

CBIS-Related Travel Instructions

In order to be reimbursed for CBIS-related travel expenses, students and staff will need to submit an expense report in Concur.

1. Booking Travel:

RPI's travel agency is Direct Travel: cttravel@dt.com (phone # 866-495-9839). Travelers can book their travel via Concur ([concursolutions.com](http://concur.com)) or call Direct Travel for assistance. Concur can be also used to make reservations for your travels and complete expense reports for the trip. If you book a trip with a travel agent, the itinerary or reservations will still be imported into your Concur account.

2. Setting up your Concur account– If you don't have a Concur account. Email CBIS Administrative Coordinator Ryan Weaver at weaver@rpi.edu to request an account.

3. Concur Training- For detailed instructions on how to navigate the Concur software, video training modules are available for training. The modules can be found here:
<http://finance.rpi.edu/update.do?catcenterkey=217>

4. Travel Pre-Approval Form– Travelers must complete and submit this form for approval prior to any CBIS- related travel. Forms should be signed by your PI and sent to weaver@rpi.edu. This form will need to be attached to the expense report after the trip is completed. Submitting an expense report without a completed pre- travel approval form may lead to slower reimbursement times. The form can be found on the CBIS website: <http://biotech.rpi.edu/contact/administration>

5. Key Travel Guidelines– After a trip is completed the travel expense report in Concur needs to be submitted. **All expenses greater than \$35.00 require a receipt. Meals need a detail receipt listing the items. Alcoholic beverages are not allowable on sponsored research funds and will not be reimbursed.**

If you have any other questions related to travel or other expenses, please contact: weaver@rpi.edu