Travel Reminders for WSE Students

	-This document is not all-inclusive of policies related to travel. Please consult the JHU Travel Policy, which includes information about travel and business meals. -Travel should be booked using the department/center/institute travel card to minimize your out-of-pocket expenses. -If you're in a paid position at Hopkins you will be reimbursed via Concur. Follow these instructions to set up your profile and download the app. Training resources on using Concur are available here. If you are not on JHU payroll, you will be reimbursed via PaymentWorks, JHU's banking site. Contact your department for more info. -See WSE Travel Resources at this link
	-All reimbursements require a documented business purpose (what purpose the expenditure served, why it was necessary) -All expenses must be submitted for reimbursement within **90 days of the transaction date**. Otherwise, under IRS regulations, the reimbursement will be taxable to you. -Coordinate booking of conference registrations directly with your department/center/institute to use the JHU procurement card. -Complete a Missing Receipt Affidavit when original receipts are not available or lost.
	-Airfare should be booked directly via Concur or World Travel. Coordinate this with your department/center/institute so it can be charged to a JHU Travel Card. You must book through Concur or the Travel Card or you will not be eligible for reimbursement until after your trip. -Using World Travel ensures your airfare is booked in compliance with Fly America and Open Skies requirements, if needed due to sponsor requirements.
	The class of hotel should be reasonable and appropriate for business purpose and location. Travelers should stay in standard or equivalent rooms. Itemized receipts/folios with proof of payment are required. Please ask for a receipt/folio upon checkout from your hotel and send it to your department after traveling. -Highlight any expenses that are personal or related to non-JHU travelers. Tax should be prorated and subtracted for any personal expenses.
	-Rental cars should be used when they are less expensive than other means of transportation (e.g., taxi, ride share- Lyft or Uber, car service, or train) or when convenience or safety issues justify the additional cost. Ride shares are reimbursable with receipt and documented business purpose. -Rental of **up to a mid-sized car** is reimbursable. Refer to the policy if a larger vehicle is needed and note that prior approval may be needed from risk management. Pre-paid fuel should be declined and refuel prior to returning the vehicle. -Travelers should decline insurance offered for domestic rentals and accept liability coverage for international rentals. -Rail Service: Coach fare reimbursable, refer to policy for Acela Business Class.
	-Use of per diem is used to streamline the reimbursement process; the traveler does not have to submit individual receipts for every meal. Review the domestic or foreign per diem rates prior to travel so you are aware and know what to expect. -Subtract any business meals or meals provided by the hotel or conference from the per diem calculation. -Per diem is prorated to 75% for the first and last days of travel. -Alcohol is considered a personal expense, so deduct those costs (including tax and tip) from all personal meal receipts.
	-If you have travel questions email cs_jhuisi_help@jhu.edu for guidance -Contact Jasmine Ward at jward46@jhu.edu with any reimbursement inquiries. -Emergency Contact (24/7) for World Travel Inc: within the US 888-433-2556; international 484-348-6310

Student Reimbursement FAQs

How should I purchase a conference registration?

- You can email CS_JHUISI_help@jhu.edu with your request and your CS finance contact will work with you to purchase your registration using a department Procurement Card (Pcard).
- If you've purchased the registration yourself, you can submit an expense report in Concur within 90 days of the transaction date. It is important to submit expense reports as soon as possible after the transaction date. If the conference is over 90 days in the future, you can enter the transaction date as the "trip date" so that Concur will accept the request.

How should I book airfare?

- Email CS_JHUISI_help@jhu.edu and your CS finance contact will work with you to book your travel using our department Travel Card.

What do I need to attach to a Concur expense report?

- Receipt: A receipt of your transaction with the purchase date, transaction amount, product detail, and last 4 digits of the card used. If the last 4 digits of the card used isn't shown, your CS finance contact may ask for a portion of your credit card statement showing the charge.
- Email from your advisor: The email from your advisor must explicitly approve the reimbursement and instruct you on which of their accounts the transaction should be charged to. If your advisor gives you the name of the account but not the account number, please email CS_JHUISI_help@jhu.edu and they will give you the account number.

How do I enter the correct account information into Concur?

Concur reimbursements will default to the CS Operating account (1201460001). You'll need to manually enter the correct account information. Unfortunately, the finance team won't be able to change it during our review.

- **If you were given a ten-digit account number starting with 120xxxxxxx**

  Go to the "Object Type" box and put your cursor in the field. A drop box will come up and below the horizontal line select "Cost Center". In the "CC/IO/WBS" box, type the actual account number given (ex: 120xxxxxxx). Select that number in the drop box below the line. Put your cursor in the "Fund" box and select the only fund number in the drop box listed under the line. In the "Grant" box select "Non-relevant grant" which will be under the line.

- **If you were given an eight-digit account number starting with 900xxxxx**

  Go to the "Object Type" box and put your cursor in the field. A drop box will come up and below the horizontal line select "Internal Order Number". In the "CC/IO/WBS" box, type the actual 8 digit account number given (ex: 900xxxxx). Select that number in the drop box below the line. Put your cursor in the "Fund" box and select the only fund number in the drop box listed under the line. In the "Grant" box select the only grant number listed in the drop box below the line.

Other Resources:

- JHU Travel Policy
- WSE Travel Resources
- Concur Training and Tutorials