

SAP Concur iTravel+ Transition Guide

	Transaction Type:	Processing Plan:
1	Domestic Travel Requisition in iShop: Included all associated travel transactions - Airfare - Car Rental - Hotel - Out of Pocket for Traveler	Match to approved Purchase Orders (PO numbers starting with V) and invoice in iShop using the approved/encumbered purchase order
2	Domestic Travel Requisition in iShop: Missing some of the travel related transactions/expenses: - Airfare - Car Rental - Hotel - Out of Pocket for Traveler	Match to approved Purchase Orders (PO numbers starting with V) for appropriate expenses and invoice in iShop using the approved/encumbered purchase orders. If the actual expense exceeds the encumbered amount, modify the eInvoice amount and attach cost center/project manager approval.
3	Foreign Travel Requisition in iShop: Included all associated travel transactions - Airfare - Car Rental - Hotel - Out of Pocket for Traveler	Match to approved Purchase Orders (PO numbers starting with V) and invoice in iShop using the approved/encumbered purchase order
4	Foreign Travel Requisition in iShop: Missing some of the travel related transactions/expenses: - Airfare - Car Rental - Hotel - Out of Pocket for Traveler	Match to approved Purchase Orders (PO numbers starting with V) for appropriate expenses and invoice in iShop using the approved/encumbered purchase orders. If the actual expense exceeds the encumbered amount, modify the eInvoice amount and attach cost center/project manager approval.
5	Reservations were made only previous version of iTravel and no Travel Request or purchase order was generated. Reservations can include: - Airfare - Hotel - Car Rental - Reimbursables such as meals, incidentals to the traveler	Process transactions as Travel Expenses in iTravel + following instructions here
6	Business Expense Reimbursement Requisition	If a purchase order was not approved or 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

