Concur: Travel & Expense
Non-Travel Expense Reports
What’s new

- Travel authorization
- A113 Form
- A114 Form
- Allocation of expenses in UCFlex

- Travel Request
- Travel Expense Report
- Employee Reimbursement
- 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

Non-Travel Expense Reports

Travel Requests and Expense Reports

Approving Travel Requests & Expense Reports
Roles

- **Users**: All University employees have access to Concur (except Students, Emeriti Faculty, 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/Emeriti, and Term Adjuncts
Objectives

- Create a non travel expense report
- Create a non-travel expense report to reimburse for an out of pocket expense
- Allocate charges and attach receipts
- View previously submitted expense reports
Course Roadmap

Part 1
- Discuss workflow of non-travel expense reports
- Review out of pocket reimbursement process
- Concur Demonstration

Part 2
- Review P-Card Expense process
- Concur Demonstration
  ~Break~

Part 3
- Practice process with simulation and ask individual questions
- Review Delegate Process
- Demonstrate Delegate Process
- Review Concur Mobile App
Approver Workflow

User submits non-travel expense report in Concur

Cost Object Approver/Grant Approver Approves in Concur

Manager Approval*

*IMPORTANT NOTE: If creator of expense report is the Cost Object Approver then the report is automatically submitted to the Manager for approval.
Non-Travel Reimbursement

• Used for reimbursement of out of pocket non travel expenses

Three things to include in report:

• Adding expense types (G/Ls) to your report

• Attaching receipts to the report when applicable
  • No longer required for purchases $25 or less
  • Grant Exception

• Allocating expenses to the appropriate funding line(s)
## MY TASKS

<table>
<thead>
<tr>
<th>Task</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Requests</td>
<td>20</td>
</tr>
<tr>
<td>Authorization Requests</td>
<td>15</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>05</td>
</tr>
</tbody>
</table>

### Available Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15</td>
<td>EFAK.COM</td>
<td>$16.95</td>
</tr>
<tr>
<td>05/09</td>
<td>No Vendor Supplied</td>
<td>$-29.00</td>
</tr>
<tr>
<td>05/08</td>
<td>VERIFONE TRANSP SYSTEMS</td>
<td>$90.00</td>
</tr>
<tr>
<td>05/08</td>
<td>AMS OLYMPIC NASHVILLE-JV</td>
<td>$8.46</td>
</tr>
<tr>
<td>05/08</td>
<td>No Vendor Supplied</td>
<td>$-381.26</td>
</tr>
</tbody>
</table>

### Open Reports

- test
- $621.02
- Testing CA

## FACTS & STATS

**Did you know?**
P-Card Expense Process

• Multiple P-Cards
• Receipts
  • Some vendors provide a detailed receipt to the bank when charge posts
    Ex. Fisher Scientific
• Travel Expenses on P-card
  • Separate Travel Expense report
• P-card charges will no longer be posted by A/P at the end of the month
• Reminder - 30 days after the charge appears in Concur if not submitted on a report
  • 60 day reminder
Login to Computer

CLS Username

CLS Password

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
Delegates

- Users can set up delegates to complete expense reports

- Employee who is receiving reimbursement or associated with P-Card will have to submit expense before for approval by Cost Object Approver (COA)
Updating Your Profile

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

• Controlling Email Notifications
  • Emails controlled by user
    • Notification of P-card charge

• Naming Delegates
Updating Your Profile – Name Delegates

• My Profile – Expense Settings

  • Request Delegates to create Expense Reports on your behalf by clicking “Add”

Expenses Delegates

• Search by Name
  • Select from list
  • Add

• Select what delegate can do on your behalf
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
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