Concur Travel & Expense

Athletics Department

Financial Services

CAL MARITIME

Concur Travel & Expense (CT&E)

AGENDA

- Overview
- User Profile
- Travel Request
  - Blanket Travel Request for Mileage
  - TeamTravel Request
  - Travel Advance
- Questions

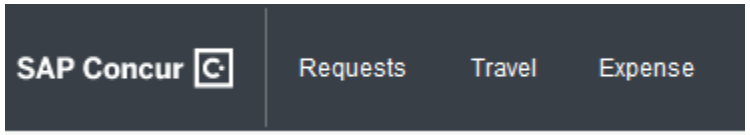
Concur Travel & Expense (CT&E)

Overview

- Travel & Expense Modules
- User Roles
- Corporate Travel Cards

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.

CT&E Overview User Roles

- Traveler – faculty/staff on official business travel
- Approver – 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 only be delegated to another approver in case of absence/days off from work

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.***

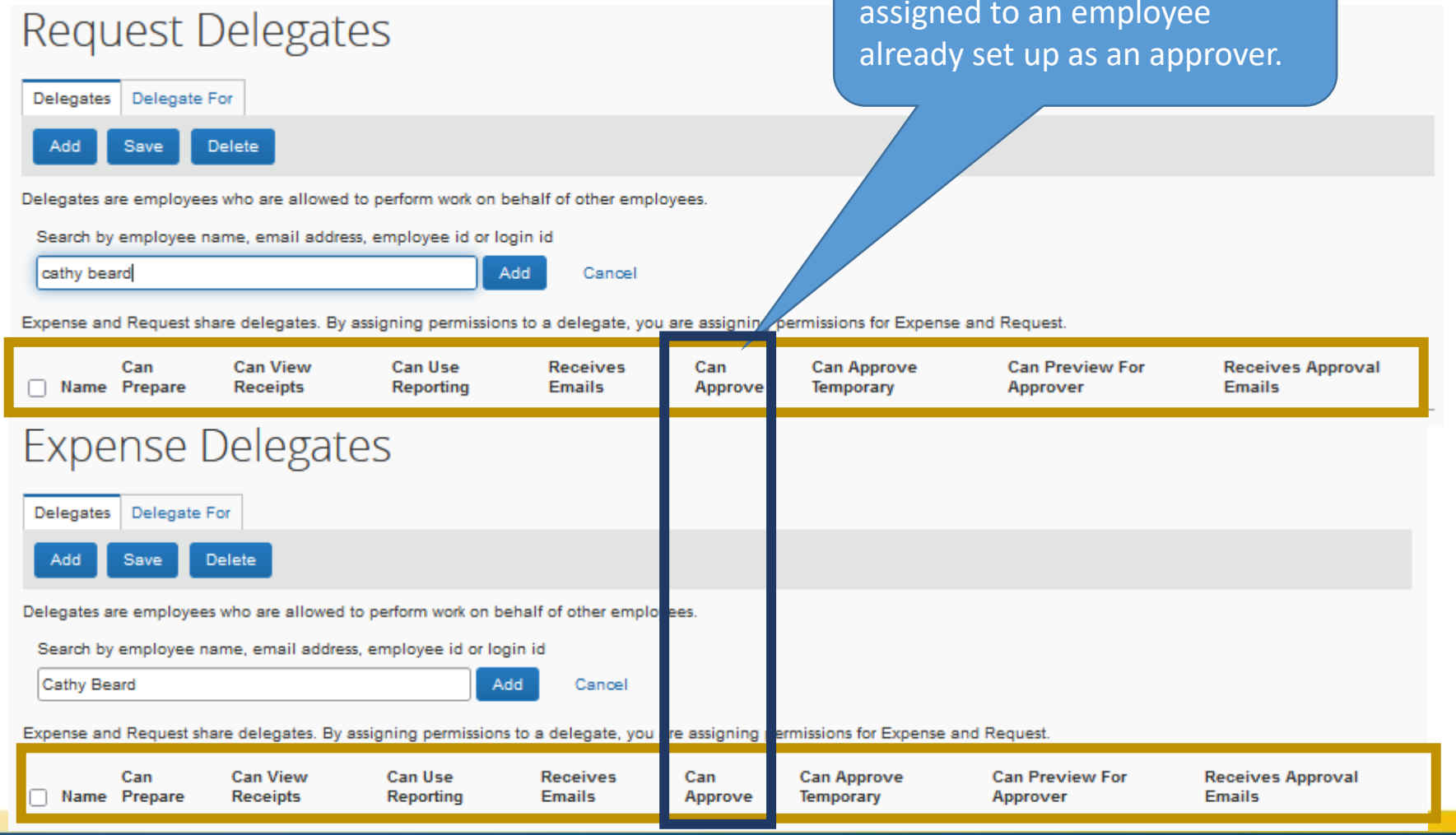
CT&E Overview

User Roles (con't)

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

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



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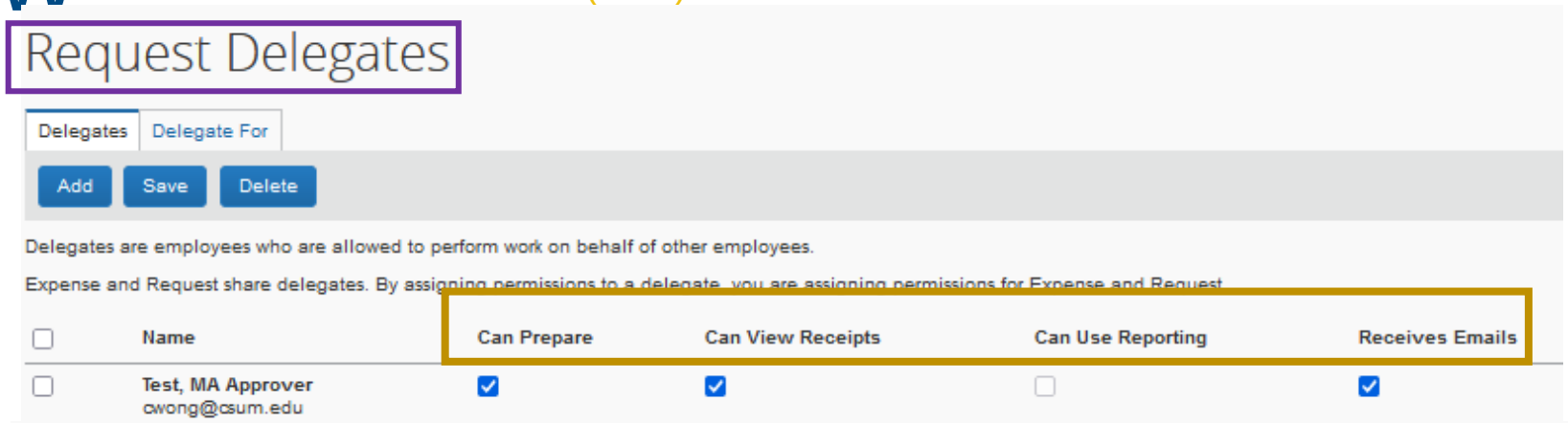
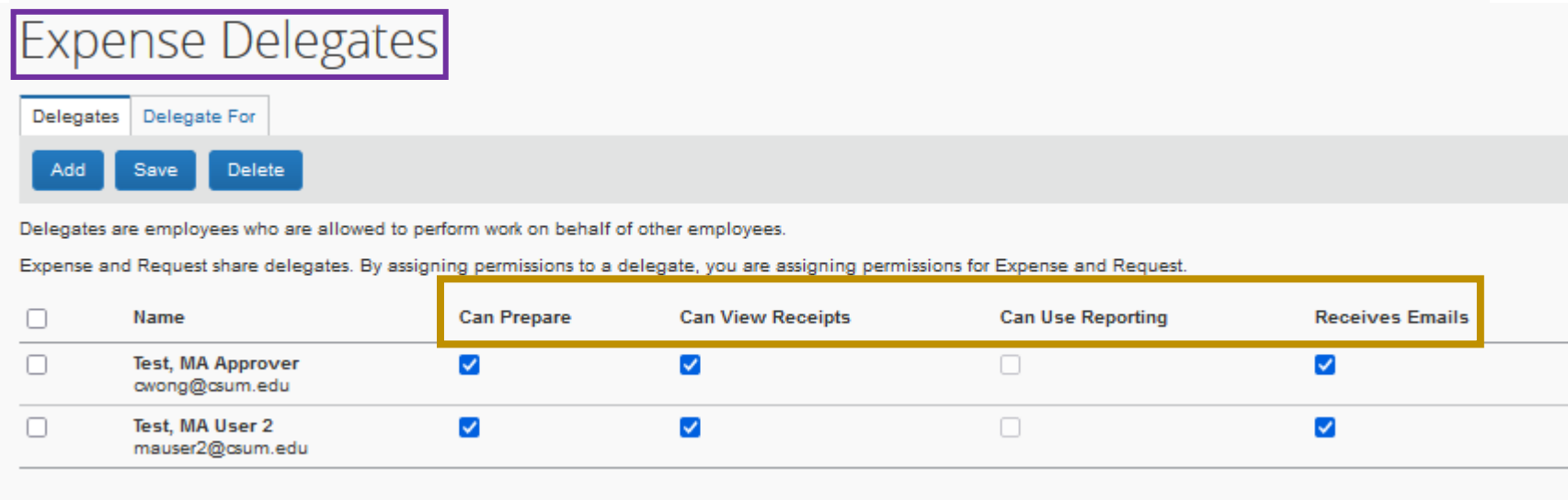
CT&E Overview User Roles (con't)

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)





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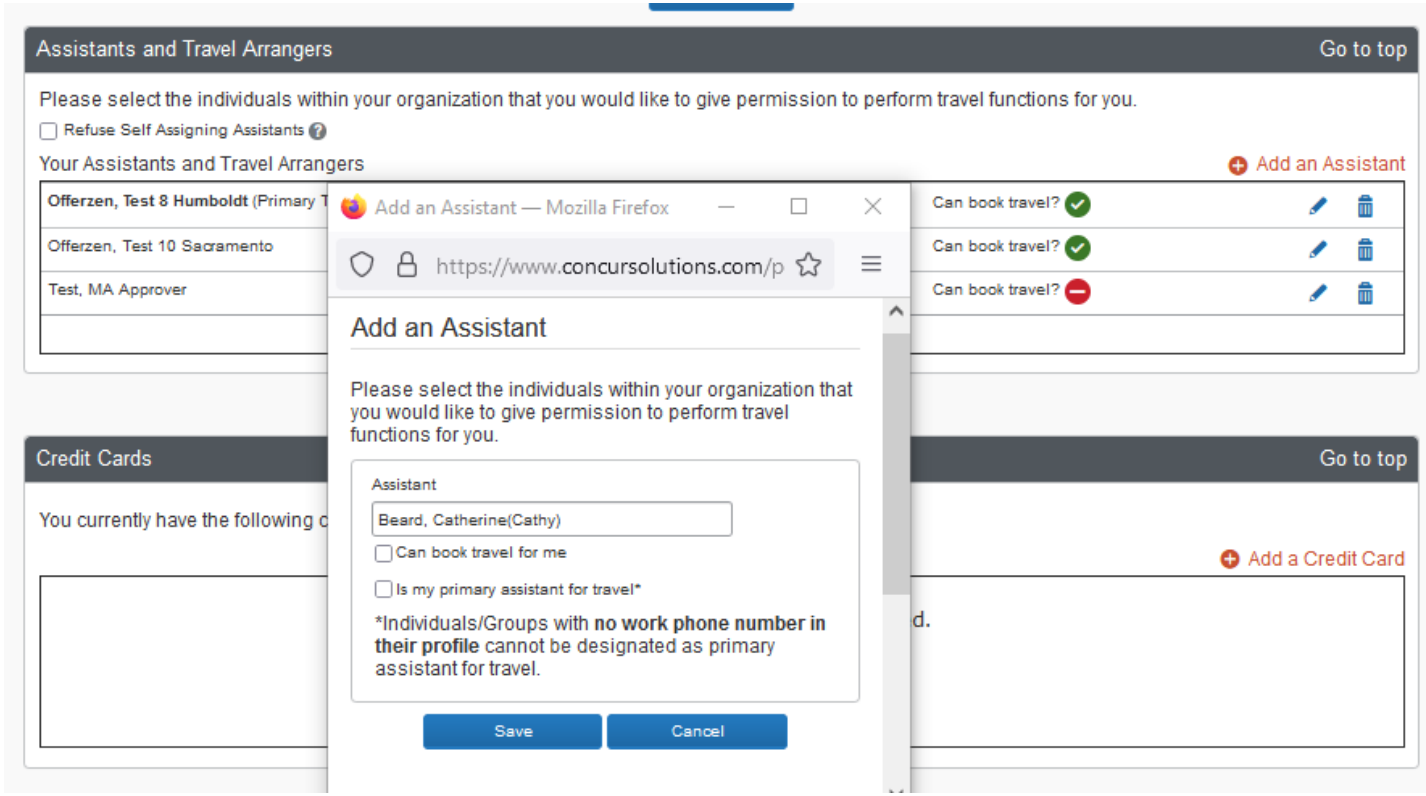
CT&E Overview

User Roles (con't)

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.



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.

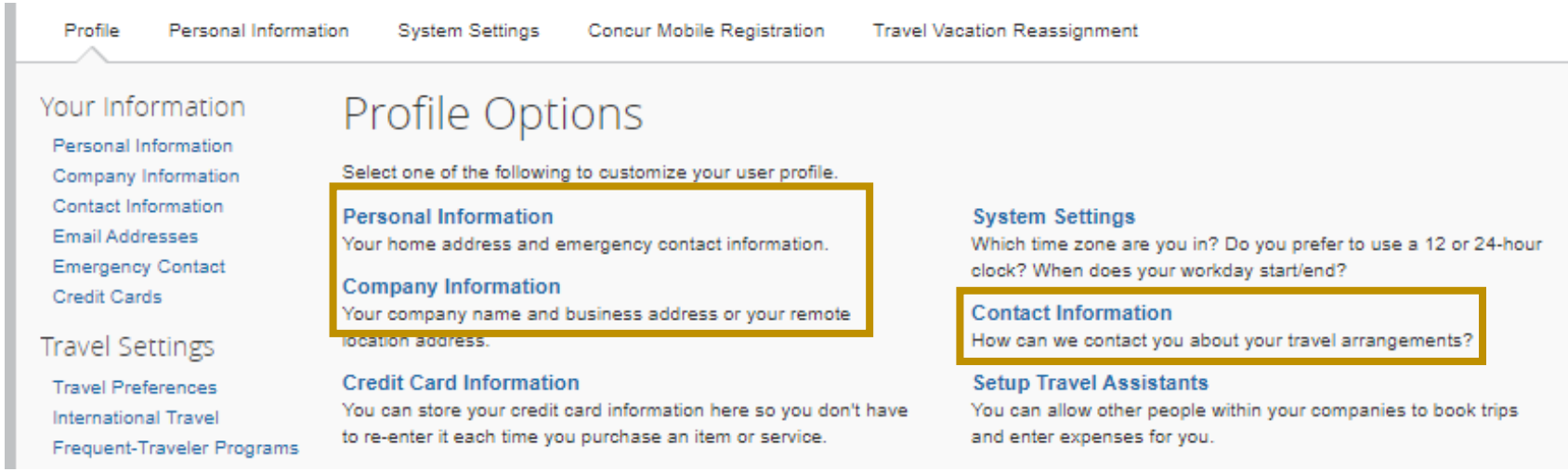
Notes:

- 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.

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



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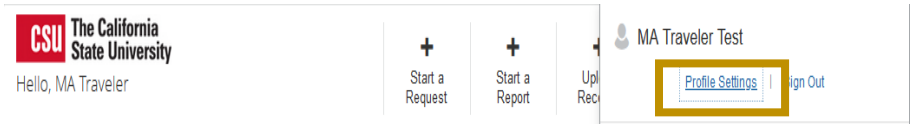
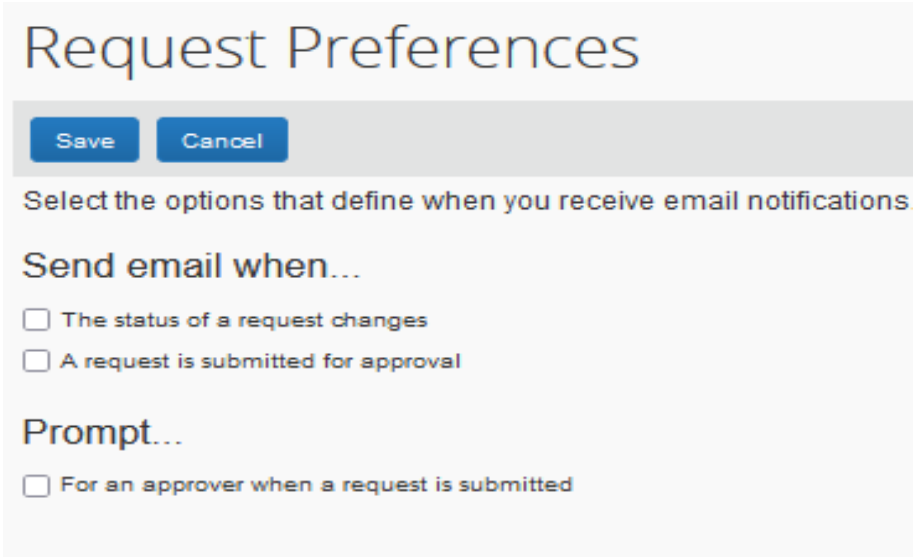
User Profile

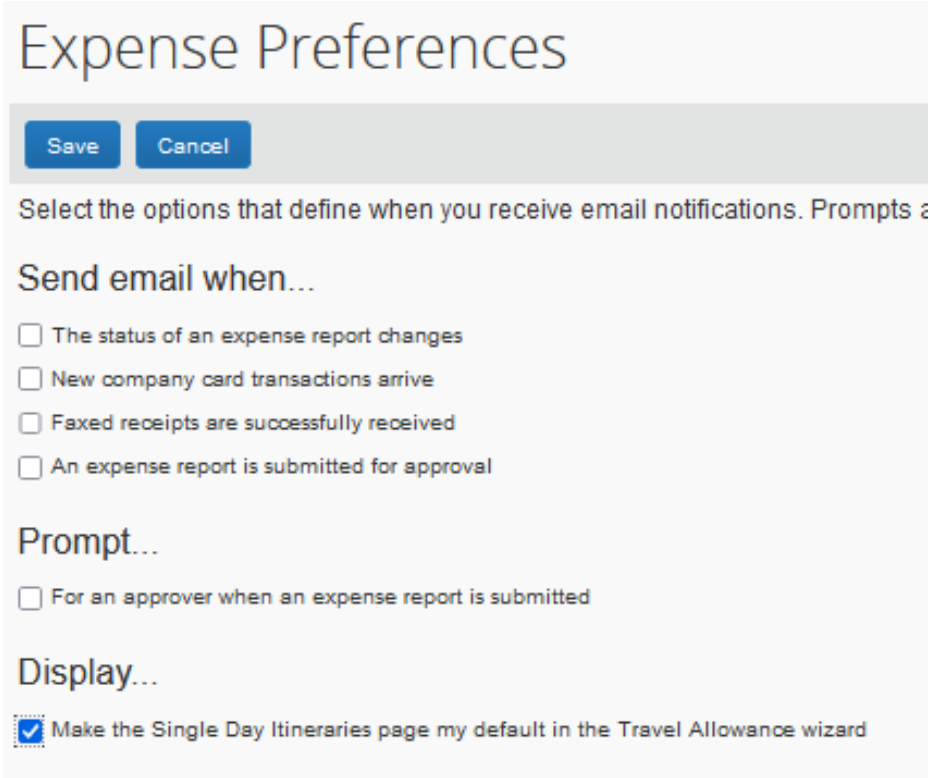
Profile Options



- Request Preferences - *Optional*

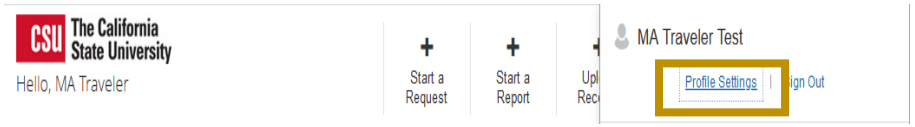


- Expense Preferences - *Optional*

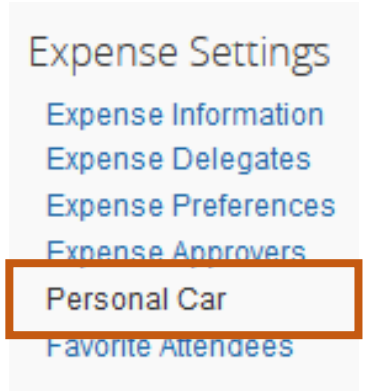


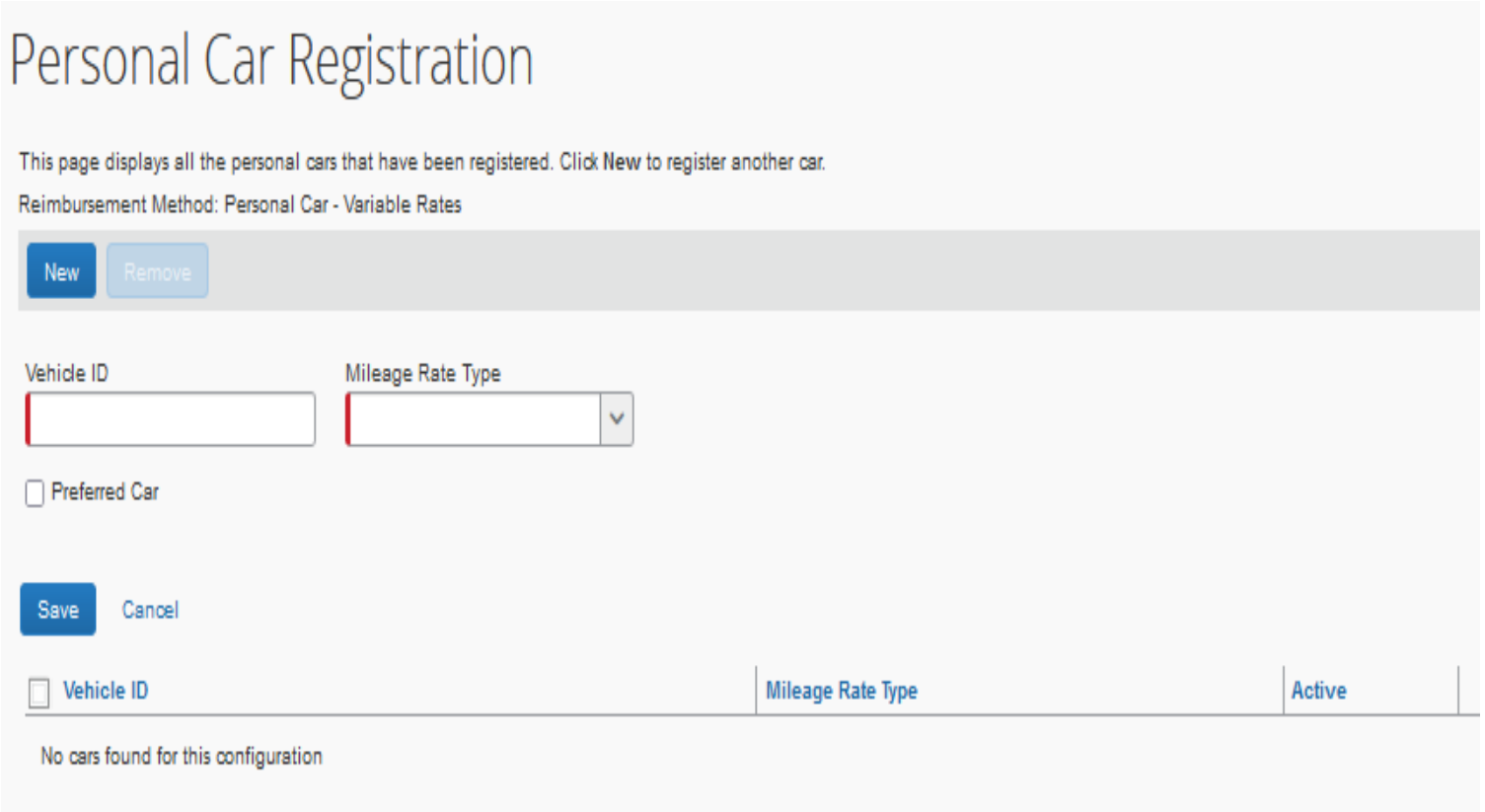
User Profile

Profile Options



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





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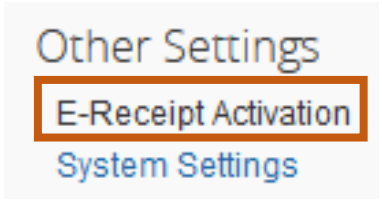
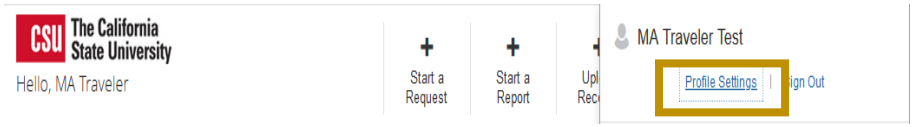
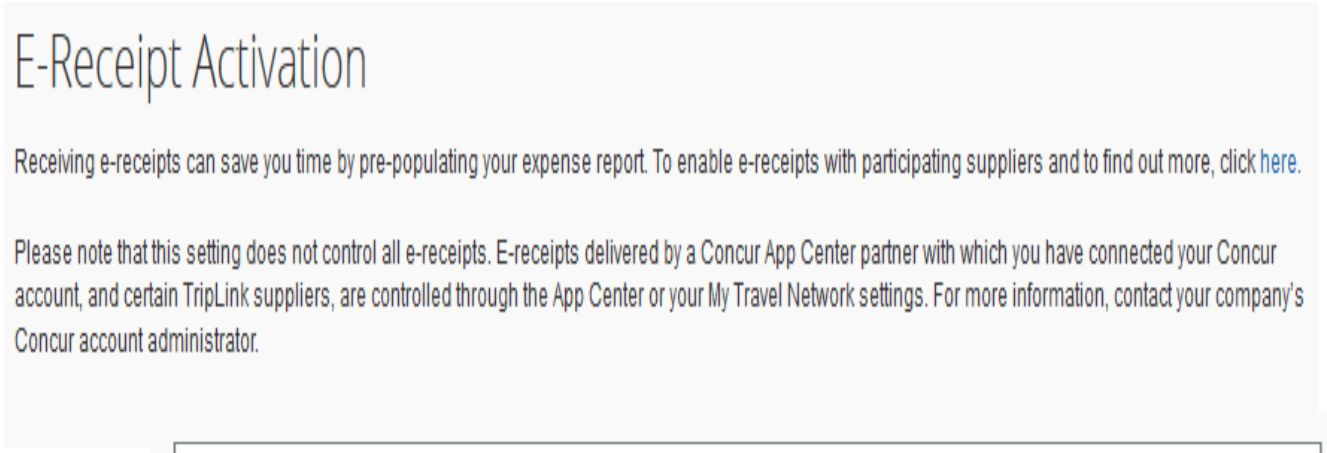
User Profile

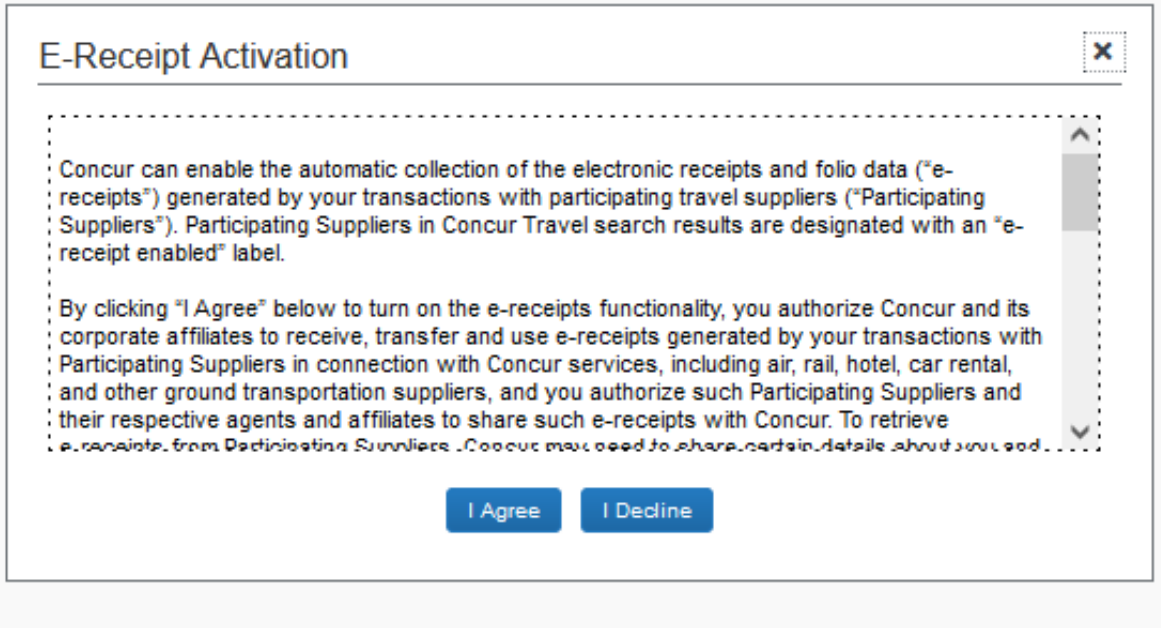
Profile Options

- Other Settings – *e-Receipt Activation*









Travel Request

Blanket Travel Request for Mileage

- Can be used for local travel activity, with no overnight stay, for a given fiscal year.

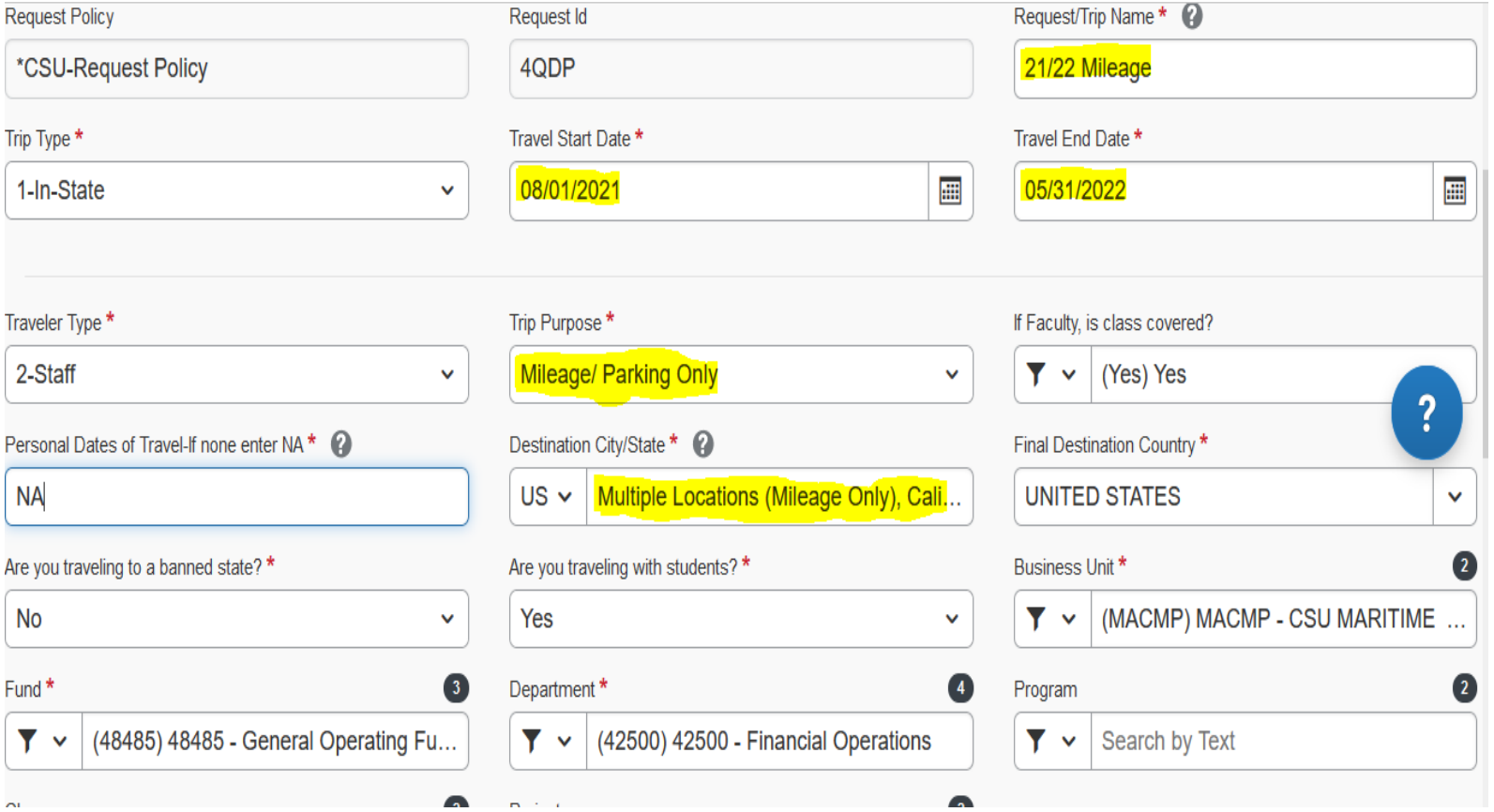
- These mileage requests are meant to facilitate ongoing mileage reimbursement claims for faculty and staff performing responsibilities for campus student placements, ***one day travel for meetings off-campus***, field trip, games, etc.

  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.

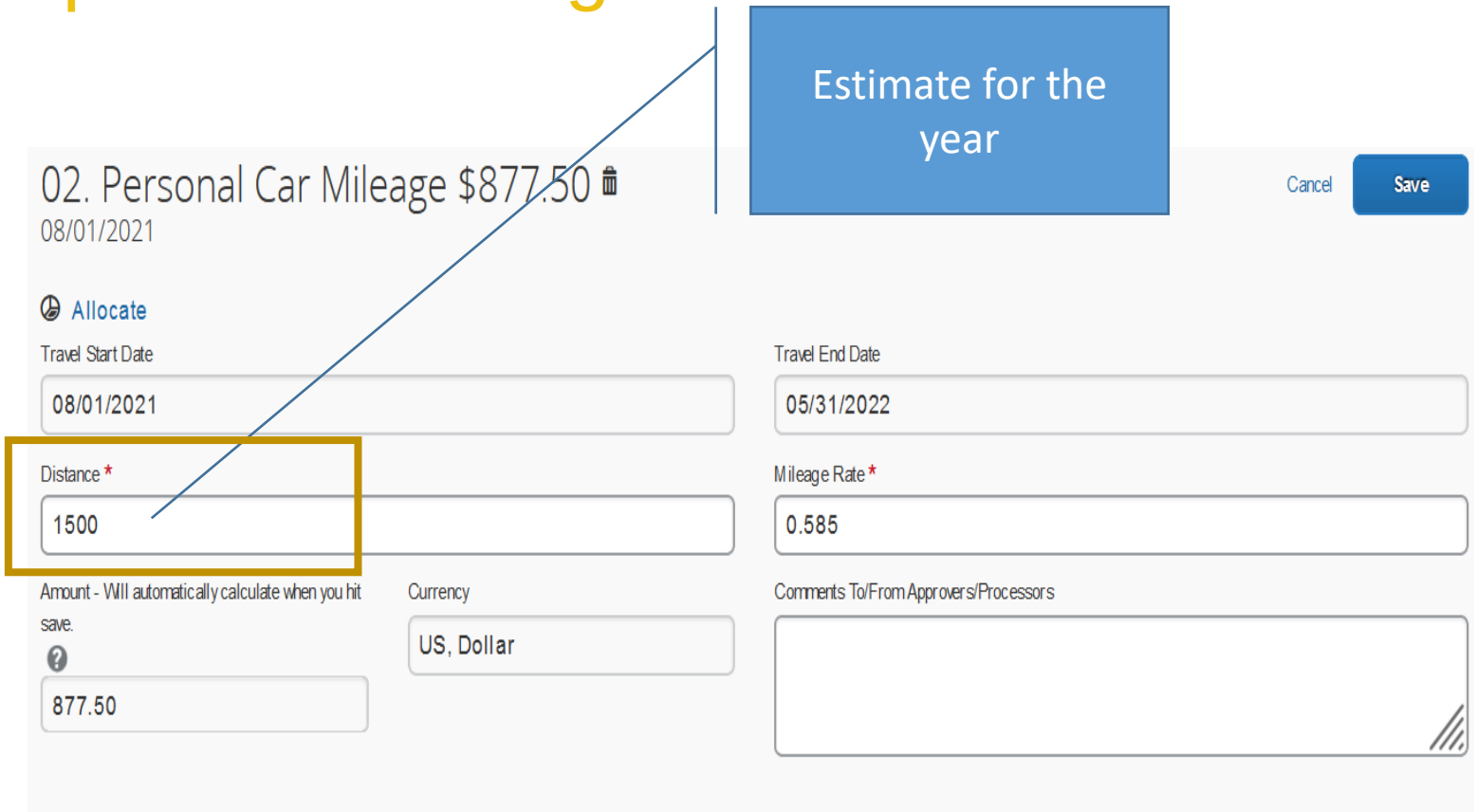
Travel Request
Blanket Travel Request for Mileage

1. Enter general information about the activity and note the time frame for fiscal year July through June, *August through May (academic year*). Note the trip purpose as *Mileage* Only and select *Multiple* Locations in the Destination City/State field



Travel Request
Blanket Travel Request for Mileage

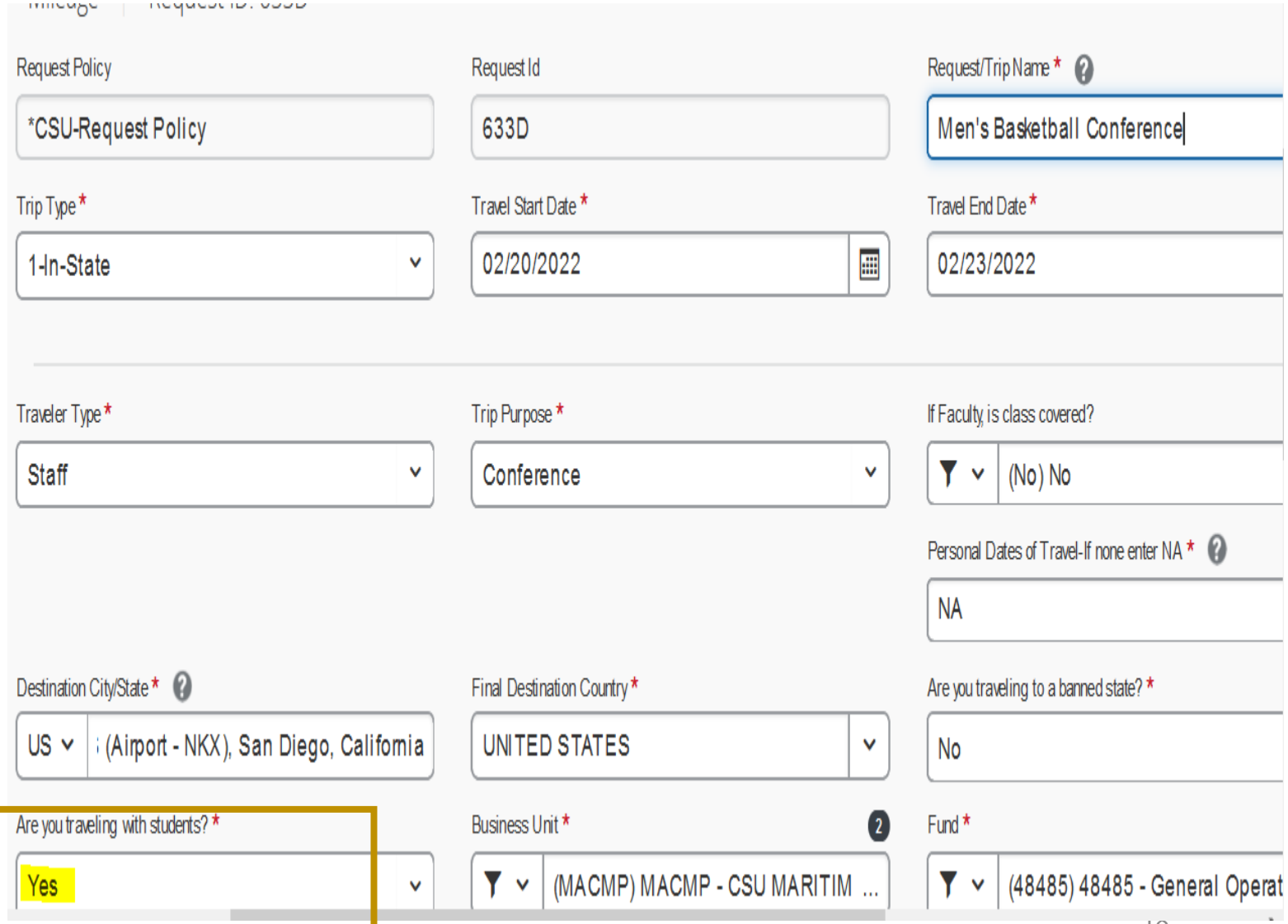
2. Enter estimated mileage/cost for the entire year. Prior year could be used as a reference point and should be adjusted for any known variances for a given year. If necessary, add expense estimates for parking and tolls.



Travel Request

Team Travel Request

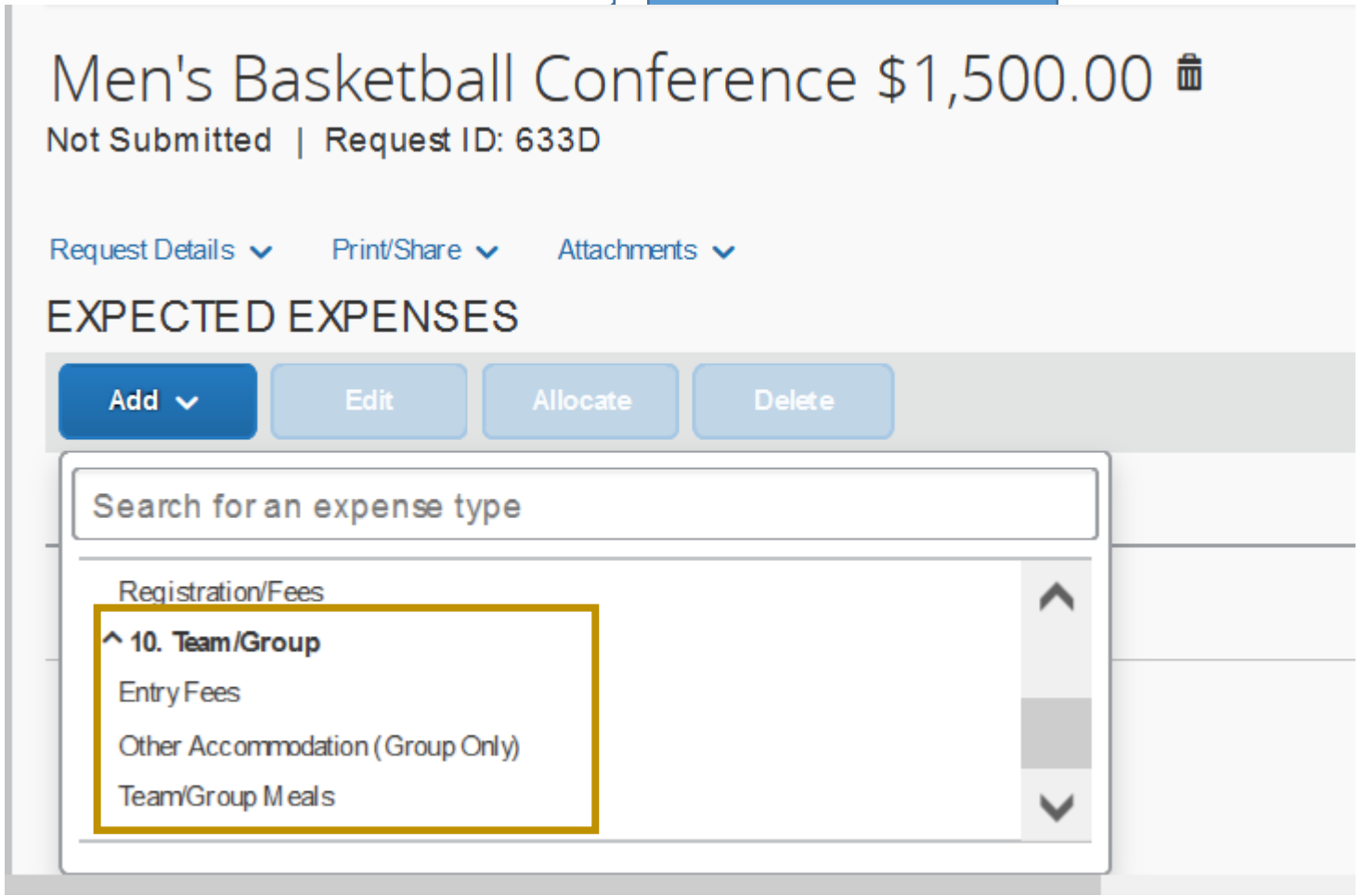
A signed Waiver of Liability for each Participant in Group Travel must be on file and copy attached to the travel request. Form available at: https://www.csum.edu/fiscal-services/media/liability-waiver-form.pdf



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.

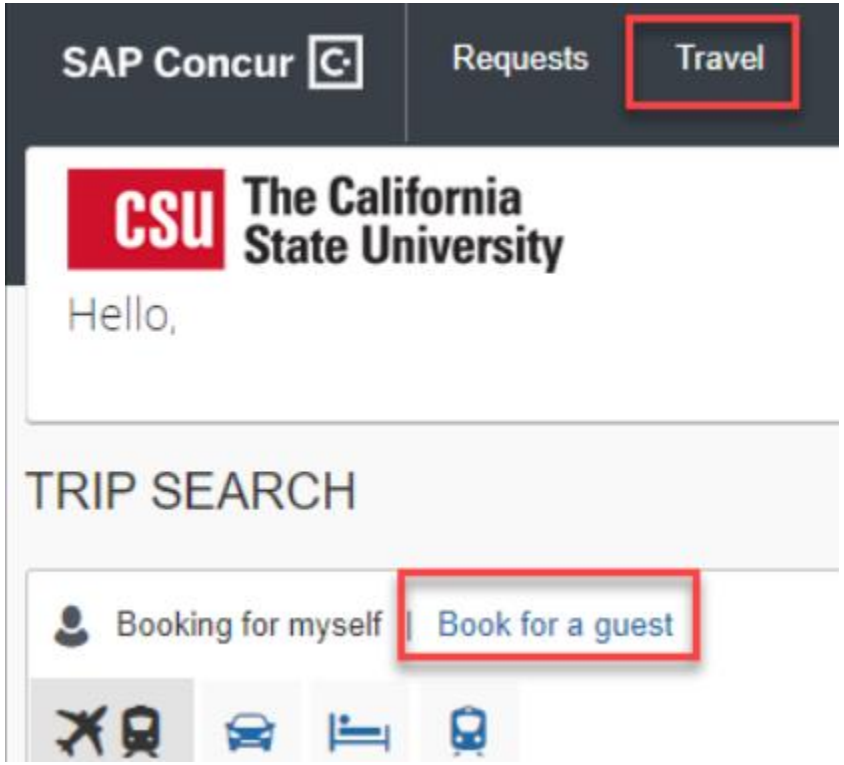


Travel Request
Team Travel Booking Arrangement

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.

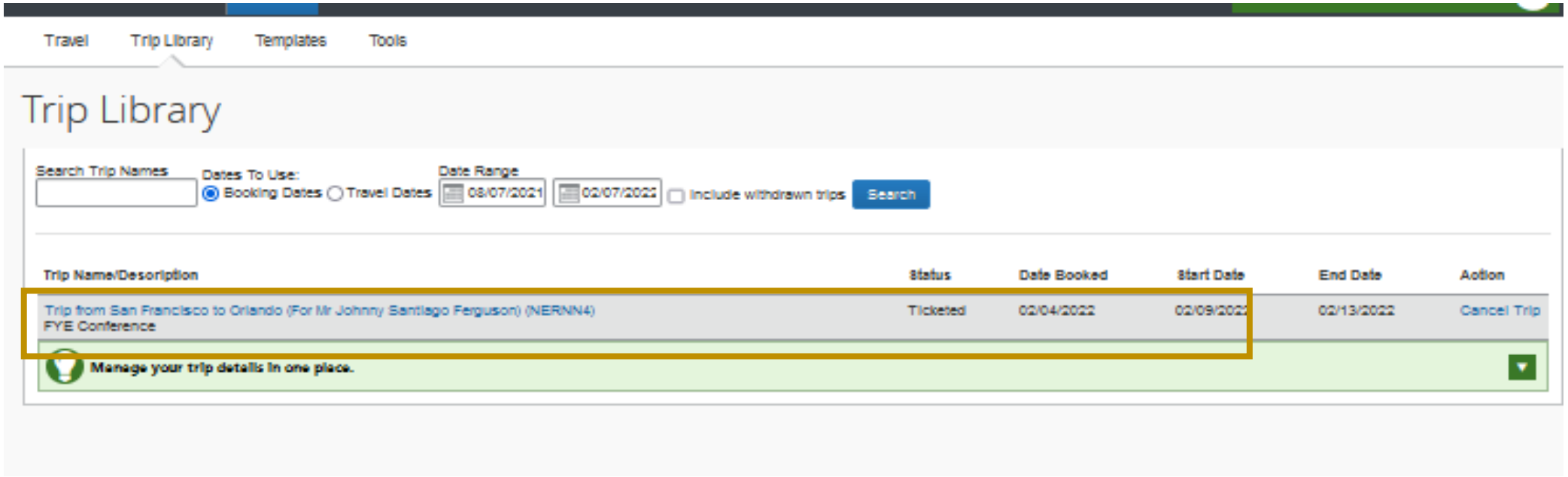
Note : In order to book flights, you will need to have their legal name, DOB, gender that ties to the identification they will use to board a flight. Entering this information accurately is critical.



Travel Request
Team Travel Booking Arrangement

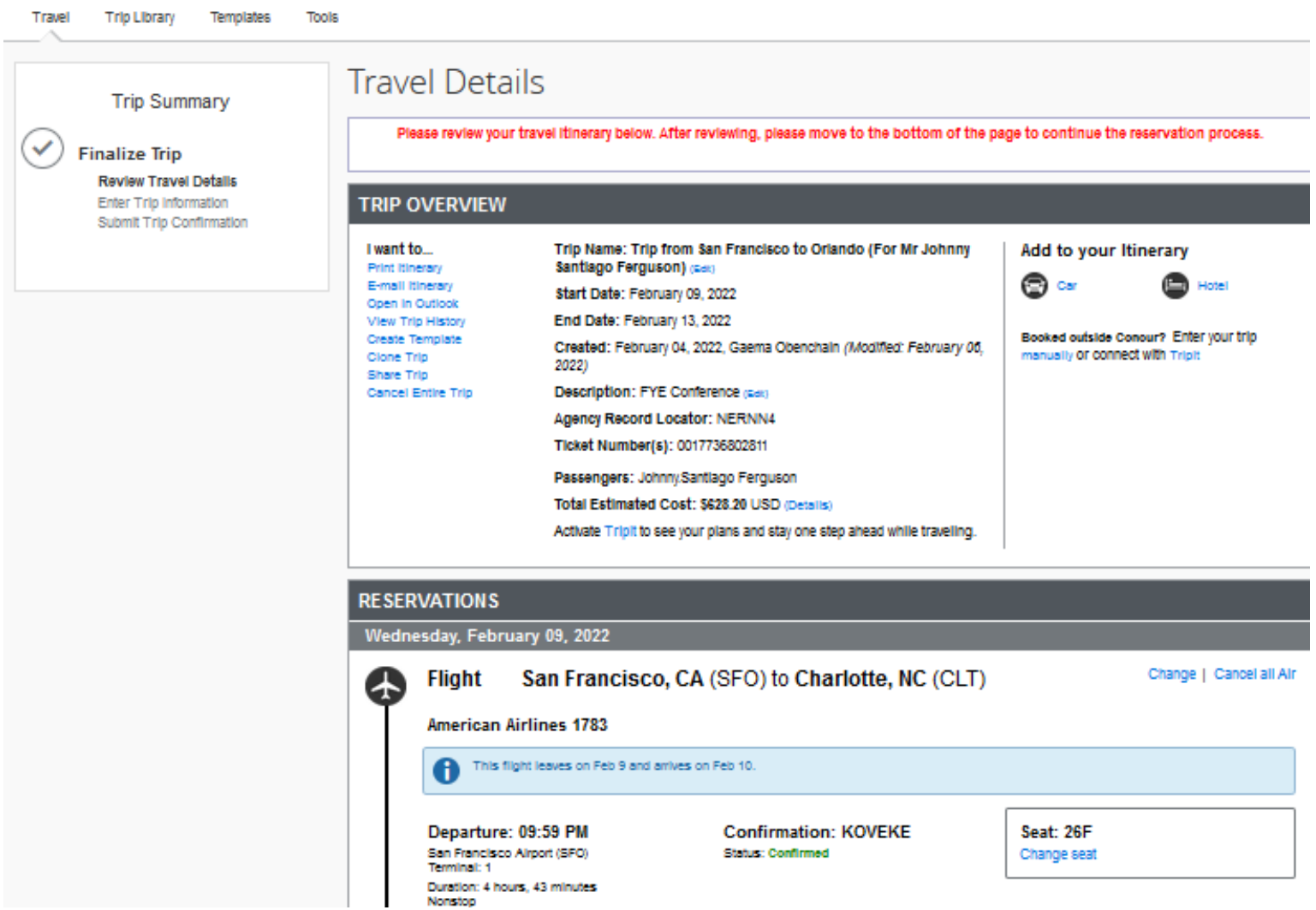
3. Review Travel Itinerary/Trip Details

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.

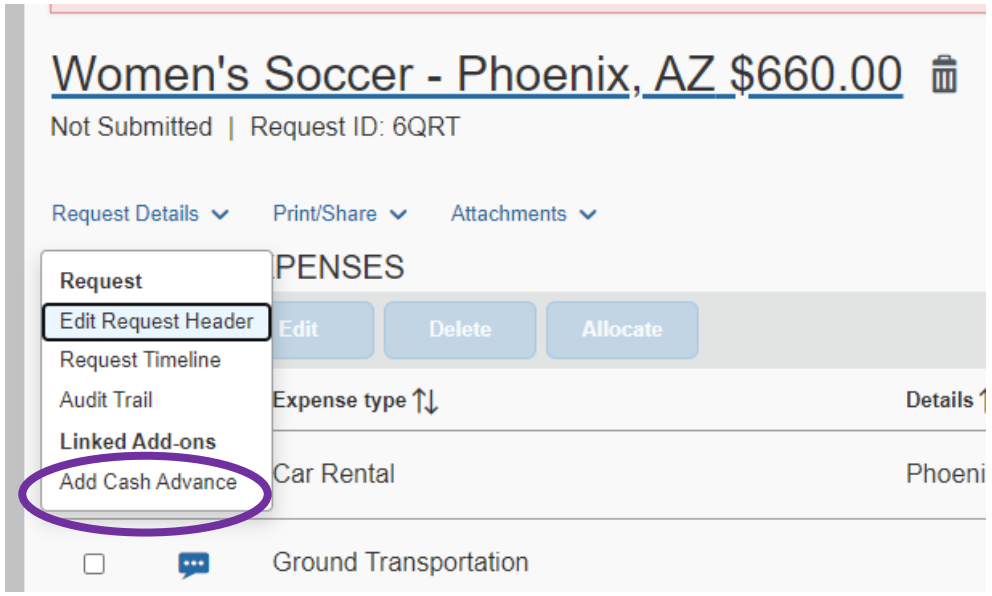
➢ Cash advances will be issued no more than 30 days prior to the date of travel.

➢ 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

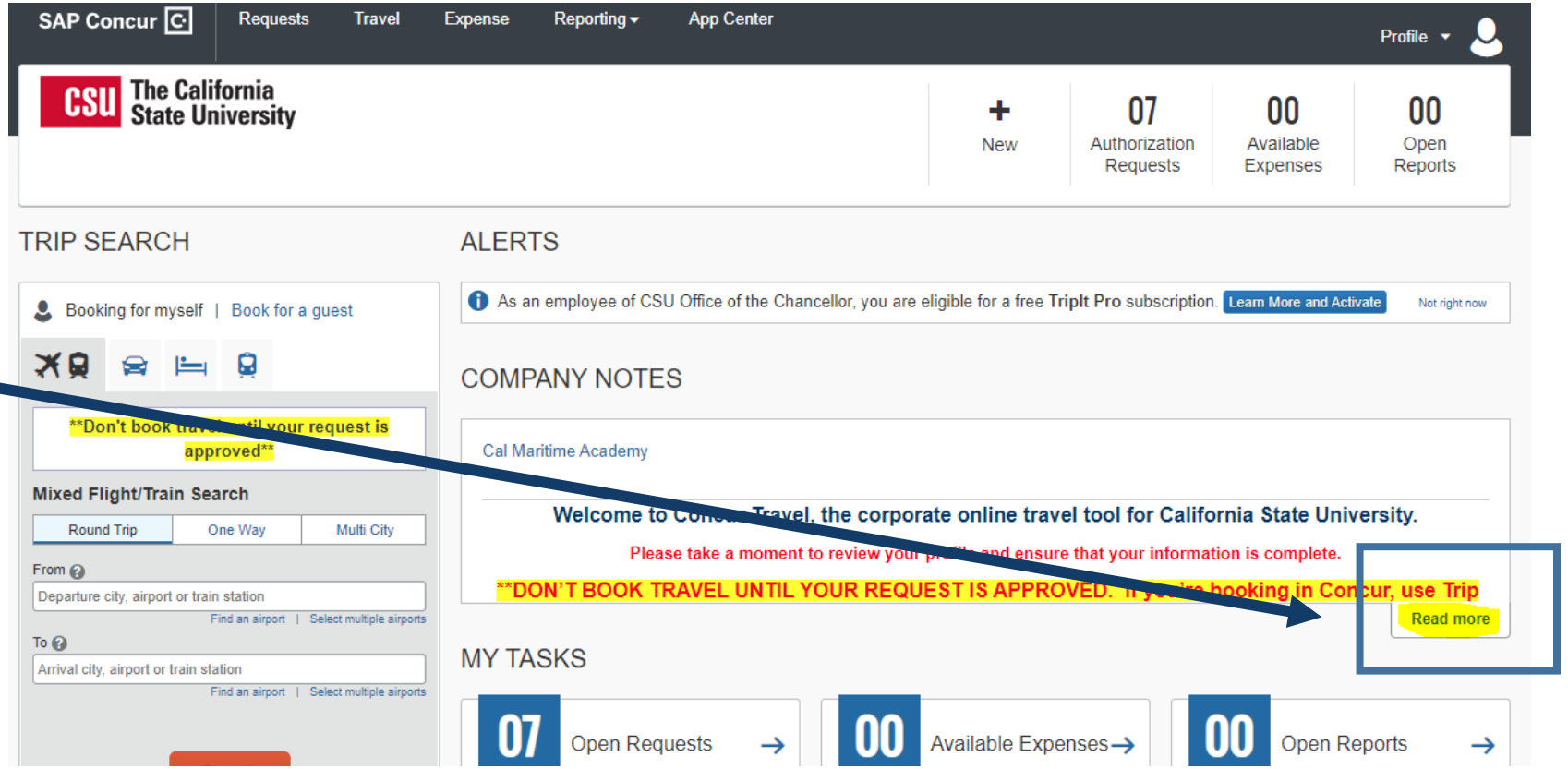
Step 3: Continue adding the Expected Expenses.

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.

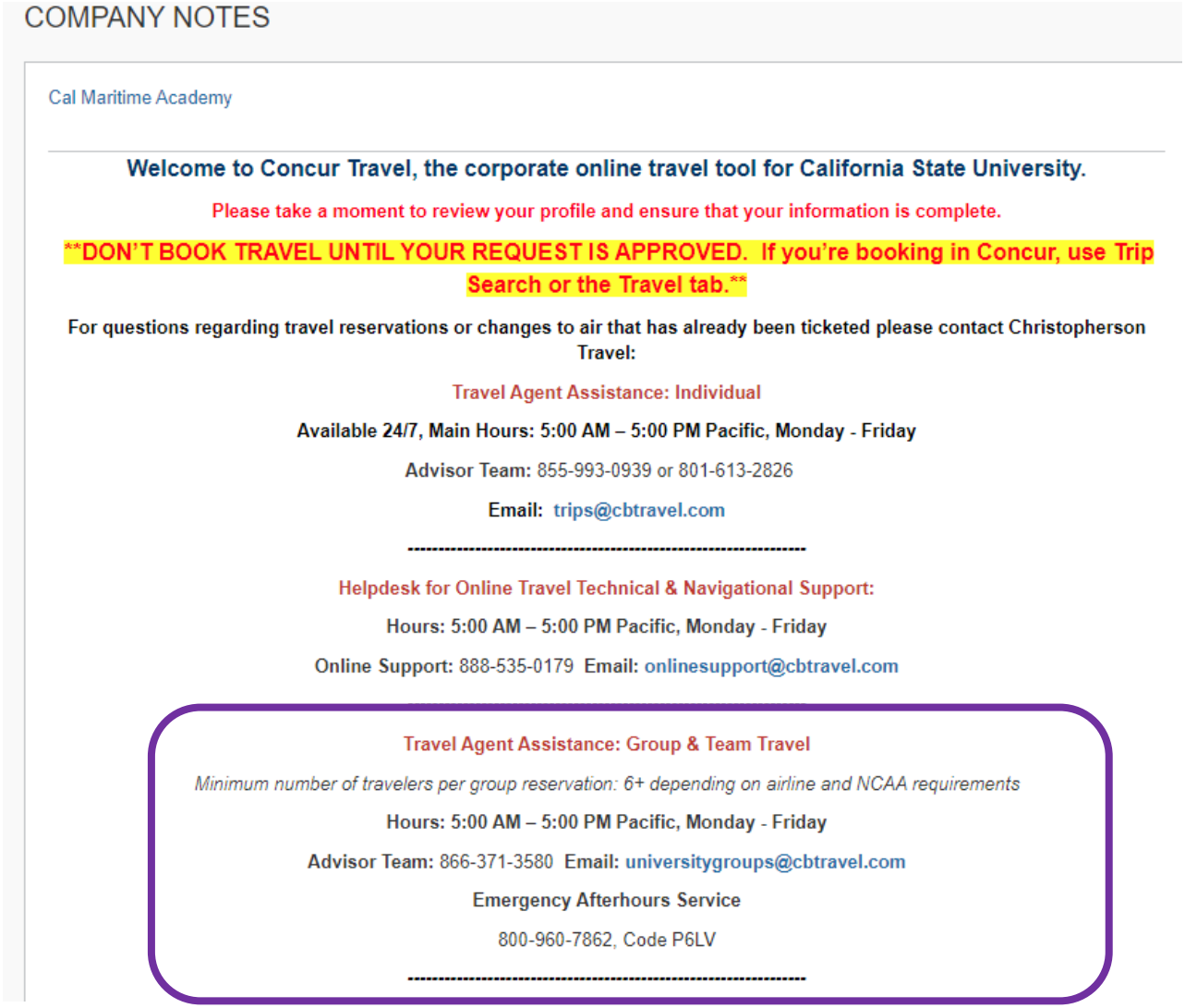
Christopherson Business Travel (CBT)

- 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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CAL MARITIME

CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

www.csum.edu