



TRAVEL BOOKING PROCEDURES FOR CONCUR

EFFECTIVE – July 1, 2016

User **MUST** check the Budget prior to booking travel. Complete a budget transfer if necessary. **DO NOT** book travel until sufficient funds are available.

log into Concur at:
<https://www.concursolutions.com> OR
<http://www.caltravelstore.com/>

Hotel¹
Choose the most cost-efficient hotel available

Airfare
Choose the most cost-efficient flight available

Car Rental²
1 traveler: Compact
3+ travelers: Mid-size

Traveler Confirms Booking in Concur and trip is emailed to Dean/VP for approval. Note: Prices are only guaranteed for 24 hours.

Purchasing adds trip to the Travel Authorization Report for the next Board of Trustee's meeting and uploads copy to the M drive³ once approved

Once the Trip Request Form is signed and returned to Purchasing, Purchasing sends the Credit Card Authorization Letter to the reserved Hotel and to the Traveler (if applicable)

Purchasing verifies receipt of completed form and supporting documentation

Traveler obtains all required signatures on the Trip Request form and forwards to the Purchasing Department

Once trip is approved in Concur, Traveler completes a Trip Request Form, attaches Concur itinerary and all other supporting documentation.

30 Upon return of trip: Traveler completes & submits approved Request for Travel Reimbursement form and attachments (e.g., Board approved Trip Request, receipts, and other supporting documentation) to Purchasing no later than 30 days from the last day of travel

Accounts Payable processes reimbursement check and forwards to traveler

Responsibilities:



References:

- District Travel Page**
<https://www.avc.edu/administration/busserv/travel>
- CalTravel Store**
<http://www.caltravelstore.com/>
- Concur (To Book Travel Online)**
<https://www.concursolutions.com>
- Concur Training Resources**
<http://www.dgs.ca.gov/travel/Resources/TrainingGuidesConcurTrainingDates.aspx>

¹ At this time, Concur does not have the ability to reserve hotels using a conference hotel reduced rate. Requester will need to make the reservation outside of the Concur system and hold the room using personal or Dean's/VP's credit card ("CC") to hold room. Requester may check the box in the Lodging section of the Trip Request Form for reimbursement. Alternatively, Requester may submit hotel's CC authorization form with Trip Request to Purchasing to submit District CC, thereby swapping CC used to hold room to District's CC for payment.

Reservations via phone may be easier for booking large room blocks for multiple travelers, 1-877-454-TRVL (8785).

²Car rentals are a reimbursable expense. The car rental company will request driver to provide the credit card reserved with, a valid Driver's License, and current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable. Please elect the insurance when renting a car.

³ Approved Trip Requests can be found on the M drive (M drive>Business Services Shared Data).