**Domestic Travel: PQE2025**

1. **Login to:** Single Sign On (http://sso.tamu.edu)
2. **Select:** Concur.
3. **Under the "Request" tab, Select:** New Request
4. **In the <u>Request Header</u> (note tabs given under "Request" title), enter the following details:**

   o **Trip Name/Destination:** Snowbird, UT
   o **Trip Start Date:** January 5, 2025
   o **Trip End Date:** January 11, 2025
   o **Travel Classification:** Employee-Out of State
   o **Traveler Type:** Select appropriate type (Faculty, Graduate Student, Staff) Note: Postdocs are considered staff
   o **Student Travel Activity Type:** all employees should leave this field blank since you are traveling in your function as an employee, not a student
   o **Contracts/Grants:** No
   o **Purpose and Benefit:**

      To present research results at the Physics of Quantum Electronics Winter Colloquium Conference. Participation results in mutual exchange of information, increased visibility of TAMU and TAMU Quantum Optics group, establishment of professional networks, and more efficient use of limited resources. I am traveling as an employee. My presentation of research results to the scientific community falls within my job duties.

   o **Personal Travel Included:** <span style="color:red">if yes, you must add comment in "NOTES" to explain (e.g., if departure above is on January 4, then comment would be: personal travel on January 4, not claiming rental car/gas expenses or lodging for this day, airfare quote for travel had personal travel not been involved has been obtained and forwarded to the IQSE Business office.) Note: If personal travel is included, you MUST see Mr. Teng Ma BEFORE making any purchases, e.g., airfare, in order to ensure proper procedures are being followed so that maximum reimbursement may be obtained.</span>

   o **Guest Traveler Name (Last, First):** None
   o **Notes:** Enter any notes you may have. **Student Technicians** please enter: "<u>I am traveling in my capacity as an employee</u>."
   o **Foreign Fields** Not applicable, please skip
   o **System:** TRAVEL
   o **System Member:** (02) Texas A&M University
   o **Department/SubDepartment:** (IQSE) Institute for Quantum Science
   o **Account:** (248302 00000) Institute for Quantum Science
   o **Account Attribute:**(L) Local
   o **Department Reference Number:** PQE2025

5. When all information has been entered into the Request Header, Click on the **Expense tab** (note tabs given under "Request" title) and enter the following information:
   - **Lodging Expense:** (leave blank since dorm costs are being direct billed to the University)
   - **Individual Meals:** n/a (Food is not being reimbursed for this trip).
   - **Transportation:** Click "Airfare", enter 700$, then click "Save" (for airfare estimate)
   - **Transportation:** Click "Car Rental"
     - **Due to new FLSA rules, only monthly paid TAMU employees may rent/drive rental cars**
     - Enter 600$; (RENTAL CAR GROUP LEADERs ONLY!!)
     - in the Description field, enter the to/from information, e.g., "from College Station, TX to Houston, Texas on January 5, 2025, and from Houston, Texas to College Station, TX on January 11, 2025."
     - In the Notes field, enter the name of the people you are sharing the rental car with
     - then click "Save"
     - **Note: only rental car group leaders should be claiming rental car expenses; rental car groups must be approved by the Business Office PRIOR to submission of the Travel Request.**
   - **Transportation:** Click "Gasoline", enter 100$, Click "Save" (again RENTAL CAR GROUP LEADERs ONLY!!)

6. **Email:** (iqse@tamu.edu) so that your CONCUR Travel Request may be reviewed, account number changed (if needed) and make sure nothing else is needed (e.g., quote, etc.).

   Once the IQSE Business Office has verified the information, an email will be sent to the traveler to let them know the Travel Request can be submitted. Once the traveler clicks "Submit" a message will pop up requesting confirmation from the traveler that the travel request is university business, click "accept and submit" to continue the submission process. Once submitted, a message pops up letting the traveler know the information has been submitted correctly.