SAP Concur iTravel+ Transition Guide

	Transaction Type:	Processing Plan:
1	Domestic Travel Requisition in iShop:	Match to approved Purchase Orders (PO numbers
	Included all associated travel	starting with V) and invoice in iShop using the
	transactions	approved/encumbered purchase order
	- Airfare	
	- Car Rental	
	- Hotel	
	- Out of Pocket for Traveler	
2	Domestic Travel Requisition in iShop:	Match to approved Purchase Orders (PO numbers
	Missing some of the travel related	starting with V) for appropriate expenses and
	transactions/expenses:	invoice in iShop using the approved/encumbered
	- Airfare	purchase orders. If the actual expense exceeds
	- Car Rental	the encumbered amount, modify the elnvoice
	- Hotel	amount and attach cost center/project manager
_	- Out of Pocket for Traveler	approval.
3	Foreign Travel Requisition in iShop:	Match to approved Purchase Orders (PO numbers
	Included all associated travel	starting with V) and invoice in iShop using the
	transactions	approved/encumbered purchase order
	- Airtare	
	- Car Rental	
	- Hotel	
	- Out of Pocket for Traveler	Matching and David and Color (20 and 10
4	Foreign Travel Requisition in Isnop:	Match to approved Purchase Orders (PO numbers
	Wissing some of the travel related	starting with v) for appropriate expenses and
	Airfaro	nurchase orders. If the actual expense exceeds
	- Allidie - Car Pontal	the encumbered amount, modify the elevered
		amount and attach cost center/project manager
	- Out of Pocket for Traveler	annoval
5	Reservations were made only previous	Process transactions as Travel Expenses in iTravel
5	version of iTravel and no Travel Request	+ following instructions here
	or purchase order was generated.	
	Reservations can include:	
	- Airfare	
	- Hotel	
	- Car Rental	
	- Reimbursables such as meals,	
	incidentals to the traveler	
6	Business Expense Reimbursement	If a purchase order was not approved or
	Requisition	encumbered, please process this request in
		iTravel + using Expense Process. See guide at:
		https://www.utrgv.edu/accounts-payable/
		training/index.htm
7	Credit Card Reconciliation Form in iShop	Confirm the assigned Purchase Order (number
		starting with V) in iShop is in approved status

Effective 4/18/2022