Prior to Travel

1. Add Bryan Frugé as an **Expense Delegate.**

a. Sign in to SSO.
b. Select the "eTravel / Concur."
c. In Concur, select the "Profile" tab near the top right-hand corner of the page.
d. Select the "Profile Settings" link in the pop-up box.
e. On the next screen you'll see two columns of 7 blue links. You're going to select "Expense Delegates." It's the link in the right column, 3rd row from the bottom.
f. Click the blue "Add" button, search "Bryan Frugé" and select.
g. Check the following boxes:
    i. Can Prepare
    ii. Can View Receipts
    iii. Receives E-mails
    iv. Can Approve
    v. Receives Approval E-mails
h. DO NOT check the "Can Approve Temporary" box, please!
i. Click the blue "Save" box.

2. If you wish, meet with Bryan to discuss upcoming trip:

803B-1 Harrington Tower
979-458-1078
bryanfruge@tamu.edu

3. Submit a **Travel Authorization.**

a. Sign in to SSO.
b. In the SSO Menu box, select the blue hyperlink for "eTravel / Concur."
c. In the top left corner of the next screen, click on the "Requests" tab.
d. Select the smaller "New Request" just underneath the larger "Requests" tab.
e. You are now creating a new Travel Request. You should be in the "Request Header" tab. Please fill out all the boxes with red left-hand borders.
    i. Trip Name/Destination: Acronym of conference / location (eg. "ACSM / San Diego, CA").
    ii. Travel Classification: [select appropriate option]
    iii. Traveler Type: [select appropriate option]
    iv. Leave the Contracts/Grants box on the "No" option.
    v. In the Trip Purpose & Benefit box, be sure to put where you are going and why. How does it benefit A&M? If you are giving a presentation, be sure to put the title of the presentation. If are attending a meeting or conference, type its full name. No acronyms, please. At the end, type a sentence that reads something like "Solidifies A&M's reputation as a tier-1 university."

vi. Leave the System, System Member, and Department/SubDepartment boxes untouched.
vii. The Account box: do you know what account you are using to fund this trip?

f. Next, click on the tab next to "Request Header" titled "Expenses. In this tab, you'll include a list of estimated expenses for the trip. These could include expenses such as conference registration, airfare, gas/mileage, hotel, meals, car rental, parking fees, taxi cab fare, etc. You get the idea.
g. At the top right corner of the screen, click on the orange "Submit Request" button.
h. You're done!

4. Check out **Travel Card**. If you don't have a travel card, please contact Bryan (contact info above).

During Travel

1. Keep receipts.

2. If not renting a vehicle (the recommended mode of auto travel), please log mileage traveled in your personal vehicle (date, from/to, why).

3. Log taxi/subway/bus travel (from/to and why).

4. Watch out for State Occupancy Tax on in-state hotels.

After Travel

1. As soon as possible, turn in all receipts, supporting documentation, and travel card to Bryan Frugé.

2. Bryan's goal will be to have your expense report ready for submission within 10-14 business days after you turn in the above material. Please note: during peak business months, this timeline may be extended. If necessary, the business office will pre-emptively send out an e-mail stating the new, temporary timeline.

3. When your expense report is ready for submission, you will receive an e-mail from him notifying you, complete with instructions on how to submit your expense report.