Concur: Travel & Expense
Travel Requests & Expense Reports
Objectives

• Create a travel request

• Create a travel expense report with P-card charges and out of pocket expenses

• Allocate charges and attach receipts

• Create a travel expense report where P-card was used to book another user’s travel
Course Roadmap

**Part 1**
- Discuss workflow of travel request and expense report
- Discuss Travel Advances
- Review travel request process
- Demonstrate how to create a Travel Request in Concur

**Part 2**
- Review Travel Expense Reports
- Review Out-of-Pocket, Non-Reimbursable Expenses
- Demonstrate how to create a travel expense report in Concur

**Part 3**
- Practice process with simulation and ask individual questions
- Discuss Profile
- Review Delegate Process
- Demonstrate Delegate Process
- Review Concur Mobile App

~Break~
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
  - ExpensesIt
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
Travel Request Workflow

1. Traveler OR Delegate prepares Travel Request
2. Traveler OR Delegate submits Travel Request
3. Direct Manager Approves*
4. Travel Request is Approved

*An option exists to add another level of required approval by approving and forwarding the Travel Request or Expense Report.
Travel Request

• Travel Requests should be approved prior to booking travel
  • Can reserve flight, hotel and/or rental car then submit Travel Request
  • Booking occurs upon approval of Request

• Provide trip information
  • Booking in Concur vs Outside of Concur

• Estimate expenses types (G/Ls)
Travel Advances

• Primarily intended for Group Travel
  • Please see the University’s Financial Policy for more information.

• Once the user is permitted to request advances, an advance request can be submitted in Concur.
Travel Advance Process

1. Advance approved by Direct Manager
2. Flows to Concur queue that AP monitors
3. Concur will first try to close the advance and expense the department
4. Upon returning from trip, expense report in Concur needed
5. Advance approved, processed and issued by AP
Concur

University of Cincinnati
Hello, UC

MY TASKS

20 Open Requests
Authorization Requests: 15
Cash Advances: 05

05 Available Expenses
05/15 EFAX.COM $16.95
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

02 Open Reports
Test $621.02
Testing CA

FACTS & STATS

Did you know?

Did you know?
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
Travel Expense Report Workflow

1. Traveler, P-Card Holder, OR Delegate prepares the Expense Report
2. Traveler or P-Card holder submits the Expense Report
3. COA or Grant Admin approves and/or forwards for Additional Approvals*

*User’s Direct Manager must approve if the expense report is greater than the original Travel Request, OR if the COA/Grant Admin is also the user.
Travel Expense Report

• Expense report must have an approved travel request associated

• 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 vs Actual Meals

• Group Meals
Travel Expense Report

• Attach receipts to the report when applicable
  • No longer required for purchases $25 or less
    • Grant Exception
P-Card Charges

• Receipts
  • Some vendors provide a detailed receipt to the bank when charge posts

• 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
  • No default account on P-card

• Reminder - 30 days after the charge appears in Concur if not submitted on a report
  • 60 day reminder
Out-of-Pocket, Non-Reimbursable Expenses

Non-P-Card Expense with Non-Reimbursable personal expense(s)

Receipt should be adjusted to remove the personal expenses, and the net amount should be uploaded and expensed in Concur.

P-Card Expense with Non-Reimbursable personal expense(s)

Receipt CANNOT be adjusted. Instead, use the “Personal/Non-Reimbursable” expense type for either the total or partial amount.
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

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

• Naming Delegates
Delegates

- Traveler can set up delegate(s) to
  - Complete and submit travel requests
  - Book travel
  - Complete expense reports

- Traveler will have to submit expense report for approval by Cost Object Approver (COA)
Updating Your Profile – Name Delegates

• My Profile – Request Settings
  • Request Delegates to submit Travel Requests on your behalf by clicking “Add”

• Search by Name
  • Select from list
  • Add

• Select what delegate can do on your behalf
Updating Your Profile – Name Delegates

• My Profile – Expense Settings
  • Request Delegates to create Expense Reports on your behalf by clicking “Add”

Expense 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
concurquestions@uc.edu