Travel Guidelines
Modern Languages, Literatures, and Linguistics

1. Apply for a Travel Card at http://www.ou.edu/purchasing/pcard/travel_card/index.html. Take the short online training, fill out the application and submit to proadmin@hsc.ou.edu, and sign the agreement to take with you when you pick up your travel card.
2. Request and confirm funding. You may be eligible for a FAP or a TAP. Please see instructions on how to apply at http://cas.ou.edu/funding-sources1.
3. Create a request on concursolutions.com. This is an authorization request so that the MLLL administrators know when and where you will be traveling and exactly what funds you will be using to pay for the trip. Instructions on how to create a request follow.
4. Once your request is approved you can book your flight, hotel, and pay for registration. You can use your travel card for expenses up to the amount of University funding you have confirmed. For example, if you have confirmed $1500 between MLLL and CAS funding, you can pay for up to $1500 worth of expenses on your travel card. Any expenses beyond that amount, you must pay for out of your pocket – do not put additional expenses on your travel card.
5. While you are travelling for business, you may put meals and transportation expenses on your travel card, but be sure you do not exceed your confirmed funding amount. Sometimes it is easier to pay for meals out of pocket as you will be reimbursed for per diem (meals and incidental expenses) if you have the funding available.
6. When you return from your trip you must submit an expense report in order to reconcile travel card purchases and/or be reimbursed for expenses. To begin your expense report, go to your active requests, locate the one for the trip in question, and click "Expense" in the far right column.

Notes:

  a. Get a quote from FCM (travel agency within Concur) for your airfare if you are booking outside of Concur. Simply take a screenshot of the page with the airfare prices on it. You will upload this when you submit your expense report.
  b. Keep your receipts to upload into concur and submit for reimbursement. You do not need to keep meal receipts, but keep all other receipts.
  c. Your hotel receipt must show a $0.00 balance to prove payment. At some hotels you must request this on your way out. If sharing a room with someone (even another OU employee) ask the hotel when you check in if they will provide separate bills.
  d. Keep a copy of your event program. You should submit this with your expense report under the expense type "Event Information."