

Quick Reference Guide on Traveler Types and Payments

Type of Traveler	Pre-Approval Method	Document(s)	Direct Billing of Hotel or Car Allowed (OCI #)	Use of Employee's or Dept. Travel P-Card Allowed (Exceptions must be pre-approved via email to Controller)	Contact for Questions
Employee on Business	Concur Travel Request	Electronic in Concur	No	Employee Travel P-Card rules apply	Accounts Payable Dept.: Patricia Babb or Michelle Merrifield, A/P Technicians; Angela Sevilla, Manager
Employee Driver for Group of Students on Academic Trip	Concur Travel Request	Electronic in Concur	Car/Van Rental for Group Only	Employee Travel P-Card rules apply	Accounts Payable Dept.: Patricia Babb or Michelle Merrifield, A/P Technicians; Angela Sevilla, Manager
Employed Student on University Business/Event	Concur Travel Request	Electronic in Concur	Yes	Obtain pre-approval from Controller for Dept. Travel P-Card use.	Accounts Payable Dept.: Patricia Babb or Michelle Merrifield, A/P Technicians; Angela Sevilla, Manager
Student (non-employee) on University Business/Event	Concur Travel Request	Electronic in Concur	Yes	Obtain pre-approval from Controller for Dept. Travel P-Card use.	Accounts Payable Dept.: Patricia Babb or Michelle Merrifield, A/P Technicians; Angela Sevilla, Manager
Guest Speaker/Honorarium	Guest Speaker/Honorarium Form	Guest Speaker/ Honorarium Form	No	No	Procurement Dept.: Debra Da Rosa, Buyer/Lead; Karen Meade, Procurement Manager
Performer Engagement	Performer Engagement Contract	Performer Engagement Contract/ Approved P.O.	No	No	Procurement Dept.: Becky Snead, Buyer; Karen Meade, Procurement Manager
Volunteer - (not paid at all, such as for Accreditation visit) Note: Dept. should contact HR for Volunteer requirements.	Paper Travel Request and Claim	Paper Travel Request and Claim	Yes	Obtain pre-approval from Controller for Dept. Travel P-Card use.	Accounts Payable Dept.: Patricia Babb or Michelle Merrifield, A/P Technicians; Angela Sevilla, Manager