

CONCUR BY REPORT TYPE GUIDE

TYPE	DESCRIPTION	COMMON USES	PRE-APPROVAL REQ.	RECEIPTS REQ.	SPECIAL NOTES
Travel	Standard Concur Travel Request and Expense Reports for Individual Trips	Conferences, Business Meetings, Trainings	YES, Travel Request	MAYBE	Must Include Itemized Payment Receipts \$75 and up, Agenda, Program or Schedule. *NOTE: Some Colleges and Funds may require receipts.
P-Card Travel	Travel Expenses charged to a P-Card	Airfare, Lodging, Registration paid by Dept.	YES, Travel Request	YES	Must Include Itemized Payment Receipts
Blanket Travel	Annual Travel Approval for frequent, local, or repetitive travel for mileage	Site Visits, Recurring Off-Site Meetings within CA	YES, Blanket Travel Request	MAYBE	Submit Expense Report Monthly for Trips *NOTE: "MAYBE" means P-Card purchases for parking
P-Card	Goods/Services and Non-Employee Travel paid with a P-Card	Office Supplies, General Goods and Services	MAYBE: ATI Q #'s, Hospitality Justification, Membership Justification	YES	Must Include Itemized Payment Receipts *P-Card may not be used for contractors or accreditation-related travel unless negotiated.
P-Card - Field Trips	Group or Student Travel, often involving Risk Management Approvals	Academic Field Trips, Student Group Travel	YES	YES	Will Require Risk Management Forms and Assessment