

Travel Report Naming Conventions

Recommended naming conventions for Extension travel expense reports in Concur. These naming conventions will aid in the reporting and invoicing of travel expenses. Using these naming conventions should help the county fiscal contact assign the expenses to the appropriate budget line item.

There is a limit of 25 characters for the travel report name.

Travelers will normally have one of two travel expense reports. One for their monthly mileage (MM) and one for any overnight trips (OT). KERS mileage logs are only required to be loaded in Concur as receipts for monthly mileage travel reports.

Procedures

<p>For Monthly Mileage travel expense reports:</p>	<p>MMDDYY-MM-Initials-Other Ex: 093020-MM-Traveler Initials</p> <ul style="list-style-type: none"> • “MMDDYY” should be the last day of the month unless other circumstances require otherwise • “MM” signifies Monthly Mileage • “Other” is not required but may be used to identify something unique with that month’s mileage log (i.e. camp, staff meeting, fair, core training, program area, etc).
<p>For Overnight Trip travel expense reports:</p>	<p>MMDDYY-OT-Initials-Location or Event Name Ex: 092920-OT-Traveler Initials-Location</p> <ul style="list-style-type: none"> • “MMDDYY” should be the last day of the overnight trip • “OT” signifies Overnight Trip • “Location” should be the destination or the name of the event
<p>For Day Trip travel expense reports (not commonly used):</p>	<p>MMDDYY-DT-Initials-Location or Event Name Ex: 092920-DT-Traveler Initials-Location</p> <ul style="list-style-type: none"> • “MMDDYY” should be the last day of the day trip • “DT” signifies Day Trip • “Location” should be the destination or the name of the event