

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

08-20

2/12/20

CONCUR E-TRAVEL SYSTEM UPDATE – EXPENSE RECEIPT REQUIREMENTS

I. PURPOSE

FSIS is issuing this notice to provide new instructions regarding the Concur E-Travel System (Concur) that are effective February 17, 2020, and that apply to travelers who use their privately-owned vehicles (POV). This notice also reissues the information in FSIS Notice 28-19, *Concur E-Travel System Update – Expense Receipt Requirements*, dated 8/26/19 that provided instructions to travelers on how to provide required documentation for expenses exceeding \$75. FSIS is cancelling FSIS Notice 28-19.

II. BACKGROUND

The regulations at [41 CFR 301-11.25](#), Federal Travel Regulations, requires travelers to provide lodging receipts and receipts for authorized expenses exceeding \$75.

III. NEW CONCUR REQUIREMENTS FOR POV RECEIPTS

A. Travelers who use their POV and have a line item mileage expense that exceeds \$75 will not be able to finalize the submission of their vouchers in Concur, unless they:

1. Provide written justification (e.g., typing in the number of miles driven for official purposes) into a comments field associated with the expense line item; or
2. Upload supporting documentation uploaded as an attachment (e.g., a daily mileage log, Google maps or MapQuest, odometer readings).

NOTE: The preferred method is written justification in the comment field; however both options are acceptable, provided they support the miles driven for official government business and attests to the accuracy of the mileage claim.

B. Travel Approvers are to review the mileage claims in Concur and can request more information about the miles driven, even when the travelers have provided a justification or uploaded documentation (e.g., Google maps, official locations visited) before approving travel vouchers in Concur.

IV. CONCUR REQUIREMENTS FOR NON-MILEAGE RECEIPTS EXCEEDING \$75

A. All travelers need to upload receipts for lodging and any other non-mileage line item expense that is \$75 or more, such as airfare and rental cars in the Expenses & Receipts tab in

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Field Employees

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Concur. Travelers are not to upload receipts in the attachment section of the Summary Page in Concur.

B. Acceptable documentation for airfare can be:

1. Any itemized receipt that lists the amount paid, including the e-Invoice that is sent from "Your Travel Consultant;"
2. A printed receipt from the airport check-in counter; or
3. A receipt from the airline's website;

NOTE: Airfare itineraries sent from "Your Travel Consultant" or boarding passes are not acceptable documentation.

C. If travelers do not upload receipts for each expense over \$75, the traveler will receive an error and will not be able to proceed with the voucher.

D. For lodging, travelers are to attach expense receipts on the first day that the expense occurred. For example, if the travel is for February 19, 2020, through February 21, 2020, and includes lodging, the traveler is to attach the receipt for the duration of the hotel stay to the lodging expense for February 19, 2020.

V. QUESTIONS

Refer questions to the Financial Services Center at 1-800-949-3964 or by e-mail at: FSCGeneral@usda.gov.

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