

CHEATSHEET

Policy per April, 2024

TRAVEL CARDS	
POLICY ALLOWS	NOT ALLOWED
<ul style="list-style-type: none"> ✓ May be requested via Concur, if desired ✓ Must pass Travel Card On-Demand Training in NEOGOV ✓ Hotel & Hotel Advance Deposits ✓ Payment for Car Rentals Gas for Rental Car, & Parking ✓ Ground Transportation (Uber/Taxi/Train/Ferries/etc.) ✓ Airline Baggage Fees, Internet Fees (work related only) ✓ Conference Registration 	<ul style="list-style-type: none"> ✗ Airfare (must use default air-card option on Concur) ✗ Trip Insurance (airfare or car rental) ✗ Meals (reimbursed via standard GSA rate per location) ✗ Upgrades or Entertainment Costs ✗ Personal Travel Expenses ✗ Book for another traveler ✗ Offsite Meetings (Food, Meeting Space, etc.)

T-Card Request & Approval Process

The flowchart shows the following steps: 1. Traveler Completes T-Card Training. 2. Traveler Submits T-Card Request in Concur. 3. Approver(s) Approves T-Card Request in Concur. 4. Travel Team Request mailing address from Traveler. 5. Travel Team Verifies training requirement met. 6. Travel Team Orders T-Card. 7. US Bank Make T-Card to traveler via UPS. A note at the bottom states: "Your T-Card should arrive within 1 week after it is ordered."

TRAVEL REQUEST	
POLICY ALLOWS	NOT ALLOWED
<ul style="list-style-type: none"> ✓ Add business justification for trip (attach brochures, etc.) ✓ Estimate all travel costs from Concur (Airline, Hotel, Car, Per Diem) ✓ Time Only Travel (3rd Party Paying All Costs) ✓ Personal Car Mileage ✓ If <u>personal travel included</u> in trip, flight/cost comparison screenshots from Concur is required for trip with & without personal days added. If same/less, book in Concur. If more expensive with personal days, book directly with airline. 	<ul style="list-style-type: none"> ✗ Day Travel (anything not involving Air, Hotel, or Car Rentals) ✗ Approved paper internal Travel & Reimbursement forms ✗ Personal travel expenses ✗ Submitting travel request after incurring expenses ✗ Expenses not directly related to business travel ✗ Excessive or unnecessary expenses ✗ Expenses being paid for by 3rd party

Travel Request & Approval Process

Approved Travel Requests are required for all travel PRIOR to booking travel

The flowchart shows the following steps: 1. Traveler/Delegate researches cost of travel expenses in Concur*. 2. Traveler/Delegate submits Travel Request in Concur*. 3. Approver(s) approves Travel Request in Concur*. 4. Traveler/Delegate books travel in Concur. (See booking process overview). A note at the bottom states: "The required steps are indicated by *"

TRAVEL BOOKING	
POLICY ALLOWS	NOT ALLOWED
<ul style="list-style-type: none"> ✓ Lowest Logical Cost for Airfare ✓ Hotels within GSA rate or business justification required ✓ Hotel booked directly with a hotel ✓ Car Rentals booked through Concur ONLY ✓ Emergency travel bookings ✓ Cost exceeding estimates, with supervisor approval ✓ Out of policy bookings with justification 	<ul style="list-style-type: none"> ✗ Airfare: Do not book outside of Concur. (Only exception is if personal travel is included in trip. See travel guide for details.) ✗ Utilize 3rd party booking sites (i.e. Expedia, Airbnb, VBRO) ✗ Booking travel without an approved Concur Travel Request ✗ Multiple flights incurring multiple agent fees ✗ Out of policy booking without justification ✗ Car rentals booked outside of Concur

Travel Booking Process

Travel request must be approved in Concur prior to booking travel or incurring expenses

The flowchart shows the following steps: 1. Travel Request approved via Concur. 2. Traveler/Delegate books airfare via Concur*. 3. Traveler/Delegate books hotel & car rental via Concur**. 4. Confirm booking, collect all itemized receipts during travel. A note at the bottom states: "*See travel guide for guidance on adding personal travel. **Hotels can be booked directly with hotel for special conference rates."

EXPENSE REPORT	
POLICY ALLOWS	NOT ALLOWED
<ul style="list-style-type: none"> ✓ Attach approved travel request to expense report ✓ Create travel allowance in Expense Report ✓ Mileage reimbursement when authorized ✓ Attach all itemized receipts (hotel, airfare, transportation) ✓ Add business justifications where estimates exceeded ✓ If personal days added to trip, include flight comparison screenshots in Expense Report attachments. 	<ul style="list-style-type: none"> ✗ Submitted meal receipts ✗ Tipping over 20% allowable limit ✗ Employees name not listed on receipt (i.e., significant other) ✗ Blurry or unreadable receipts ✗ Personal Car Mileage full to/from addresses not listed ✗ Missing Receipt Declaration on Airfare and Hotel Expenses ✗ Hotel Receipt & Expense not itemized by nightly room rate

Travel Expense & Approval Process

The flowchart shows the following steps: 1. Traveler/Delegate creates Expense Report with all incurred trip costs in Concur. 2. Traveler/Delegate submits Expense Report in Concur. 3. Approver(s) approve Expense Report in Concur. 4. Traveler is reimbursed within 5-7 days post approval. (Traveler notified if amount due back to King County)

APPROVER RESPONSIBILITY	
POLICY ALLOWS	NOT ALLOWED
<ul style="list-style-type: none"> ✓ Review requests/reports within 10 business days ✓ Select a delegate approver for leave of absences ✓ Exercise practical judgement to avoid unnecessary KC expense ✓ Ensure that the details of the request are aligned ✓ Validate the expense report "tells the full story" ✓ Verify the approval flow & forward to additional approvers when needed 	<ul style="list-style-type: none"> ✗ Receipts attached go unviewed ✗ Direct Reports leaving KC/transfers with unreconciled expenses ✗ Overlooked travel policy violations ✗ Estimates exceeded with no justification ✗ Attached receipts not itemized on Expense Report ✗ Approved Expense Reports without an Approved Travel Request attached

Concur Travel and Expense Lifecycle

The diagram shows a 6-step process: 1. Create travel request (Takes less time, simple to use for requester and approvers). 2. Manager approves request (Review travel request with ability to add additional approvers). 3. Book trip within policy compliant options (Contracted travel agency company, embedded in Concur). 4. Mobile app for trip itinerary and receipts (Use Concur to check trip information and take pictures of receipt). 5. Create expense report (Trip based expense reports to create robust travel reports). 6. Manager approves expense report (Automated audit with flagged alerts prior to manager review).