Travel Deadlines

Reimbursements for Out-of-Pocket Expenses
Expense reports to reimburse a traveler for out-of-pocket expenses must be completed and approved by Travel Services within 15 working days after the trip ends. Reimbursement will be denied past this deadline.

Travel Advances
Repayment of travel advances and the associated expense report must be completed and approved by Travel Services within 15 working days after the trip ends. Failure to meet this deadline will result in denial of advances for future travel.

Travel Card Deadline
Certain charges are made prior to a trip, such as airfare and conference registration fees,
and could be in Concur months in advance. Once these charges are in Concur, an expense report must be completed and approved by Travel Services within 15 working days of
posting even though the trip has not occurred yet. It is critical for these expenses to post in Banner for the following reasons:

- The University pays the credit card bill as soon as the monthly billing cycle ends. The associated expenses should post in Banner around the same time to avoid excessive reconciliation issues.
- Travel expenses in Concur are not encumbered in Banner. Timely submission prevents a department from possibly overspending their budget.
- Allows for accurate financial reporting of travel related expenses to date.

A final expense report must be completed and approved by Travel Services within 15 working days after the trip ends to account for

remaining charges made while traveling. Failure to meet these deadlines will result in suspension of the T-Card or revocation of card privileges.

Department Card Deadlines

Department Card statement reports are completed on a monthly basis to coincide with the billing cycle that ends on the 15th of each month. Travel Services will send an email to Department Card custodians at the end of each billing cycle with the deadlines for submission and approval.

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