It has been decided to allow travel reimbursement prior to the trip end date for out-of-pocket expenses. An exception form is no longer required for expense reports submitted more than 30 calendar days after the conclusion of the trip.

Profile

Please ensure that users complete their profile in Concur as step one. This is where they can assign their delegates and travel assistants to book travel, submit their travel requests, and prepare their expense reports.

Travel Request

Please enter your best estimate for the entire trip in the travel request. If UC is not paying for the airfare or hotel, you can enter $0.00 in the amount fields.

If another UC employee is using their p-card to pay for airfare or registration fees, enter the name of the person who is paying in the Additional Comments field. The Additional Comments will carry over to the Travel Expense Header when you attach the Travel Request.
BOOKING TRAVEL

Airline flight times in the Concur system automatically default to 12:00 pm, and display 6-hour results on either side of that timeframe. This means available flights appear in the system from 6 am to 6 pm. By clicking on the drop down arrow, you can adjust the times in order to search for flights that will fit your needs.

If you are starting in travel, when the system asks, “How will you book your travel?” on the travel request header, choose “Already booked via Concur, pending approval” as your answer.

Expense Reports

Remember to do your expense reports monthly for non-travel, and no later than 30 days after each trip for travel.

Mileage Reimbursements for non-overnight travel can be done in Concur without a travel request. On your expense report header, select “Domestic” for Report Type and “Mileage, Non-overnight or Local” for Report Purpose.

When you purchase airfare or registration fees for another user on your p-card, you must select “Domestic” or “International” for Report Type and “On behalf of another user” for Report Purpose. The expense item will display a field for the traveler’s Request ID number. Every travel request is assigned a Request ID number. This is the number that must be entered. The travel request must be in the traveler’s name.

Note: The Request ID field was originally in the header, however, the system has been changed to display this on the expense line instead. This allows you to enter multiple expenses purchased on behalf of another user on the same report.

Coming soon...

- A form to get a vendor ID from Accounts Payable and a profile built in Concur for guests.
- A list of items that will remain on paper for now when the system rolls out campus-wide.
- A guide on how to product reports out of Concur.
- A document outlining circumstances when students are permitted access to Concur.