

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>. 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.

Recently Used Expense Types			
Relocation Expenses Personal/Non Reimbursable	Non Capital Computer Equipment/Software	Food Products-Grocery/Bulk	Event Supplies
All Expense Types			
01. Travel Expenses Incidentals Laundry Lodging NCAA Student Athlete Assistance Travel Non-Commercial Lodging	...02. Transportation Train 03. Mileage Airfare in Lieu of Mileage Call Back Mileage Personal Car Mileage 04. Meals & Entertainment Athletics-Meal Per Diem Athletics-Team Activity Catering Group Meals/Entertainment Group Travel Per Diem Hosting Reduced Meal Per Diem 05. Communications Internet/Online Fees Mobile/Cellular Phone Telephone/Fax 06. Fees	...06. Fees Booking Fees Passports/Visa Fees 07. Office Expenses Courier/Shipping/Freight Non Capital Computer Equipment/Software Office Supplies Postage Printing/Photocopying/Stationery 08. Other Banquet Meals Conference Excursions/Events Conference Info and Agenda Event Admission Event Supplies First Aid/ Medicine Food Products-Grocery/Bulk Fraudulent Charges GEO - Services Provided	...08. Other Gifts - Non Staff Miscellaneous Newspapers/Magazines/Books Other Documentation/Airfare Compari Other Supporting Documentation Personal/Non Reimbursable Personal/Outside Source funded Personal/UO Card/Non Reimbursable Professional Subscriptions/Dues Registration Fees Student Activities Tax Withholding Theatre, Museum Admissions Travel Vaccinations Tuition/Training Reimbursement 09. Relocation Relocation Expenses

- 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			
R/M (Check with Travel Office)	Guest Meal Per Diem	Non-Commercial Lodging	Lodging
Airline Fees			
All Expense Types			
01. Travel Expenses	...02. Transportation	...04. Meals & Entertainment	...08. Other
Athletics Vendor Air Rcv	Parking	Reduced Meal Per Diem	Other Documentation/Airfare Comparisons
Lodging	Taxi	06. Fees	Other Supporting Documentation
NCAA Student Athlete Assistance Travel	Tolls	Passports/Visa Fees	Personal/Non Reimbursable
Non-Commercial Lodging	Train	07. Office Expenses	Personal/Outside Source funded
02. Transportation	03. Mileage	Office Supplies	Personal/UO Card/Non Reimbursable
Airfare	Airfare in Lieu of Mileage	08. Other	Registration Fees
Airline Fees	Personal Car Mileage	Conference Excursions/Events	Student Activities
Car Rental	04. Meals & Entertainment	Conference Info and Agenda	Tax Withholding
Fuel	Guest Meal Per Diem	Event Supplies	09. Relocation
Other Ground Transportation	Hosting	Miscellaneous	R/M (Check with Travel Office)

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

Thank you,



UNIVERSITY OF OREGON

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