

University of Massachusetts Lowell

Memo Title:	Concur Guidance – In-State Day Trips via Train
Effective As Of:	12/16/2025
Responsible Office:	Controller's Office

Purpose:

To clarify the correct expense type selection in Concur for employees submitting reimbursement requests for in-state, same-day travel by train, and to prevent unnecessary pre-travel authorization prompts.

Scope:

This guidance applies to all University of Massachusetts Lowell faculty and staff submitting travel-related expenses in Concur for in-state, same-day trips via MBTA or other local train services.

Definitions:

In-State Day Trip:

Travel that begins and ends on the same day within the Commonwealth of Massachusetts and does not require overnight lodging.

Ground Transportation:

Concur expense category that includes MBTA fares and other local transportation methods that do not require pre-travel authorization.

Train (Concur Expense Type):

Expense category within Concur that is treated similarly to airfare. Selecting this category prompts a pre-travel authorization requirement.

Guidance:

When completing an expense report in Concur for reimbursement of an in-state, same-day trip via train, employees must select Expense Type: Ground Transportation rather than Train.

Concur categorizes Train in the same manner as Airfare, both of which imply out-of-state or overnight travel and therefore require pre-travel authorization. As a result, selecting Train will trigger a pre-approval requirement, even when it is not necessary.

The Employee Services Team has directed that MBTA travel should be entered as Ground Transportation to avoid generating an incorrect pre-approval prompt.