



College of Arts and Sciences Howard University

TRAVEL MANAGEMENT PROCESS

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GETTING STARTED!

The College of Arts and Sciences (COAS) requires that **ALL** COAS business travel be approved by the Office of the Dean on the Travel Authorization Request Form (TA) (Domestic or International), in advance of travel, regardless of the funding source.

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REQUESTING APPROVAL

- Fill out the Travel Authorization Form (TA).
- Secure signature of the Department Chair.
- Email the completed TA and supporting documents (Travel Authorization Request Packet) to the COAS Budget Office **no fewer than 30 days in advance of travel start date**. Documents should be emailed to: coasbudgetmgmt@howard.edu.
- Supporting documents may include:
 - Conference/Event Registration, Letter of Invitation, and/or other forms, as applicable.
 - If the TA is being submitted less than 30 days in advance of the travel date, the request **must** include a justification memo addressed to the Dean, through the Department Chairperson, providing a reason for the late request.

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REQUESTING APPROVAL (cont'd)

- COAS Budget Office staff will review the *Travel Authorization Request Packet* to ensure accuracy and completeness before presenting it for the Dean's signature approval.
- If the packet is incomplete, COAS Budget Office Staff will reach out to the *Traveler/Requester* to secure corrections and/or updates before moving the packet forward.
- Once the COAS Office of the Dean has approved the TA, the COAS Budget Office staff will return the approved TA to the *Traveler/Requester* and the *Traveler/Requester* may move forward with making travel arrangements via Concur.
- All other required approvals will be done in Concur based on the funding source. **Note:** The *Requester* can track the progress of the *Travel Request* by viewing the *Approvals Flow* for the request in Concur.



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**COLLEGE OF ARTS AND SCIENCES
HOWARD UNIVERSITY
TRAVEL AUTHORIZATION REQUEST (TA)
DOMESTIC ONLY**

TODAY'S DATE:	DEPARTMENT:		
REQUESTER'S NAME:		REQUESTER'S PHONE:	
TRAVELER'S NAME:		TRAVELER'S PHONE:	
TRAVEL DATES:	START:	END:	
PURPOSE OF TRAVEL/SPECIAL AUTHORIZATION REQUESTED (attach supplement if necessary):			

BILLING/BUDGET INFORMATION:

DEPT./PROJECT ACCOUNT NO.:	EXP. CODE:
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ESTIMATED EXPENDITURES (To be completed by REQUESTER or TRAVELER as appropriate.)

CATEGORY	LINE CODE	QTY	TOTAL	NOTES
AIR/RAIL Transportation				
GROUND Transportation				
Lodging				
Meals - PER DIEM (for and not on site)				
Meals - PER DIEM (other in conference)				
Miscellaneous				
TOTAL REQUESTED				

I hereby certify that I will file a settlement report, with supporting receipts, within ten (10) days after travel.

Responsible Party:	Report Due Date:
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AUTHORIZED/APPROVED BY:

Chairperson's Name:	Chairperson's Signature:	Date:	
Olean Hollister, Assistant Dean	Dean's Signature:	Date:	SS Approved:

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SAMPLE JUSTIFICATION MEMORANDUM

TO: Dr. Rubin Patterson
Dean, College of Arts and Sciences

THROUGH: Dr. Bourama Toni
Chair, Department of Mathematics

FROM: Dr. John Brown
Assistant Professor, Department of Mathematics

RE: Justification for late request to travel to ABCD Conference

DATE: January 1, 2020

I have just received notification that my abstract has been accepted for presentation at the ABCD Conference. Presenting at and attending this conference will provide an outstanding opportunity for professional development and networking.

I am respectfully requesting your consideration of this late request for travel support. Thank you for your consideration, and I look forward to a favorable response.

Attachment: *(Be sure to attach the email or other notification as proof of notification date.)*

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Booking Travel & Lodging

Individuals (faculty, staff, students, guests) who are traveling on business-related travel **are required to use the University's official travel management company Christopherson Business Travel (CBT) to make travel and lodging reservations.** Domestic Travel Requests for air/rail/car and lodging are made through Concur.

- Initiate a *Travel Request* in Concur.
- Upload your approved TA as an attachment.
- Submit your *Travel Request*.

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Booking Travel & Lodging (cont'd)

All other required approvals will be done in Concur based on the funding source. **Note:** The *Requester* can track the progress of the *Travel Request* by viewing the *Approvals Flow* for the request in Concur.

- Once the *Travel Request* is fully approved in Concur, Christopherson Business Travel (CBT) will work directly with the *Requester* to complete the travel and/or lodging arrangements in Concur.
- Itinerary and/or lodging confirmations are sent directly to the traveler via email, and the cost is billed directly to the University.

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VERY IMPORTANT!!!

It is the responsibility of the *Traveler/Requester* to ensure that the cost of the itinerary received does not exceed the amount approved on the TA.

If it does, and the total cost of the travel event will exceed the total approved cost on the TA, then the Traveler/Requester must notify the departmental budget approver (chairperson or grant PI) so that the additional cost can be approved in advance of travel.

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Conference Registration Fees/Program Fees/ Membership Dues

If the Travel Authorization Request (TA) includes support for Conference Registration Fees, Program Fees and/or Membership Dues, the traveler has two options:

Option 1: The traveler may pay said fees out-of-pocket and request reimbursement after travel has been completed.

Option 2: The traveler may complete a Payment Request Form (PRF) to request payment of said cost(s) directly by the University. It is recommended that if the Traveler desires to exercise this option, that the PRF be submitted at the same time as the TA, but not less than 30 days in advance of the due date for the payment to allow enough time for processing of the payment request by Accounts Payable.

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Requesting Reimbursement/Filing Final Report

If travel was covered or partially covered by the University, the Requester/Traveler is required to file a *Final Report* within 10 days of the completion of approved travel.

Method 1: If the traveler is seeking reimbursement for approved out-of-pocket expenses, then the *Final Report* must be filed via Concur with all required supporting documents attached.

The approved TA is a required supporting document.

Other supporting documents may include as applicable:

- The transportation (air/rail) itinerary showing cost/receipt from CBT.
- The final hotel folio showing room and tax detail and zero balance.
- All taxi/ground transportation or other receipts.

Note: Receipts are not required for per diem claims.

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Requesting Reimbursement/Filing Final Report (cont'd)

Method 2: If the traveler has no out-of-pocket expenses to be claimed, but transportation and/or lodging expenses were paid directly by the University, then the *Final Report* should be filed by emailing the HU Travel Office at HU_Travel@howard.edu with a copy to COASBudgetMgmt@howard.edu.

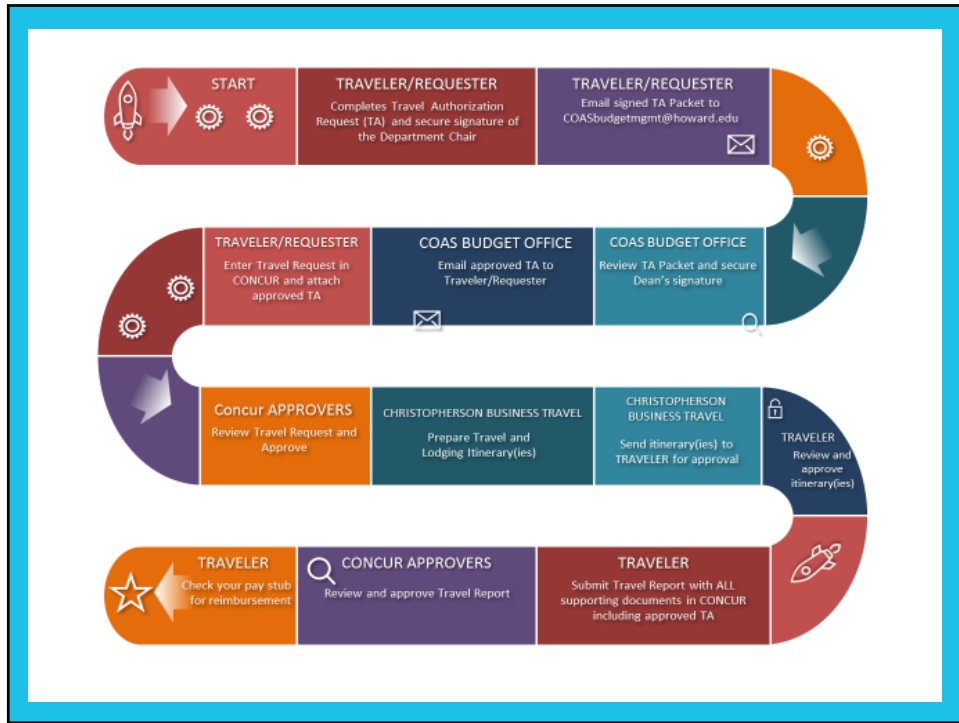
The email should include the approved TA, and as appropriate:

- The transportation (air/rail) itinerary showing cost/receipt from CBT.
- The final hotel folio showing room and tax detail and zero balance.

IMPORTANT NOTE: Reimbursement requests for students and/or non-HU employees (e.g. speakers we invite to HU) are processed using a Payment Request Form (PRF).

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COAS Travel Management Process



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