



## How-To Request Travel Funds

### Reimbursements ONLY

#### NRT-Funded Fellows

1. First, fill out the [“Bias-NRT Application for Travel Funds”](#)
2. Be sure to include justification for your travel and an estimate of the cost breakdown.
3. Project Coordinator, Kristen Kalb-DellaRatta, will email you with confirmation that your request has been received and a formal notice will be sent approving travel from the Executive Committee.
4. Keep ALL receipts
  - a. Airfare/Ubbers/Taxis/Trains
  - b. Lodging
  - c. Conference Registration
5. Upon return, Kristen will complete the formal paperwork (Travel Voucher) and send it to you for approval and your signature.
6. Kristen will then send the appropriate paperwork to the Office of Grants Management for approval.
7. Reimbursement checks can take up to three weeks to be sent out.

#### Non-Funded NRT Trainees

1. First, fill out the [“Bias-NRT Application for Travel Funds”](#)
2. Be sure to include justification for your travel and an estimate of the cost breakdown.
3. Project Coordinator, Kristen Kalb-DellaRatta, will email you with confirmation that your request has been received and a formal notice will be sent approving travel from the Executive Committee.
4. At this point, Kristen will add you as a “Traveler” on the grant and you will be able to setup an account in [Concur](#).
5. Concur Instructions:
  1. **Logging In** - I have just added you as a "Traveler" on the grant, but it may take the system up to 1-2 days to allow you to select a funding source necessary to complete step. However, you can now at least log in at [www.concursolutions.com](http://www.concursolutions.com). Your username is your SBU ID# followed by “@stonybrook.edu” (note this is **not** your Stony Brook email address). Click “Next” and you will then be prompted to sign in with your usual NetID login.
  2. **Travel Request** - Once you have at least an estimate of your costs, you must create a travel request with a few details about your itinerary. Click “Requests” at the top-left of the page (under HOME) and then “Create New Request” (right-hand side). For the “Funding Source - Policy” drop down menu, select “**RF-NIT**.” For “Traveler Type” enter “**1-RF Employee (includes students on RF payroll)**.”

Fill in the other details about your itinerary and then below will be more funding info to fill in. The account you should be able to select is “1170717-2-92455” and select “Kalb-DellaRatta, Kristen” as account approver. It is likely the other boxes will only have one option for you, but please contact me if you are unsure about any of them. Once you’ve entered all this info, click “Create” and you will then be able to add all your estimated expenses and submit your request.

After that, your request will need to be approved by the ‘account approver’ before you can move on to step 3. You can always return to the "Requests" page to see what step it's at. You may need to remind your supervisor to approve it.

- 3. Expense Report** - After your trip and once you have all your receipts ready to upload, you must make an expense report. To start this step, you will also need to wait until your travel request is marked as approved. Return to the “Requests” section in Concur and click on your approved request. Then click the “Create Expense Report” button on the top right. The data from your request will be transferred over to this report, but you will now need to make adjustments in order to reflect your actual costs and upload receipts (conference registration, hotel, flights, cabs, train, etc.) when prompted for all expenses you are claiming. Food reimbursement will be done with per diem meal expenses determined when creating the "Travel Itinerary" (start/end time of trip). DO NOT UPLOAD MEAL RECEIPTS. Once you submit your expense report, your job is done.

This link has “QuickStart Guides” and an instructional video on the whole process:  
<https://www.stonybrook.edu/commcms/travel-and-expense/concur/concurtraining>