Relocation/Moving expenses can now be processed in Concur

UO Campus Concur users –

We have completed testing on processing Moving/Relocation expenses in Concur. You may now use the Concur to enter moving related expenses which will route for approval to Joy Germack, UO Tax Accountant for approval. Please review and follow UO Moving/Relocation procedures: [https://ba.uoregon.edu/content/movingrelocation-expenses](https://ba.uoregon.edu/content/movingrelocation-expenses). Be sure to specify either House Hunting or Moving in the business purpose text of the Expense report.

Please use Concur for all moving and relocation expenses as it not only provides easy processing of the reimbursement, but captures and stores all moving/relocation receipts.

- It is preferred that expenses be submitted on the **new employee’s personal Concur profile**. Expenses must all use the Expense Type “Relocation” to correctly assign to account code 10780 which is tax reportable.
• Occasionally a new employee may travel for a combination house hunting/business trip to Eugene prior to their job record being completed in banner. It might be necessary to process air and reimburse some out of pocket expenses prior to their start at UO. In this case it may be appropriate to use a hosted Concur profile and process these to Guest Travel. Please work with the Travel Office to enter expenses using Expense Type “R/M (check with Travel Office)”.

[Recently Used Expense Types table]

Please contact either me or Joy Germack 6-0782, jgermack@uoregon.edu with questions related to Moving/Relocation.

Thank you,

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