Concur Travel & Expense

Athletics Department

Financial Services

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Concur Travel & Expense (CT&E)

AGENDA

- Overview

- User Profile

- Travel Request
  - Blanket Travel Request for Mileage
  - TeamTravel Request
  - Travel Advance

- Questions
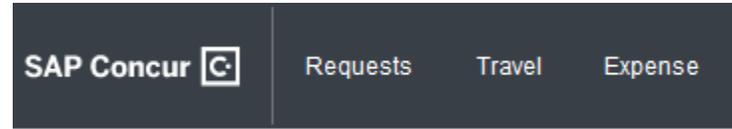
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Concur Travel & Expense (CT&E)

Overview

- Travel & Expense Modules

- User Roles

- Corporate Travel Cards

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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.

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CT&E Overview   User Roles

- <u>Traveler</u> – faculty/staff on official business travel

- <u>Approver</u> – for Request (Travel Authorization) & Expense Report (Travel Claim)

  - automatically assigned but can be altered with proper delegation from the Administrator

    - 1st Approval Level - HR "Reports-to"

    - 2nd Approval Level – Cost Object Approver based on CFS Delegation of Authority

  - approval role can <u>only</u> be delegated to another <u>approver</u> in case of absence/days off from work

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CT&E Overview User Roles (con't)

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.***

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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

Request Delegates

Delegates | Delegate For

[Add] [Save] [Delete]

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

[cathy beard] [Add] Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

☐ Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails

Expense Delegates

Delegates | Delegate For

[Add] [Save] [Delete]

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

[Cathy Beard] [Add] Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

☐ Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails

This permission can only be assigned to an employee already set up as an approver.

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CT&E Overview

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)

Request Delegates

Delegates	Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
☐	Test, MA Approver cwong@csum.edu	☑	☑	☐	☑

Expense Delegates

Delegates	Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
☐	Test, MA Approver cwong@csum.edu	☑	☑	☐	☑
☐	Test, MA User 2 mauser2@csum.edu	☑	☑	☐	☑

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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.

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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.

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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
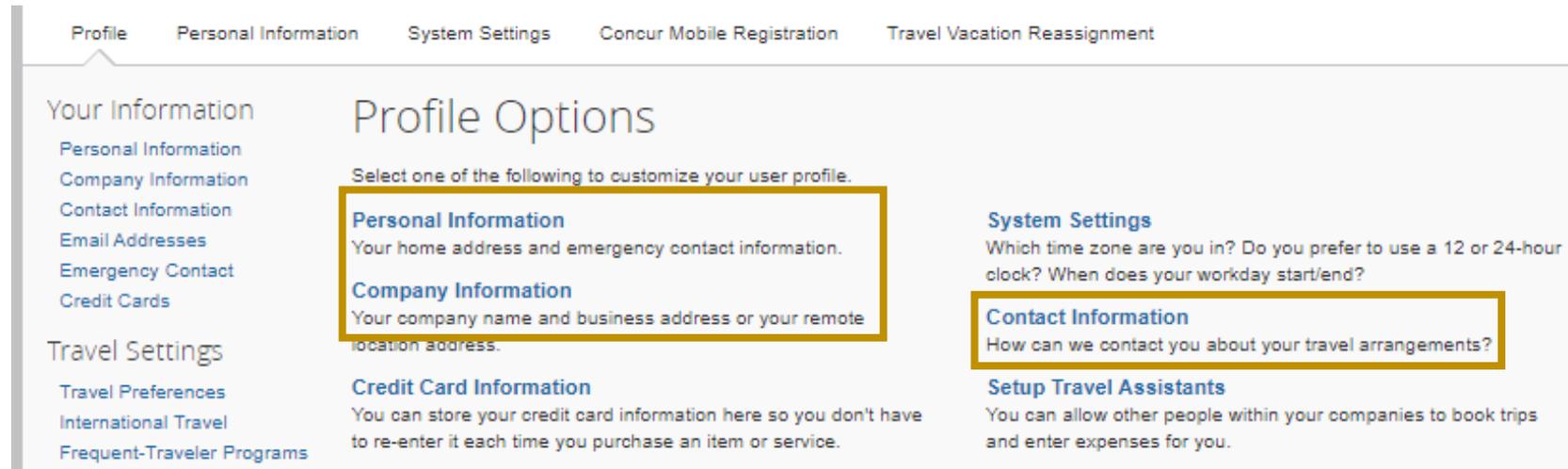
User Profile
Profile Options

➢ Request Preferences - *Optional*

➢ Expense Preferences - *Optional*

Request Preferences

Save   Cancel

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

Save   Cancel

Select the options that define when you receive email notifications. Prompts a

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

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User Profile
Profile Options

➢ Expense Settings for Personal Car – *Required for Mileage Expense Type*

User Profile
Profile Options

➢ Other Settings – *e-Receipt Activation*

Other Settings
E-Receipt Activation
System Settings

CSU The California State University
Hello, MA Traveler

Start a Request
Start a Report
Upl Rec

👤 MA Traveler Test
Profile Settings | ign Out
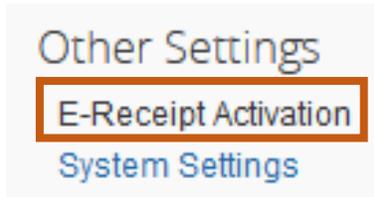
E-Receipt Activation

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.

E-Receipt Activation   ✕

Concur can enable the automatic collection of the electronic receipts and folio data ("e-receipts") generated by your transactions with participating travel suppliers ("Participating Suppliers"). Participating Suppliers in Concur Travel search results are designated with an "e-receipt enabled" label.

By clicking "I Agree" below to turn on the e-receipts functionality, you authorize Concur and its corporate affiliates to receive, transfer and use e-receipts generated by your transactions with Participating Suppliers in connection with Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such Participating Suppliers and their respective agents and affiliates to share such e-receipts with Concur. To retrieve e-receipts from Participating Suppliers, Concur may need to share certain details about you and

[I Agree]   [I Decline]

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 <u>time frame for fiscal year</u> July through June, *August through May (academic year)*. Note the <u>trip purpose</u> as *Mileage* Only and select *Multiple Locations* in the <u>Destination City/State field</u>

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.

Estimate for the year

02. Personal Car Mileage $877.50 🗑
08/01/2021

🕐 Allocate

Travel Start Date

08/01/2021

Travel End Date

05/31/2022

Distance *

1500

Mileage Rate *

0.585

Amount - Will automatically calculate when you hit save.
❓

877.50

Currency

US, Dollar

Comments To/From Approvers/Processors

Cancel   **Save**

Travel Request
Team Travel Request

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

Request Policy
*CSU-Request Policy

Request Id
633D

Request/Trip Name *
Men's Basketball Conference

Trip Type *
1-In-State

Travel Start Date *
02/20/2022

Travel End Date *
02/23/2022

Traveler Type *
Staff

Trip Purpose *
Conference

If Faculty, is class covered?
(No) No

Personal Dates of Travel-If none enter NA *
NA

Destination City/State *
US   (Airport - NKX), San Diego, California

Final Destination Country *
UNITED STATES

Are you traveling to a banned state? *
No

Are you traveling with students? *
Yes

Business Unit *
(MACMP) MACMP - CSU MARITIM ...

Fund *
(48485) 48485 - General Operat

Travel Request
Team Travel Request – Expected Expenses

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.

Men's Basketball Conference $1,500.00 🗑
Not Submitted | Request ID: 633D

Request Details ˅   Print/Share ˅   Attachments ˅

EXPECTED EXPENSES

| Add ˅ | Edit | Allocate | Delete |

Search for an expense type

Registration/Fees

˄ 10. Team/Group
Entry Fees
Other Accommodation (Group Only)
Team/Group Meals

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.
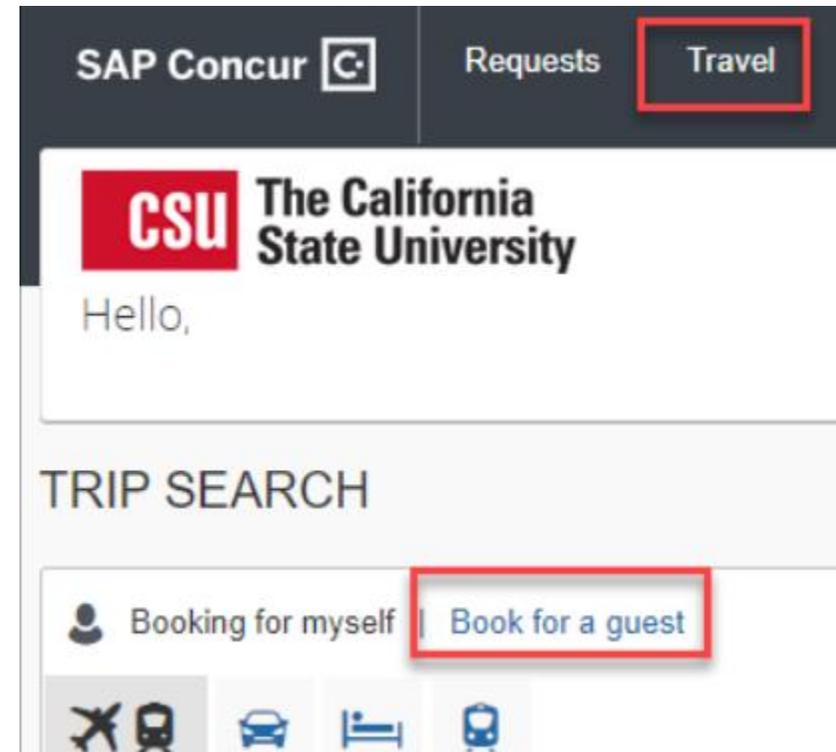
Travel Request
Team Travel Booking Arrangement

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 though 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.
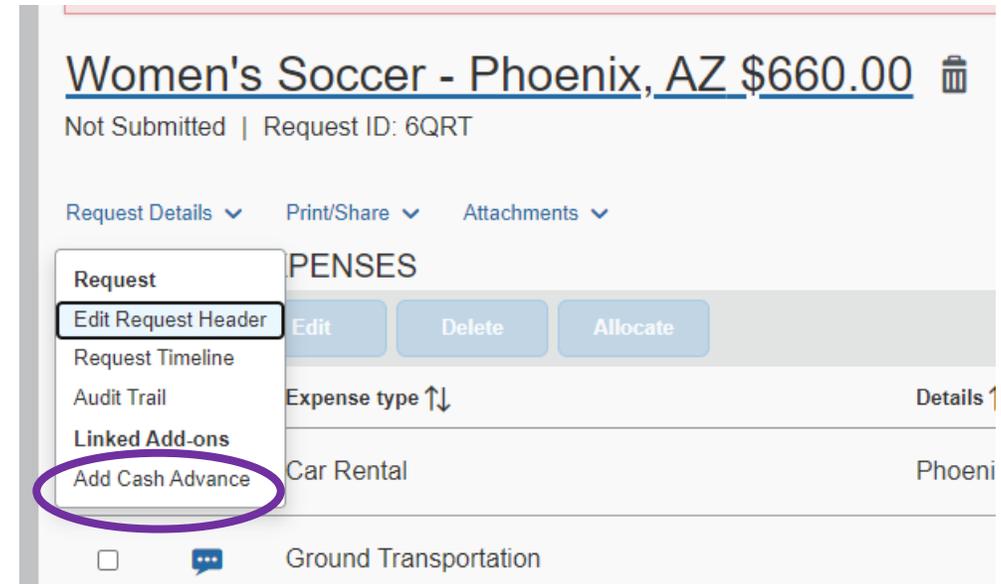
Travel Request → How to Request A Cash Advance con't

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]

CBT Group Contact Info – Under Company Notes

It is recommended to consider booking the airline and hotel outside of Concur because of the exorbitant fee charge by CBT for group travel.

COMPANY NOTES

Cal Maritime Academy

Welcome to Concur Travel, the corporate online travel tool for California State University.

Please take a moment to review your profile and ensure that your information is complete.

DON'T BOOK TRAVEL UNTIL YOUR REQUEST IS APPROVED. If you're booking in Concur, use Trip Search or the Travel tab.

For questions regarding travel reservations or changes to air that has already been ticketed please contact Christopherson Travel:

Travel Agent Assistance: Individual

Available 24/7, Main Hours: 5:00 AM – 5:00 PM Pacific, Monday - Friday

Advisor Team: 855-993-0939 or 801-613-2826

Email: trips@cbtravel.com

Helpdesk for Online Travel Technical & Navigational Support:

Hours: 5:00 AM – 5:00 PM Pacific, Monday - Friday

Online Support: 888-535-0179 Email: onlinesupport@cbtravel.com

Travel Agent Assistance: Group & Team Travel

Minimum number of travelers per group reservation: 6+ depending on airline and NCAA requirements

Hours: 5:00 AM – 5:00 PM Pacific, Monday - Friday

Advisor Team: 866-371-3580 Email: universitygroups@cbtravel.com

Emergency Afterhours Service

800-960-7862, Code P6LV

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CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

www.csum.edu