Travel e-NPO Checklist

	Helpful Tips:	*Invoice Requirements:*
Travel Office: *travel@txstate.edu* *(512)245-2775*	*Trip Number required for all travel e-NPOs *Business Purpose required for any type of payment. *Verify vendor number. Use SAP T-Code: FK03	*Destinations for transportation invoices *Must show itemization of charges *Must show dates of service

e-NPO Type	Vendor Type	Requirements	Requirements Description
Pre-Payments	Hotels	Concur Travel Request Trip Number	Concur Travel Request must be fully approved.
		Hotel must be set up as a vendor in SAP	Name and address must match SAP/PaymentWorks.
		Hotel confirmation or invoice	Traveler name, Hotel name and address, daily room rate, and taxes assessed.
		Remove State Occupancy Tax for Texas hotels	Texas occupancy tax= 6% **Note:** The completed Texas Hotel Occupancy Tax Exemption Certificate must presented at check-in for Texas hotels.
		Attach GSA per diem rates	GSA Per Diem Rates
		Include Prepay MM/DD/YY in header text.	example: PREPAY01/01/20
		Hotel prepayment checks may be picked up	Check 'Pick up' and enter contact name and phone number on the e-NPO document.
	Registration	Concur Travel Request Trip Number	Concur Travel Request must be fully approved.
		Vendor must be set up as a vendor in SAP	Vendor address must match SAP/PaymentWorks.
		Registration form	Form must show conference name and address, attendee name and breakdown of charges.
Invoices	Hotels	Concur Travel Request Trip Number	Concur Travel Request must be fully approved.
		Hotel must be set up as a vendor in SAP	Traveler name, Hotel name and address, daily room rate, and taxes assessed.
		Hotel folio or invoice	Hotel name and address must match SAP/PaymentWorks.
		Remove State Occupancy Tax for Texas hotels	Texas occupancy tax= 6% **Note:** The completed Texas Hotel Occupancy Tax Exemption Certificate must presented at check-in for Texas hotels.
		Multiple travelers may be listed for the same hotel	List each traveler/trip number on each line.
		Attach GSA per diem rates	GSA Per Diem Rates
	Transportation	Concur Travel Request Trip Number	Concur Travel Request must be fully approved.
		Vendor must be set up as a vendor in SAP	Vendor address must match SAP/PaymentWorks.