

Coding Examples in Concur

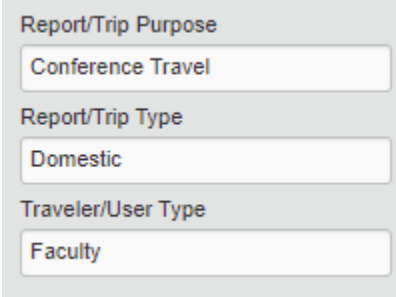
Account Number Tip

If the last 5 digits of the account number (aka object code) starts with 55, it is a travel account. Use the images below to code the expense to the correct one.

Departmental Faculty Travel:

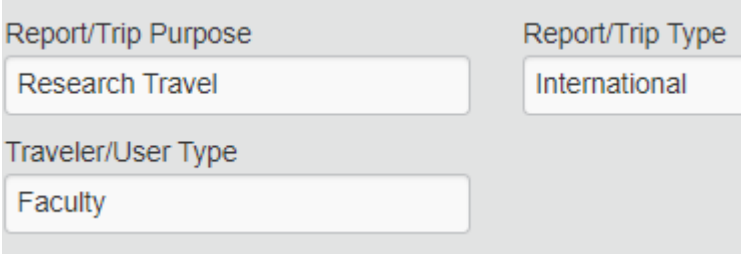
55180 = Faculty Domestic Travel (coded to xx-xxxx-55180)

- Choose these boxes



55190 = Faculty International Travel (coded to xx-xxxx-55190)

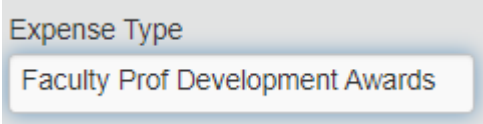
- Choose these boxes



Faculty Professional Travel Awards (11-3300-xxxxx)

Object code is tied to faculty name

- Expense Type =



- Boxes at the bottom will look like this if the charge is coded correctly

Report/Trip Purpose	Report/Trip Type
Conference Travel	Domestic
Traveler/User Type	Alternate GL Code
Faculty	50518

-
- *Domestic could also be International*

Competitive Awards (11-3310-xxxxx)

Object code is tied to faculty name

- Expense Type =

Expense Type *

Competitive Faculty Dev Awards

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- Boxes at the bottom will look like this if the charge is coded correctly

Report/Trip Purpose	Report/Trip Type
Conference Travel	Domestic
Traveler/User Type	Alternate GL Code
Faculty	50518

-
- *Domestic could also be International*

Sabbatical Awards (11-3077-xxxxx)

- Expense Type =

Expense Type *

Faculty Sabbatical

-
- Boxes at the bottom will look like this if the charge is coded correctly

Report/Trip Purpose	Report/Trip Type
Conference Travel	Domestic
Traveler/User Type	Alternate GL Code
Faculty	50518

-

- Domestic could also be International

New Faculty Development Awards (11-3075-xxxxx)

- Expense Type =

Expense Type *

New Faculty Development

-
- Boxes at the bottom will look like this if the charge is coded correctly

Report/Trip Purpose	Report/Trip Type
Conference Travel	Domestic
Traveler/User Type	Alternate GL Code
Faculty	50518

Conference Registration Fees (Coded to xx-xxxx-55185)

- Expense Type =

Expense Type *

Faculty Conference Registration Fees

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- Boxes at the bottom will look like this if the charge is coded correctly

Report/Trip Purpose
Conference Travel
Report/Trip Type
Domestic
Traveler/User Type
Faculty

Travel Object Codes in Concur

Student:

55115 = Student Domestic Travel

- Choose these boxes

Report/Trip Purpose
Student Conference Travel
Report/Trip Type
Domestic
Traveler/User Type
Student

55176 = Student International Travel

- Choose these boxes

Report/Trip Purpose
Student Research Travel
Report/Trip Type
International
Traveler/User Type
Student

Teams – Athletics Only:

55152 = Team Travel

- Choose these boxes

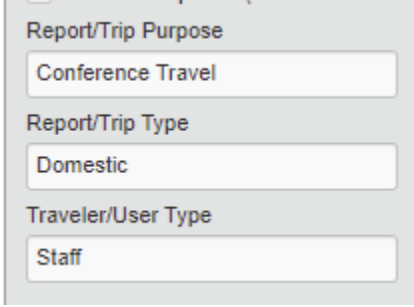
Report/Trip Purpose
Team Travel
Report/Trip Type
Domestic
Traveler/User Type
Team

Travel Object Codes in Concur

Staff:

55151 = Staff Domestic Travel

- Choose these boxes



A screenshot of a Concur interface showing three selection boxes. The first box is labeled 'Report/Trip Purpose' and contains the text 'Conference Travel'. The second box is labeled 'Report/Trip Type' and contains the text 'Domestic'. The third box is labeled 'Traveler/User Type' and contains the text 'Staff'.

55175 = Staff International Travel

- Choose these boxes



A screenshot of a Concur interface showing three selection boxes. The first box is labeled 'Report/Trip Purpose' and contains the text 'Other Travel'. The second box is labeled 'Report/Trip Type' and contains the text 'International'. The third box is labeled 'Traveler/User Type' and contains the text 'Staff'.

Student Recruiting (used mostly in athletics and admissions):

55130 = Recruiting Travel

- reach out to Business Office (Pam or Melissa) if you have questions about when to use this code
- Choose these boxes



A screenshot of a Concur interface showing three selection boxes. The first box is labeled 'Report/Trip Purpose' and contains the text 'Recruiting Travel'. The second box is labeled 'Report/Trip Type' and contains the text 'Domestic'. The third box is labeled 'Traveler/User Type' and contains the text 'Staff'.