Concur Travel & Expense (CT&E)

AGENDA

- Overview
- User Profile
- Travel Request
  - Blanket Travel Request for Mileage
  - TeamTravel Request
  - Travel Advance
- Questions
Concur Travel & Expense (CT&E)

Overview

• Travel & Expense Modules

• User Roles

• Corporate Travel Cards
CT&E Overview

Travel and Expense Modules

- Concur has 3 Modules:

  ✓ **Request** – Replaces the Travel Authorization form and is required to obtain pre-approval of your travel prior to making any travel reservations.

  ✓ **Travel** – Concur Travel should be used to book airfare and make rental car and hotel reservations through the University’s travel management company, Christopherson Business Travel (CBT) either by using the online booking tool or booking directly with a CBT agent.

  ✓ **Expense** – Replaces the Travel Claim form and is required to request reimbursement for out-of-pocket expenses, and to reconcile any university prepaid transactions including US Bank State Travel Card transactions.
CT&E Overview  

User Roles

- **Traveler** – faculty/staff on official business travel
- **Approver** – for Request (Travel Authorization) & Expense Report (Travel Claim)
  - automatically assigned but can be altered with proper delegation from the Administrator
    - 1\textsuperscript{st} Approval Level - HR “Reports-to”
    - 2\textsuperscript{nd} Approval Level – Cost Object Approver based on CFS Delegation of Authority
  - approval role can only be delegated to another approver in case of absence/days off from work
Delegate

- Can prepare, review and in some cases, *approve* “Request” and “Expense” on behalf of a user but only the Traveler *can* submit completed “Request” and “Expense”.

- An employee who is allowed to perform work on behalf of another employee.

*Delegate Permissions* are only for *Request* and *Expense*. You will also *need to add this delegate as an* Assistant/Travel Arranger *to allow them to book travel via Concur.*
Delegate – Permissions which can be delegated to an employee by a Traveler with approval role

- Approve Travel Requests and Expenses Reports without date constraints
- Approve Temporarily (beginning/end date required)
- Preview Travel Request/Expense Report for Approver prior to Approval
- Receive a copy of Approval Email Notifications

This permission can only be assigned to an employee already set up as an approver.
Delegate – Permissions which a Traveler without approval role can delegate to another employee

- Prepare Travel Requests and Expenses Reports
- View Receipt Images
- Receive a copy of Email Notifications (No approval emails)
CT&E Overview

Travel Assistant/Arranger

Primary Travel Assistant vs. Travel Arranger — A Travel Arranger can perform travel functions such as book travel on a traveler’s behalf whereas a Primary Travel Assistant can also receive confirmation emails from Christopherson Business Travel (CBT) regarding the travel as well as update profile information.

In order to make someone a Travel Assistant/Arranger, you must also make them a delegate for Travel Request/Expense.
CT&E Overview

Corporate Travel Credit Cards

❖ Individual Travel Card – new card program for University travelers
  ▪ For official *business travel* expenses only
    ✓ Booking and reservations for hotel, transportation, etc.
    ✓ Paying for hotel and other allowable travel related expenses
    ✓ All business related expense should go onto this card to help reduce out-of-pocket expenses.

❖ Ghost Card – Campus corporate card linked to Concur.
  ▪ Pays for *airfare or rail tickets* booked in Concur via Christopher Business Travel (CBT).
  ▪ Eliminates the out-of-pocket expense for airfare or rail ticket costs.

Notes:
❖ Individual and Ghost Cards charges are both paid by the Campus.
❖ Corporate travel card transactions will upload to the traveler’s Concur account for travelers to attach them to an Expense Report.
User Profile

Profile Options

- Your information
  - Personal Information (required fields)
  - Company Information
  - Contact Information
- Travel Preferences
  - Frequent Travel Programs
- Request Preferences
  - Request Delegates
- Expense Settings
  - Expense Delegates
  - Personal Car
- Other Settings
  - E-receipt Activation
  - Concur Mobile Registration
User Profile

Profile Options

➢ Request Preferences - *Optional*

Request Preferences

Select the options that define when you receive email notifications.

Send email when...

- The status of a request changes
- A request is submitted for approval

Prompt...

- For an approver when a request is submitted

➢ Expense Preferences - *Optional*

Expense Preferences

Select the options that define when you receive email notifications. Prompts are as follows:

Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

Prompt...

- For an approver when an expense report is submitted

Display...

- Make the Single Day Itineraries page my default in the Travel Allowance wizard
User Profile
Profile Options

➢ Expense Settings for Personal Car – Required for Mileage Expense Type
User Profile

Profile Options

- Other Settings – **e-Receipt Activation**

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**E-Receipt Activation**

Receiving e-receipts can save you time by pre-populating your expense report. To enable e-receipts with participating suppliers and to find out more, click here.

Please note that this setting does not control all e-receipts. E-receipts delivered by a Concur App Center partner with which you have connected your Concur account, and certain TripLink suppliers, are controlled through the App Center or your My Travel Network settings. For more information, contact your company’s Concur account administrator.
Travel Request
Blanket Travel Request for Mileage

➢ Can be used for local travel activity, with no overnight stay, for a given fiscal year.

➢ These mileage requests are meant to facilitate ongoing mileage reimbursement claims for faculty and staff performing responsibilities for campus student placements, one day travel for meetings off-campus, field trip, games, etc.

   An example of this would be driving throughout the area to observe and meet with student teachers/interns and mentor teachers.

In order to Expense Personal Car Mileage, you must add your license plate information under your User Profile at Profile > Profile Settings > Personal Car.
Travel Request
Blanket Travel Request for Mileage

1. Enter general information about the activity and note the time frame for fiscal year July through June, *August through May (academic year)*. Note the trip purpose as *Mileage Only* and select *Multiple Locations* in the Destination City/State field.
Travel Request
Blanket Travel Request for Mileage

2. Enter estimated mileage/cost for the entire year. Prior year could be used as a reference point and should be adjusted for any known variances for a given year. If necessary, add expense estimates for parking and tolls.
A signed Waiver of Liability for each Participant in Group Travel must be on file and copy attached to the travel request. Form available at: https://www.csum.edu/fiscal-services/media/liability-waiver-form.pdf
2. Select appropriate Team Group expense for listing the expected expenses.

Note: You will be requested to enter all individual lodging estimates under Hotel Reservations expense type.
Travel Request
Team Travel Booking Arrangement

For a situation where a faculty or staff is performing the task of booking travel on behalf of a student or guest (i.e. interviewee) traveling for the University, there is a specific access that needs to be granted to this user. Please contact the Accounting Office if this need occurs. Once access is established, the following steps can be taken to make arrangements on behalf of the non-employee.

1. Log in to Concur and select Book for a guest hyperlink. This step is critical as you will be entering their information on reservations instead of your own.
2. Ensure that any reservations booked reflect the individual’s name.

Note: In order to book flights, you will need to have their legal name, DOB, gender that ties to the identification they will use to board a flight. Entering this information accurately is critical.
Travel Request
Team Travel Booking Arrangement

3. Review Travel Itinerary/Trip Details

Navigate to the Travel menu, select Trip Library and open the trip itinerary that you want to review.
Travel Request
Team Travel Booking Arrangement

Reservation details will be displayed in a separate window.
Travel Request
Team Travel – Corporate Travel Card

➢ Pay the hotel and meal costs separately for each participating individual

➢ For travel related expenses to be paid by Foundation, the following CF values are required:
  ➢ DEPTID = 47000 (not 90000)
  ➢ PROGRAM CD = determine the appropriate MAFDN/Foundation Fund_Code to use
Travel Request
Team Travel Booking Arrangement

If a conference, competition and/or tournament is doing room blocks for their attendees, please do not book through the online booking tool. Follow the instructions provided by the conference in order to get the special rate, as the online booking tool is unable to access the discounted rates you would get with these room blocks.

For airline and hotel reservation for group, consider booking them outside of Concur. Christopherson Business Travel agency charges between $17 and $26.
Travel Request ➔ Travel Advance

A cash advance can only be requested for international or group travel.

➢ Cash advances will be issued no more than 30 days prior to the date of travel.

➢ You must contact the Concur Administrator to access the cash advance request in Concur. The cash advance option will be added to your user profile so you can add a cash advance request to your travel request.
Travel Request ➔ How to Request A Cash Advance

Step 1. Click Requests > New Request.

Step 2: Complete all Header fields including chartfield information. Underneath the chartfield section on the header, you should see Cash Advance. Enter the cash advance amount you want to request and any details under Cash Advance Comments, such as date you need the check by or any other valuable information you want the approvers/AP processors to be aware of.

➢ If you do not see the Cash Advance section, then your profile has not been setup to request cash advances. Please contact the Travel Desk.
Step 3: Continue adding the Expected Expenses.

Step 4: Once completed, submit your request. The request will go through the same approval workflow process but will lastly route to AP to complete the review and process your cash advance check.

Note: Please allow 5 – 7 business days to issue the travel advance check / EFT.
Christopherson Business Travel (CBT)

- Group Contact Information
  - Click [Read more]
It is recommended to consider booking the airline and hotel outside of Concur because of the exorbitant fee charge by CBT for group travel.