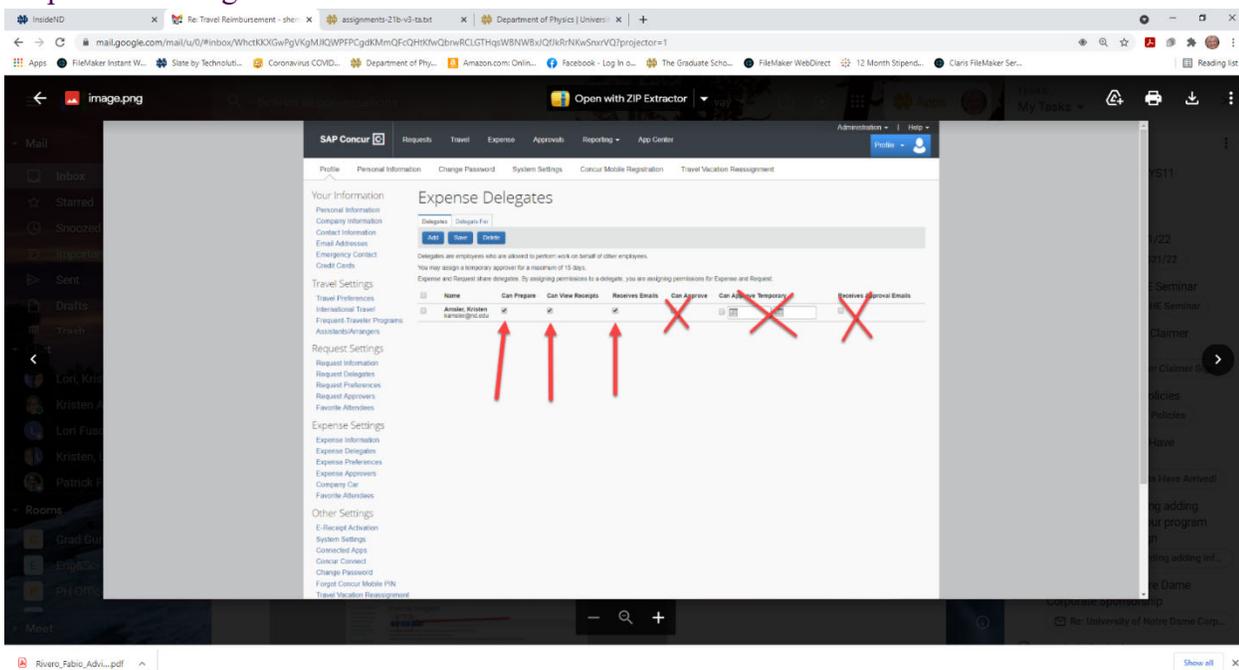
4. On this page, click on the "Add" button to search for a delegate.



5. Start typing the employee's name that you need to add as a delegate in the search field. And then select the person from the dropdown list and click on that name.



6. This person will appear down below as a delegate. Next, click on the check boxes for the appropriate permissions. Delegates should be granted access to Prepare, View Receipts, and Receive Emails. Delegates should NOT be granted access to approve reports. Approvals should go to manager or supervisor a level up from the person submitting the report, unless prior authorization was granted by the Department Budget Administrator.



7. Finally, click the "Save" button to save the delegate.

