Concur: Travel & Expense

Approving Travel Requests & Expense Reports
What’s new

- Travel authorization ➔ Travel Request
- A113 Form ➔ Travel Expense Report
- A114 Form ➔ Employee Reimbursement
- Allocation of expenses in UCFlex ➔ P-card Expense Report
Plus

• Electronic Processing
• Travel – Duty of Care
• Email Receipts and Itineraries to Profile
  • Receipts@Concur.com - receipts
  • Plans@Concur.com – itineraries
• Connected Apps
  • Concur Mobile
  • TriplIt
  • ExpenseIt
### Concur Actions

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<th>Non-Travel Expense Reports</th>
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**Concur** is a travel and expense management software designed to help organizations streamline their travel and expense processes. It offers various features including non-travel expense reports, travel request and expense reports, and tools for approving travel requests and expense reports. By leveraging Concur, businesses can enhance efficiency, reduce costs, and improve decision-making processes related to travel and expenses.
Roles

- **Users**: All University employees have access to Concur (except Students, Affiliated Faculty and Term Adjuncts)

- **Default Approver**: Determined by one to one supervisor relationship in UCFlex HR

- **Cost Object Approver**: (COA): Determined by responsible person on UCFlex Cost Center record

- **Delegate**: Acts on behalf of another user

- **Guests**: Users that are visitors to the University/non UC employees/Affiliates/Students, and Term Adjuncts
Course Roadmap

Part 1
- Discuss Travel Request workflow and process
- Demonstration of Request approval
- Discuss Expense Report workflow and process
- Demonstration of Expense Report Approval

~Break~

Part 2
- Practice process with simulations and ask individual questions
- Profile Overview and Demonstration
- Delegate Process and Demonstration
- Review Concur Mobile App
Travel Request Workflow

User or Delegate submits travel request in Concur

Default Approval (Manager)

Approve and Forward*

*IMPORTANT NOTE:
- Manager can approve and forward to another approver if needed
Approving a Travel Request

- Responsibilities:
  - Reviewing a travel request for accuracy and adherence to policy
    - Estimates only
  - Travel Request must be approved prior to travel
    - Traveler can reserve flight, hotel and/or rental car then submit Travel Request
    - Traveler can book after approval of Request
    - Approved Request needed for Traveler to submit expense report
Reminders if Requests are not approved

• 10 days after submitted
• 15 days – request returned to traveler
Travel Expense Report Workflow

User submits travel expense report in Concur

Cost Object Approver/Grant Approver* Approves in Concur

Default Approver (Manager)*

*IMPORTANT NOTE:
- If creator of expense report is the COA/Grant approver then the report is automatically routed to the Manager for approval
- If a grant is used, COA is skipped, report goes to Grant Approver
- If travel expense report actual is greater than the estimate on the request by 10% or minimum of $500, report automatically routes to manager after COA/Grant approval
Non-Travel Expense Report Workflow

User submits non-travel expense report in Concur

Cost Object Approver/Grant Approver Approves in Concur

Default Approver (Manager)*

*IMPORTANT NOTE:
- If creator of expense report is the COA/Grant approver then the report is automatically routed to the Manager for approval
- If a grant is used, COA is skipped, report goes to Grant Approver
Approving a Travel and Non-Travel Expense Report

- Approver Responsibilities:
  - Verify transactions are within university policy
  - Ensure that appropriate support documentation coincides with each purchase
    - If not appropriate, reject expense report and require user to provide sufficient documentation
  - Approval indicates that the verification process is complete and that the transactions are valid UC expenses
  - Questionable P-Card transactions
    - Contact Central Purchasing for guidance
  - Verify correct expense type(s) (G/Ls) are used with correct account line(s)
Approving a Travel and Non-Travel Expense Report

• Approver responsibilities:
  • Receipts to the report when applicable
    • No longer required for purchases $25 or less
    • Grant Exception
  • Some vendors provide a detailed receipt to the bank when charge posts
Travel Expense Report

- P-card expenses related to trip – submit in month charged

- Out of pocket expenses and p-card expenses incurred during the trip, submit after trip

- Per Diem
  - Actual Meals – no P-card

- Group Meals
Login to Computer

Username: cechguest
Password: Be@rc@t18

Please go to the following website

www.uc.edu/af/travel
Simulation Overview

• Information Slides
  • Noted with Information icon
  • Click next to proceed

• Action Slides
  • Provide direction to work within the simulation

Click New Request
Updating Your Profile

• Verify Email Address
  • UC email is included
  • Add personal email address

• Email Notifications

• Delegates for approvals
Updating Your Profile – Email Addresses

• My Profile – Your Information
  • Email Addresses
• Verify Email Address
  • Click “Verify”

  ![Email Addresses Table]

  • Receive email with code
  • Copy and paste to “Enter Code” field
  • Click OK
Delegates

• Naming a Delegate for Approvals
  • Process
  • Time limit

• Acting as a Delegate
**MY TASKS**

<table>
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<tr>
<th>Task</th>
<th>Status</th>
<th>Details</th>
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<tbody>
<tr>
<td>Open Requests</td>
<td>20</td>
<td>Authorization Requests: 15&lt;br&gt;Cash Advances: 05</td>
</tr>
</tbody>
</table>
| Available Expenses | 05 | 05/15 EFAX.COM $1695  
05/09 No Vendor Supplied $-29.00  
05/08 VERIFONE TRANSP SYSTEMS $90.00  
05/08 AMS OLYMPIC NASHVILLE-JV $8.46  
05/08 No Vendor Supplied $-381.26 |
| Open Reports  | 02      | test $021.02<br>Testing CA                                              |

**FACTS & STATS**

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<th>Did you know?</th>
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Concur Mobile App

- Download to any mobile device
- In Profile
  - Other Settings
    - Mobile Registration
- Within App on Device
  - Tap on "Company Code Sign In:
  - Enter Company Code

Review your login details:

To log in to the Concur for mobile app, simply tap on "Company Code Sign In" after downloading the Concur for Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

Company Code: YHK2VR
Resources

Travel Office Website
http://www.uc.edu/af/travel/concur-training.html

Concur Help
Contact Information

Ericka Reaves
Travel Manager
513-556-2342

Bobbie Whitehead
Concur System Administrator
513-556-2337

Travel Office Email
concurquestions@uc.edu