

UC Merced Travel and Expense Management

Who we are

Tracy England
Supervisor

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Travel & Expense Auditor

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What do we do?

- Provide guidance on university business travel and entertainment expenses governed by [G-28](#) and [BUS-79](#) policy and moving and relocations for new hire's, governed by [G-13](#)
- Audit Pcard, out-of-pocket reimbursements and Travel & Entertainment (T&E) card expense reports in the travel and expense management system, Concur
- Concur system training and guidance
- Manage T&E Card and corporate card programs



Concur System

- Submit Requests for upcoming business travel
 - Requests are used to direct bill airfare expenses
- Request Cash Advances
 - Foreign travel or domestic travel that exceeds 30 days only
- Submit out-of-pocket reimbursements, T&E and Pcard expense reports



Travel & Entertainment (T&E) Card

- The T&E card is to be used for charging university related business travel and entertainment expenses only
- All active employees are eligible for a T&E card
- Streamlines the reimbursement process in Concur
- No out of pocket expenses or cost to the employee
- Required training must be completed before card is issued
 - Search “Travel” on the [UC Learning Center](#)



How to contact Travel & Expense Management

- For all questions, submit a Travel & Expense [Service Now](#) ticket



Travel & Expense

- [Concur Delegate / Approver Access](#)
- [Concur Report](#)
- [Exception to Policy / Higher Approval](#)
- [Relocation Reimbursement](#)
- [Relocation Setup](#)
- [Student Group Lodging Request](#)
- [Sponsored Guest Setup](#)
- [T & E Card Request](#)
- [Travel & Expense Audit Inquiry](#)
- [Travel & Expense General Inquiry](#)



Resources

- [T&E Card Application](#)
- [T&E Card Program Reference Guides](#)
- [BFS Website](#)
- [Concur Log-in](#)
- [Concur Resources Page](#) (Step-by-Step Guides)
- [Service Now Catalog](#)
- [UC Learning Center](#) (Concur trainings and required T&E Card/Policy training)
- [Travel & Entertainment Policies](#)



QUESTIONS?