Faculty Travel Policies & Procedures 2024–2025

Please note that the following travel policies and procedures have been updated in accordance with revisions to University travel policies that went into effect July 1, 2023 and are outlined in section J of the [WUPRM](#). The following policies have also been updated to integrate the use of the SAP Concur software, which went live on August 1, 2024 and will replace the Excel Travel Authorization and Expense forms. Please read carefully because there have been several changes to processes and procedures. Contact your department chair or assistant dean Dr. Maria Stover with questions.

Using SAP Concur Software

Washburn has now implemented the use of SAP Concur to manage travel authorization requests and travel expenses. Use of Concur is required of all CAS faculty seeking funding and/or approved to receive such funding.

The College recommends faculty designate their departmental administrative support person as a delegate in Concur to assist them in managing their requests for travel authorization and expense reimbursement. Detailed instructions on how to create a profile, establish a delegate, and submit a travel request are available in [this training document](#). **Please note that while delegates can assist in the creation of a request, faculty will need to log in Concur to submit the request. Only faculty are able to submit a request for approval.**

The College will schedule several CAS-specific Concur training sessions to help faculty create their profiles and designate administrative support staff as delegates. Additional handouts and videos are available on the [Washburn Accounting website](#), under Travel Policy Info and Documents.

There is also a SAP Concur app for your phone that has the full functionality of the desktop version. The Accounting Office recommends that faculty download and utilize the app to create and manage travel requests and expense reimbursements.

AUTHORIZATION

CAS faculty will need to create and submit a travel request in Concur to authorize in-town or out-of-town travel for any trip involving university business or scholarly work, regardless of whether or not reimbursement is sought. This is to ensure the department chair and dean are aware of all work-related travel activities. Faculty do not need to complete a travel request for a personal trip, but they are expected to obtain their department chair's permission for any absences from work, cancelled classes,

or changes in availability to students (for more information on faculty class attendance, please see the Faculty Handbook section 6, VI).

FUNDING AVAILABLE

CAS faculty who are on an annual contract may request funding to offset the costs of travel. Authorized trips for which funding is requested must involve attendance or participation at an academic conference, symposium, or other appropriate academic professional development opportunity. The maximum amount of available funding differs based on the type of participation. CAS is pleased to be able to increase the travel funding available for the 2024–2025 academic year:

Scholarly Presentation Funding
Travel expenses up to $3,000 per academic year may be reimbursed to a faculty member presenting a paper, poster, or other scholarly work at a regional or national meeting.

Conference Attendance Funding
In an effort to expand professional development, CAS is implementing a new policy. Full-time faculty may receive up to $2,500 every three years for attending conferences linked to their job functions. Unused conference attendance funding from one academic year may not be carried over into another.

Faculty are not eligible for scholarly presentation funding and professional development funding within the same academic year.

DOCUMENTATION & BUDGET

If documentation is not yet available (e.g., presentation proposal is under review), faculty are still encouraged to apply for funding right away and may later provide the needed documentation. However, documentation must be submitted prior to the trip to guarantee reimbursement from Scholarly Presentation funding.

Faculty requesting funding for conference attendance must include with their travel requests a copy of the conference agenda, registration receipt, or similar information that confirms that they are attending a professional development opportunity.

ADDITIONAL TRIPS

Faculty may split travel funding between multiple trips. They should submit travel requests and documentation for each trip.

- The annual limit for scholarly presentation funding is $3,000, regardless of whether it is spent on one trip or split between multiple trips.
- Faculty are eligible for $2,500 in conference attendance funding every three years. The limit for conference attendance funding in one academic year is $2,500 regardless of whether it is spent on one trip or split between multiple trips.

PROCEDURES

Requesting Funds

At the beginning of the fall semester, the College office will announce a deadline for travel funding requests. These requests must be completed using the Concur software.

We cannot guarantee that funding for travel will be available once the announced deadline has passed. All requests for travel reimbursement must be approved before a trip is taken and appropriate documentation must be provided.

Booking Travel, Lodging, and Conference Registration

It is recommended that faculty use a Washburn purchase card (also known as a p-card or one card) to charge airfare, lodging, and/or conference fees that will be paid for by the University. **However, please do not use a p-card to pay for any expenses that will cause you to exceed your total allocation for travel reimbursement.**

Immediately upload all receipts for items charged to a p-card to your Concur profile using either the Concur phone app or the desktop version of the software. These receipt images will be needed by the department's administrative specialist or office coordinator to reconcile the card. This must be done by the end of the statement period. Your administrative specialist/office coordinator will know the date. If they as act as your delegate, they can assist with this step.

Expenses Encountered while Traveling

Per Washburn policy, faculty will be reimbursed the GSA per diem regardless of the actual expenses incurred as part of their travel. There is no need to save receipts for meals or other incidentals (e.g. tips, Uber charges for transportation to entertainment, etc.), as they are now included in the GSA per diem. You should NOT pay for meals or incidentals using a p-card.

For other expenses incurred on your trip(s) (e.g. refueling a rental car, ground transportation between airport and conference hotel, parking fees, etc.), faculty may pay using a p-card if that is preferred. It is important you take a picture all receipts for these types of expenses regardless of the payment method used. These receipts will need to be uploaded to Concur to attach to the travel expense report. Consult the WURPM for more information about when to use the p-card. This table below may also be helpful.

Okay to use P-Card for:	Do not use P-Card for:
Conference Registration Fees	Meals
Airfare	Incidentals
Lodging	Transportation for entertainment/meals
Rental Car	Gas for your personal vehicle
Transporation for business (e.g. airport to hotel, to business event)	Expenses that would exceed your total reimbursement allocation
Parking	
Gas for rental car	

After You Return

After the end date of your trip, you will start receiving reminders from Concur to complete your expenses report. Your designated delegate will be able to assist you with your expense report in Concur. **You must complete the travel expense report within 60 days of your return because the system deletes it after that time frame.** Include receipts for every expense claimed on the expense report and other required documentation. This documentation must include sections of the conference agenda providing the overall conference schedule, lodging rate, and whether meals are included in registration fees. For scholarly presentation funding, include the information about your presentation from the conference agenda. After the expenses have been approved at all levels, you will receive your reimbursement by the same means that you receive your pay (e.g., direct deposit).

CANCELLED/CHANGED TRIPS

If you must cancel a pending, approved trip, please inform Toni Lewis in the CAS Deans Office. If you wish to use your funds to attend a different conference, or if the nature of your participation at a conference changes, you must submit a new travel request in Concur and we will cancel the old request. Consult the WUPRM for more information, especially regarding charges on the p-card related to cancelled trips.