

CONCUR TRAINING

SAP Concur 



NORCO
COLLEGE

CONCUR NC TEAM: ESMERALDA ABEJAR, LENNY RILEY & LISA MYERS

AGENDA

■ TRAVEL REQUESTS

- HOW TO ACCESS CONCUR
- UPDATING YOUR TRAVEL PROFILE
- HOW WILL YOU BOOK YOUR TRAVEL?
- CREATING/SUBMITTING TRAVEL REQUESTS
- TRAVEL REQUEST REVIEWING/APPROVAL PROCESS
- BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS
- BOOKING TRAVEL

■ EXPENSE REPORTS

- CREATING AND SUBMITTING EXPENSE REPORTS
- NEED HELP WITH CONCUR?

MyApps Portal - Single Sign-On (SSO) Portal




myapplications.microsoft.com OR go.rccd.edu

- College/District Email Address = FirstName.LastName@norcollege.edu
OR FirstName.Lastname@rccd.edu
- Password is the same as your Network and Email (Office365) password

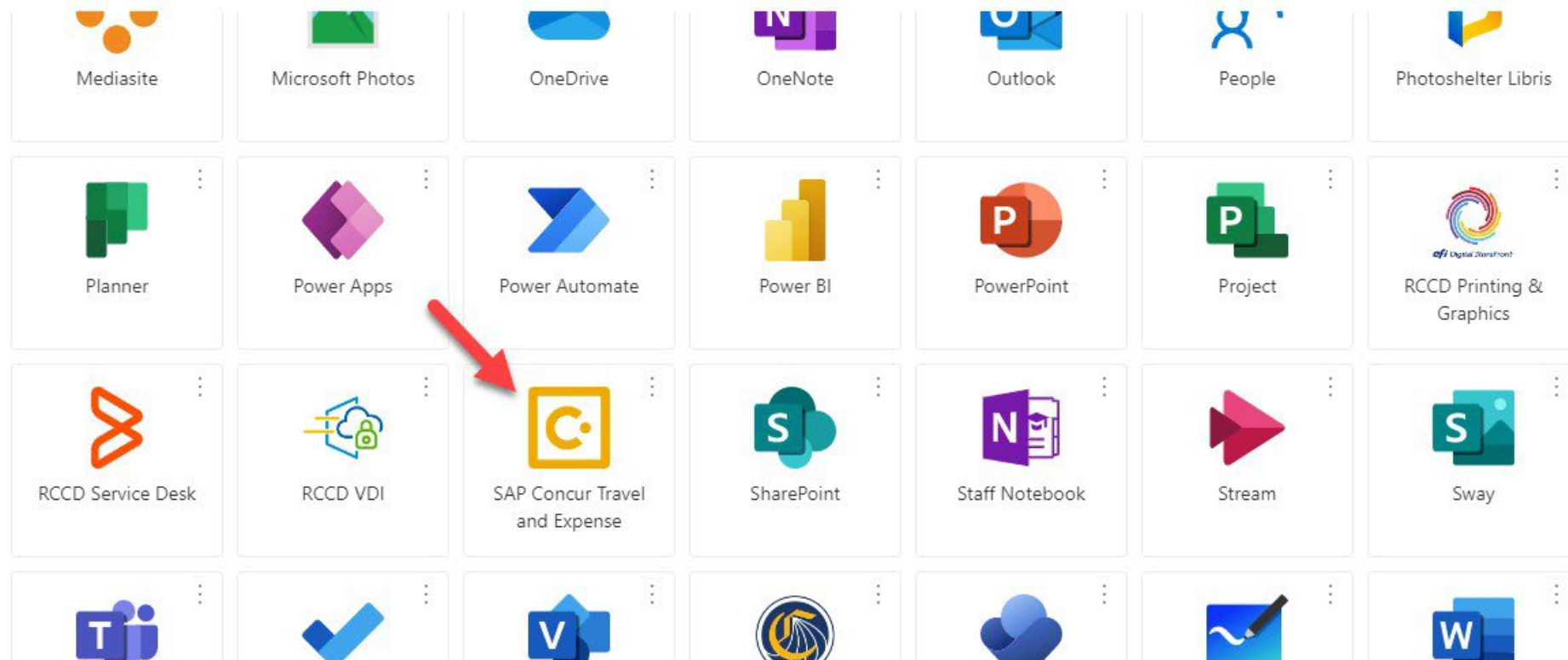
HOW TO ACCESS CONCUR





























HOW TO ACCESS CONCUR

Apps dashboard

 Add apps  Create collection  Customize view

Apps



 Mediasite	 Microsoft Photos	 OneDrive	 OneNote	 Outlook	 People	 Photoshelter Libris
 Planner	 Power Apps	 Power Automate	 Power BI	 PowerPoint	 Project	 RCCD Printing & Graphics
 RCCD Service Desk	 RCCD VDI	 SAP Concur Travel and Expense	 SharePoint	 Staff Notebook	 Stream	 Sway
 Teams	 Checkmark	 Viva	 RCCD Logo	 Viva	 Viva	 Word

HOW TO ACCESS CONCUR: CONCUR UPDATES

CONCUR HAS A NEW LOOK AND A NEW TRAVEL COMPANY-CI AZUMANO TRAVEL

The screenshot displays the SAP Concur interface for RCCD (Riverside Community College District). The left-hand navigation menu is highlighted with a yellow box and includes the following items: Home, ADMINISTRATION (Company Admin, Request, Expense), APPLICATIONS (Requests, Travel, Expense, Approvals, Reporting, Travel Reports, Intelligence, Intelligence - BI Manager, App Center), and Home. The main content area is divided into several sections: 'Trip Search' with a search form for flights/trains; 'Company Notes' featuring a welcome message from CI Azumano Travel and contact information for a travel counselor; and 'My Trips (0)' which shows no upcoming trips. The contact information for CI Azumano Travel includes the phone number (877) 454-8785 or (916) 376-3989, and hours of operation from 7:00 a.m. to 7:00 p.m. PT, Monday-Friday.

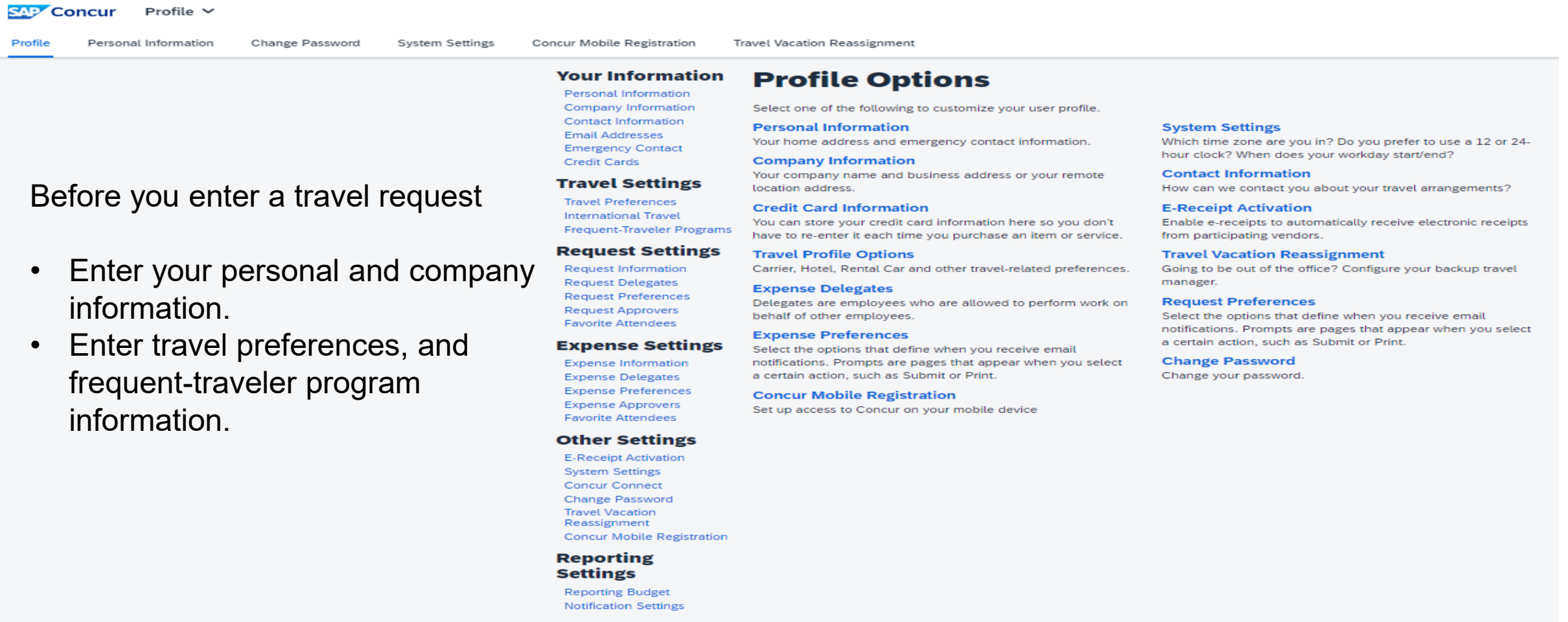
CI AZUMANO TRAVEL CONTACT
INFORMATION:

877-454-8785 OR 916-376-3989

UPDATING YOUR TRAVEL PROFILE

Before you enter a travel request

- Enter your personal and company information.
- Enter travel preferences, and frequent-traveler program information.



The screenshot displays the SAP Concur Profile page. The navigation bar includes 'Profile' (selected), 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is divided into two columns. The left column lists various settings categories: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs), 'Request Settings' (Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees), 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Favorite Attendees), 'Other Settings' (E-Receipt Activation, System Settings, Concur Connect, Change Password, Travel Vacation Reassignment, Concur Mobile Registration), and 'Reporting Settings' (Reporting Budget, Notification Settings). The right column is titled 'Profile Options' and contains a list of options with brief descriptions: 'Personal Information' (home address and emergency contact), 'Company Information' (company name and business address), 'Credit Card Information' (store credit card info), 'Travel Profile Options' (carrier, hotel, rental car preferences), 'Expense Delegates' (employees allowed to perform work on behalf of others), 'Expense Preferences' (options for email notifications), 'Concur Mobile Registration' (set up access on mobile device), 'System Settings' (time zone, workday), 'Contact Information' (contact preferences), 'E-Receipt Activation' (enable e-receipts), 'Travel Vacation Reassignment' (configure backup travel manager), 'Request Preferences' (options for email notifications), and 'Change Password' (change password).

UPDATING YOUR TRAVEL PROFILE

My Profile - Personal Information

Jump To:

To see the Notice on Collection for details on how the Statewide Travel Program collects, uses, and shares personal information you provide through this form, please follow this link: <https://www.dgs.ca.gov/OFAM/Travel>

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name [Required]	Preferred Name	Last Name	Suffix
<input type="text" value="Ms"/>	<input type="text" value="Esmeralda"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Abejar"/>	<input type="text"/>
		<input checked="" type="checkbox"/> No Middle Name			

- Verify your Personal Information.
- Make certain that the first, middle, and last names shown are identical to those on the photo ID that you will be presenting at the airport.
- If it is incorrect, contact your local Concur administrator, Lenny Riley, if it needs to be updated.
- Add contact information.
- Verify email address.
- Add Travel Preferences.
- Do not add credit card information.

BEFORE YOU START A TRAVEL REQUEST

1. **Get an agenda and estimate cost of the conference.**

- Are you flying or driving?
- How much is the conference registration?
- Is breakfast, lunch and dinner included in the conference registration cost? If not, make sure to include it in the cost of meals.
- How much is the hotel reservation?
- What about rental car, or Uber/Lift services?
- Will parking and toll roads cost be incurred?
- Mileage reimbursement. (Do not use the BofA credit card for gas purchases)
- **Submit your travel request for approval**

CREATING/SUBMITTING TRAVEL REQUESTS

BEFORE YOU START A TRAVEL REQUEST

2. Does this request include **Out of State Travel**?

- **Follow Out of State Travel approval process.**

All out of state travel requests must be approved by the Board of Trustees at their Regular meeting prior to the date of travel.

1. Obtain immediate manager approval via email
2. Once manager approval is obtained, forward up the chain of command to the Dean/VP to obtain President's written approval via email prior to submitting in Concur.
3. VP's should forward requests to President with CC to Denise Terrazas.
4. Once approval is obtained, enter the request in Concur. (
5. Travel requests should be fully approved through the college chain and Concur before the Out of State Travel deadline (first Friday of the month).
6. President's office will add TR to the board report.

Important: Emails should include the following information, rationale, and a meeting agenda.

- Mr./Ms. NAME, TITLE, DEPARTMENT, to travel to CITY, STATE,
- MONTH, DAY, YEAR through MONTH, DAY, YEAR, to attend the NAME OF EVENT.
- Estimated cost: TOTAL AMOUNT SUBMITTED IN CONCUR.
- Funding Source: GENERAL FUND/GRANT NAME.

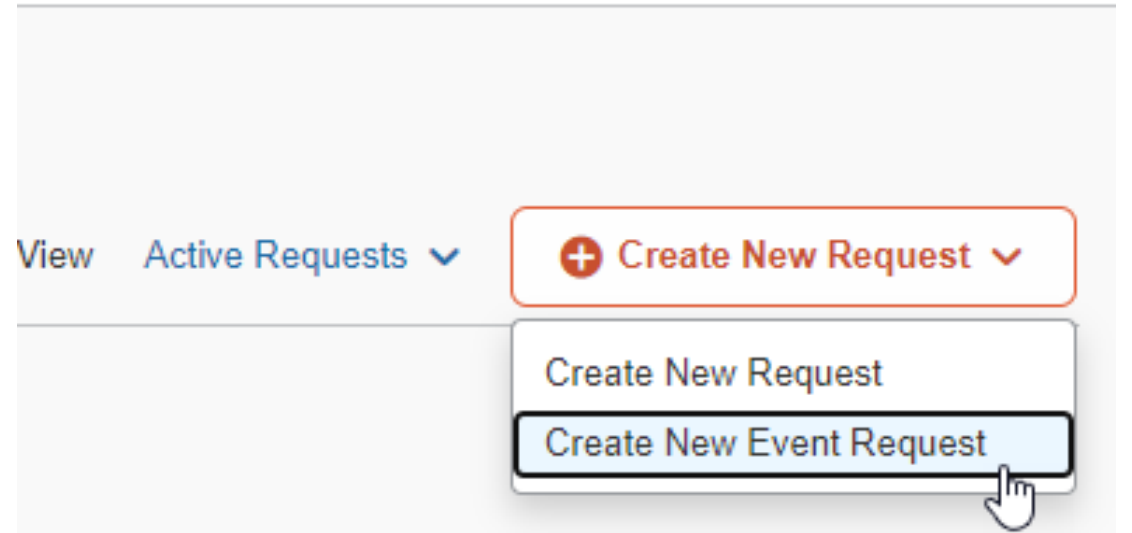
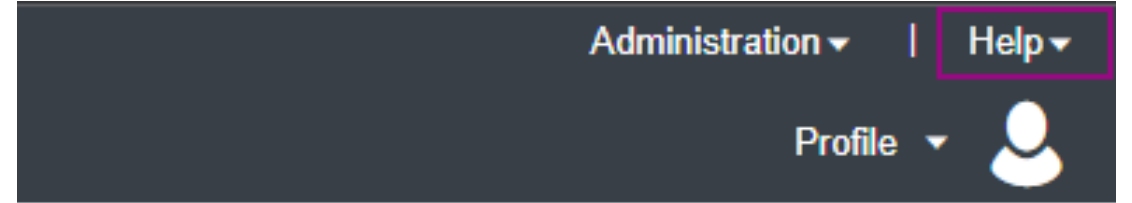
Please direct questions to Denise Terrazas
Denise.Terrazas@norccollege.edu

CREATING/SUBMITTING TRAVEL REQUESTS

BEFORE YOU START A TRAVEL REQUEST

3. Is this a group conference? Use the Event Request feature

- Note, this is only for conference events that RCCD employees are attending.
- Any other group events are processed via Purchasing. (a/c transmittals might be required).
- Email ConcurQuestions@norcocollege.edu to request the Event Request feature



CREATING/SUBMITTING TRAVEL REQUESTS

BEFORE YOU START A TRAVEL REQUEST

4. How will you book your travel? SUMMARY

01. Book Online with Concur	(Via Travel Store) <ul style="list-style-type: none">• Air Ticket• Hotel Reservation• Car Rental
02. Book with Agent –Cal Travel Store	(Via Travel Store) <ul style="list-style-type: none">• Group Travel -Air tickets, Hotel Reservation and Car Rental. (Student travel)• Multiple Stops and other complicated variations• Personal travel dates
03. Book Outside of Concur and Travel Store	All travel arrangements Outside of Concur. (Conferences where Group rates have been previously arranged)

CREATING/SUBMITTING TRAVEL REQUESTS

HOW WILL YOU BOOK YOUR TRAVEL?

How will you book your Travel?

01. Book Online- Concur Travel –

- *The Flight will be paid with the District credit card (Citi Card)*
- *Hotel will be reserved with the District Credit card*
 - *After booking is complete in Concur, traveler needs to contact the hotel and request a Credit Card Authorization (CCA) Form, **only If they require one.***
 - *Complete the form using [your Bank of America credit card information](#) and forward the CCA form back to the hotel.*
 - *When checking in, make sure the hotel has the traveler **Bank of America Card** on file.*
- *Car Rental will be reserved with District Credit card in Concur.*
 - *Make sure you provide your AmEx Go card when picking up your car rental.*
- *Meals and Other expenses will be paid with Traveler BofA credit card.*

HOW WILL YOU BOOK YOUR TRAVEL?

02. Book with Agent-Cal Travel Store -

- The Flight will be paid with the District credit card (Citi Card)
- Hotel will be reserved with the District Credit card
 - After booking is complete in Concur, traveler needs to contact the hotel and request a Credit Card Authorization (CCA) Form, *only if they require one.*
 - Complete the form using [your Bank of America credit card information](#) and forward the CCA form back to the hotel.
 - When checking in, make sure the hotel has the traveler **Bank of America Card** on file.
- Car Rental will be reserved with District Credit card in Concur.
 - Make sure you provide your AmEx Go card when picking up your car rental.
- Meals and Other expenses will be paid with Traveler Bank of America credit card.

HOW WILL YOU BOOK YOUR TRAVEL?

NOTE: The Bank of America credit card assigned to the traveler by the District, is used by the traveler to pay when booking is done Outside of Concur for all travel related expenses.

03. *Book Outside of Concur and Cal Travel Store:*

- *The Flight will be paid with the traveler BofA credit card.*
- *Hotel will be reserved with the traveler BofA credit card.*
 - *Complete the credit card authorization form using [your BofA credit card information](#) and forward the CCA form back to the hotel.*
 - *When checking in, make sure the hotel has the traveler BofA credit card on file.*
- *Car Rental will be reserved with traveler BofA credit card.*
 - *Make sure you provide your BofA credit card when picking up your car rental.*
- *Meals and Other expenses will be paid with Traveler BofA credit card*

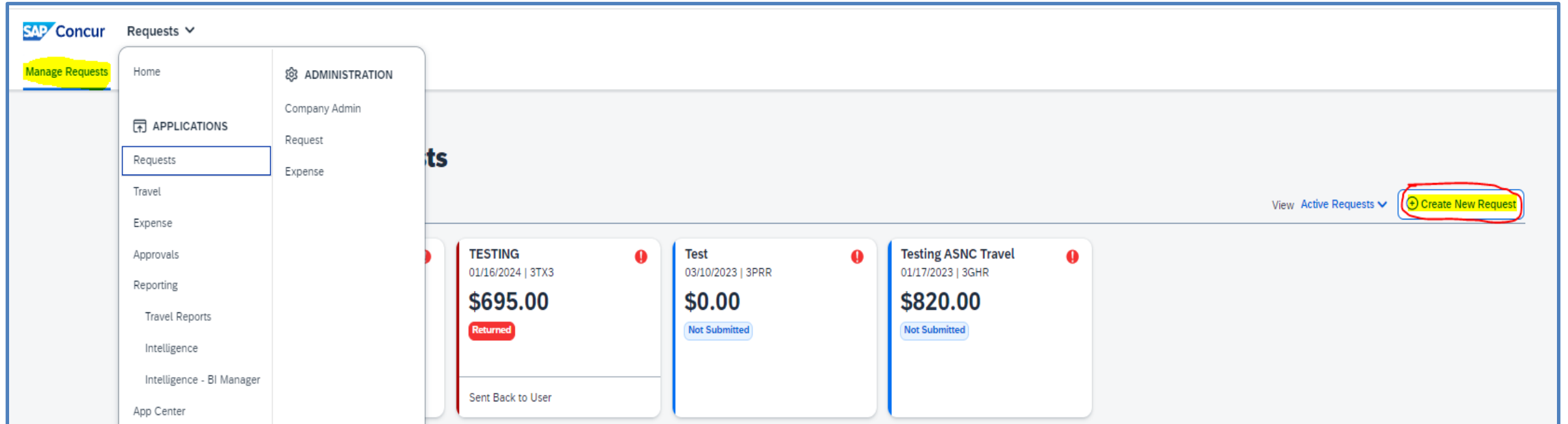
You have the option to search for requests from the drop-down menu on the REQUEST LIBRARY. Active Requests is checked by default.

The screenshot displays the SAP Concur Requests interface. On the left, a navigation menu is open, showing options like Home, ADMINISTRATION, APPLICATIONS, Requests, Travel, Expense, Approvals, Reporting, and App Center. The main content area shows a request card for 'TESTING' with a date of 01/16/2024, amount of \$695.00, and status 'Returned'. A dropdown menu is open, showing filter options: Active (selected), Requests, Not Submitted, Pending Approval, Approved, Cancelled, Closed, and All Requests. A 'Create New Request' button is visible in the top right.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

To create a travel request, click on Requests > Create New Request from the Manage Requests tab.



CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

- If you can't spell out the entire conference name in the Request/Trip Name field, make sure to spell it out in the Additional Information or Comment fields.

The screenshot shows the SAP Concur 'Create New Request' form. The 'Request/Trip Name' field is highlighted in pink and has a red error message: 'This field is missing required information.' Other fields include 'How will you book your travel?' (None Selected), 'Request/Trip Purpose' (None Selected), 'Business Trip Start Date' (MM/DD/YYYY), 'Paid for by an outside entity?' (None Selected), 'Destination City' (empty), 'Out of State and beyond 500 miles?' (None Selected), 'Destination Country' (empty), 'Traveler Type' (Staff), 'Does this trip contain personal travel?' (None Selected), and 'Personal Dates of Travel' (empty). The 'Additional Information' field has a character count of 0/500.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

If you are using a different budget other than the default budget, please update it in the Request Header.

Please note: The expense will be encumbered in Galaxy in this GL account.

The screenshot shows the 'Request Header' form with the following fields and values:

- Fund:** (11) 11 - UNRESTRICTED GENERAL FUND
- School:** (EDB) BUSINESS OPERATIONS - NORCO
- Resource:** (1000) 1000 - GENERAL FUND
- Project Year:** 0
- Goal:** (6729) BUSINESS OPERATIONS - NORCO
- Function:** (0000) CAMPUS ADMINISTRATIVE SERVICES
- Group:** NC
- Comment:** (empty text area)

Buttons at the bottom right: Cancel, Create Request

Verify the budget account by running a report from Print/Share before submitting your request.

The screenshot shows the 'Request Details' page for Request ID: 3GHR. The 'Print/Share' dropdown menu is open, showing the following options:

- RCCD Request Printed Report
- RCCD Request Printed Report with Flow /Trail

Other visible elements include 'Request Details', 'Attachments', 'EXPECTED EXPENSES', and a list of expense types with checkboxes.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

Add Expected Expense

The screenshot shows the SAP Concur interface for managing a travel request. A modal dialog titled "Add expected expenses and/or travel plans" is open, displaying a search bar and a list of expense categories. The categories include Car Rental Fuel, Parking, Train, 03. Mileage, 04. Meals, 05. Fees (with sub-items like Conference Registration Fees/Agenda), 06. Other Travel Expenses, and 09. Non-Employee (Student, Guest) Expenses (which is highlighted in yellow). Other sub-items under 09 include Non-Employee Airfare, Non-Employee Charter Bus, Non-Employee Lodging, Non-Employee Meals, and Non-Employee Other Travel Expenses. The background shows a "TESTING" request with ID 3XFL and an "EXPECTED EXPENSES" section with "Add", "Edit", "Delete", and "Allocate" buttons. A "No Expected Expenses" message is visible at the bottom of the dialog.

When choosing expenses, refer to the request header, how will you book your travel? and match your selection. For option 01. Book online – Concur travel, choose the highlighted options below.

This detailed view of the dialog box shows the search bar and the following selected options under "01. Travel Expenses": Air Ticket, Airfare (Not Booked In Concur), Hotel (Not Booked in Concur), and Hotel Reservation. Under "02. Transportation", the following options are listed: Car Rental, Car Rental (Not Booked in Concur), Car Rental Fuel, Parking, and Train.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST


- Please attach the agenda! And adjust allocated budget (if necessary) before submitting.

Alerts: 2

REQUEST

Please attach a flyer (conference schedule, agenda, registration etc...) before submitting. [ATTACH] View

NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rccd.edu to have funds loaded onto your BofA Travel card. View

TESTING \$150.00 

More Actions **Submit Request**

Not Submitted | Request ID: 3XFL

Request Details **Print/Share** Attachments

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

<input type="checkbox"/> Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Conference Registration Fees/Agenda	conference registration	07/01/2024	\$150.00	\$150.00

Be advised: **the red exclamation sign !** is a hard stop and won't let you submit the request until the issue is fixed.

Change budget string and percentage using the **Allocate Blue Button** (Individual Expense). To update the budget for the whole TR go to **Request Header**.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

If you are using a different budget other than the default budget, please update it on the request header AND in each expense type individually.

The screenshot shows the SAP Concur 'Allocate' interface. The main window displays 'Expenses: 1 | \$150.00' and a 'Default Allocation' section with a code '11-EDB-1000-0-6729-0000'. An 'Add Allocation' modal is open, showing a list of allocations with the following details:

Fund *	School *	Resource *	Project Year *
(11) 11 - UNRESTRICTED GENERAL FUND	(EDB) BUSINESS OPERATIONS - NORCO	(1000) 1000 - GENERAL FUND	0

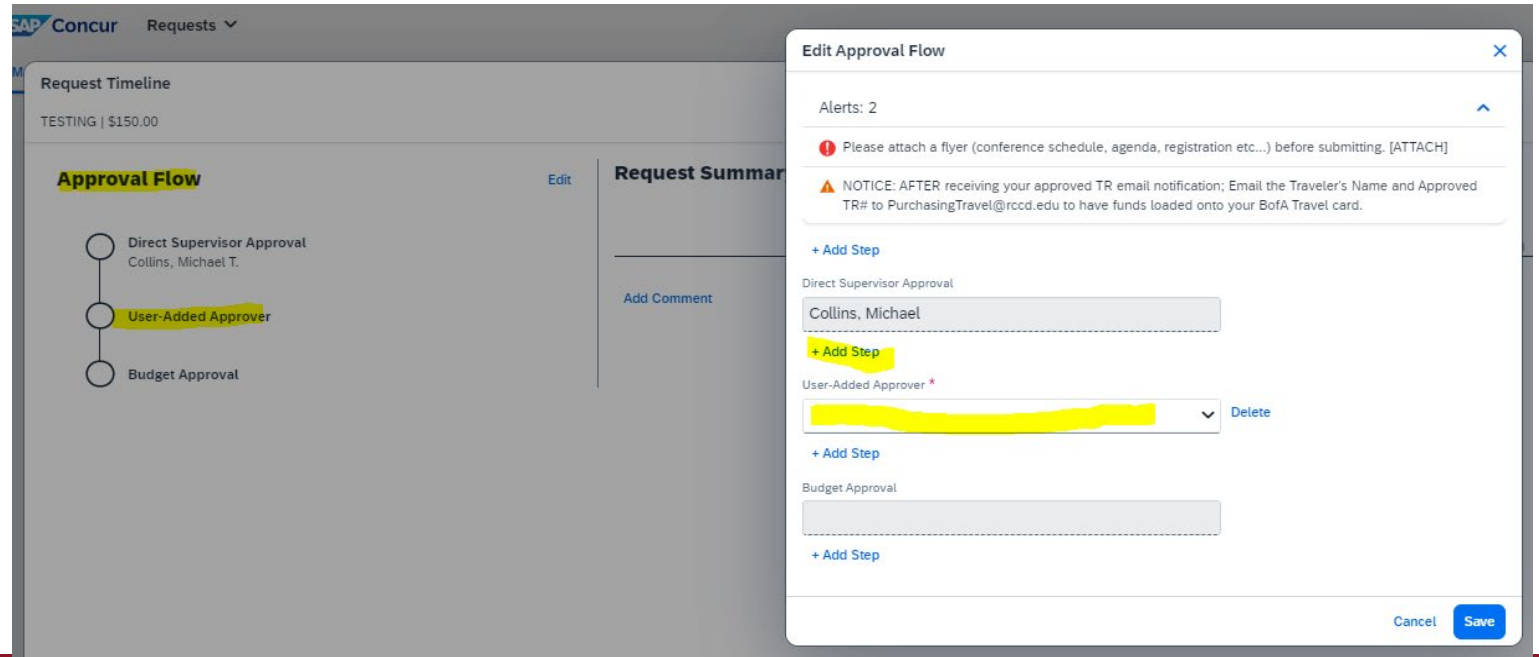
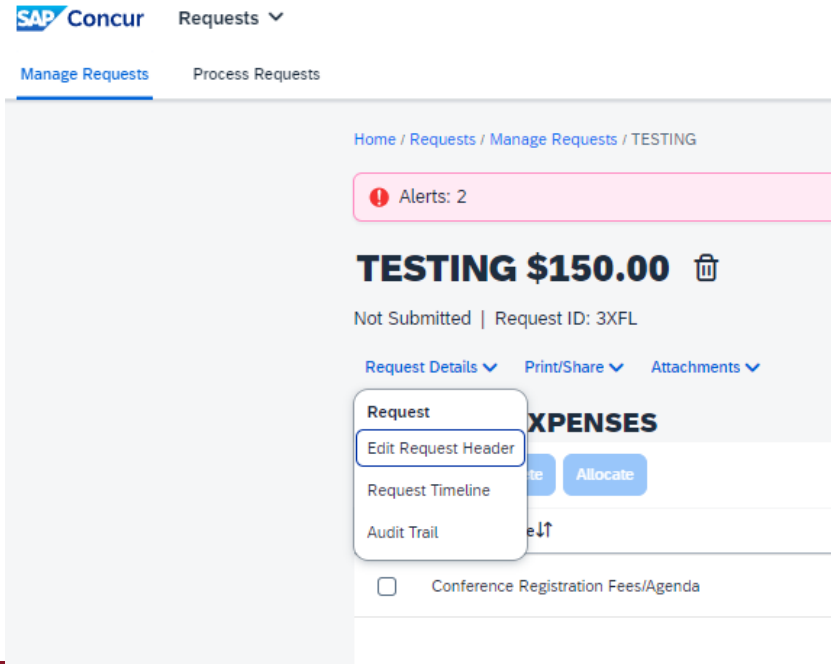
A callout box with a blue border and text points to the 'Favorite Allocations' button in the modal. The text in the callout box is: 'You can create favorites to easily use the same allocation for future expenses.'

Below the modal, the text reads: 'No Allocations. This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.'

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

- Note the drop-down menu on Request Details > Request Timeline, allows to add approvers
- Click Request Timeline > Edit > +Add Step>type approver name> Save



CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

OR Click More Actions > Edit Approval Flow > + Add Step > Save Workflow



Approvers can also add user-added approvers to the Expense Report

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

Once you've added all Expected Expenses, review your alerts and correct any issues. You can expand the ribbon to read them all.

The screenshot shows a web interface for managing travel requests. At the top, there is a breadcrumb trail: Home / Requests / Manage Requests / TESTING. Below this, there is a section for alerts, showing 'Alerts: 2' with a yellow expand arrow. Underneath, a 'REQUEST' section contains a red exclamation mark icon followed by the text: 'Please attach a flyer (conference schedule, agenda, registration etc...) before submitting. [ATTACH] View'. Below this is a notice with a yellow triangle icon: 'NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rccd.edu to have funds loaded onto your BofA Travel card. View'. At the bottom left, the request amount is 'TESTING \$150.00' with a trash icon. At the bottom right, there are two buttons: 'More Actions' with a dropdown arrow and 'Submit Request'. The status 'Not Submitted | Request ID: 3XFL' is shown at the bottom left.

Red Exclamation ! Sign means hard stop. Concur will not let you submit request until all red exclamation signs are corrected.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST

- Print Share > RCCD Request Printed Report with Flow/Trail

RCCD Request Printed Report with Flow /Trail

10/20/2022 05. Other Travel Expenses Uber or taxi \$60.00 \$60.00

Allocations : 100% (\$60.00) EDB 6729 0000 11 1000 0

Printed on 09/01/2022 8:03 PM

Approval Flow

Action	Approver
1 Direct Supervisor Approval	Collins, Michael T.
2 Budget Approval <i>this step may be skipped</i>	
3 Pending Booking <i>this step may be skipped</i>	

Audit Trail

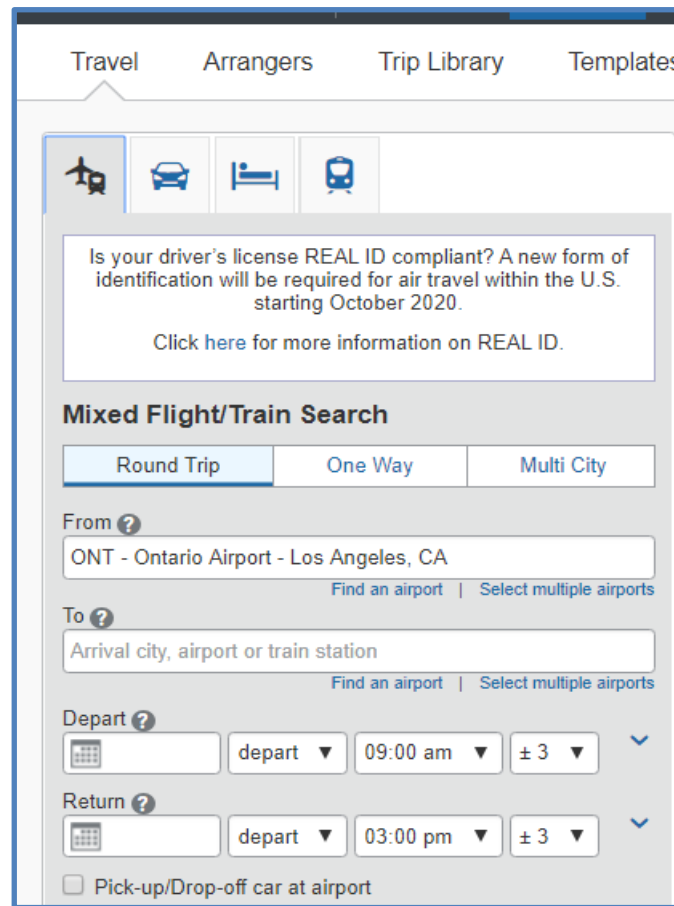
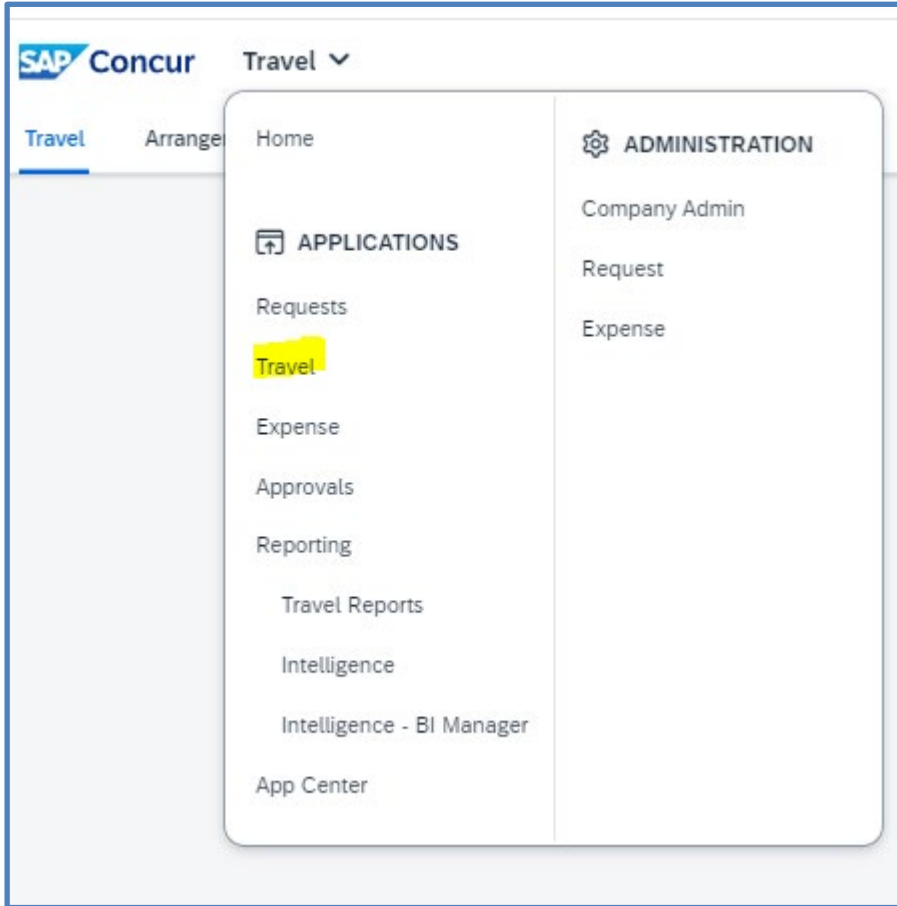
Date/Time	Updated By	Action	Description
09/01/2022 8:02 PM	Abejar, Esmeralda	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
09/01/2022 8:02 PM	Abejar, Esmeralda	Confirmation Agreement Acceptance	*RCCD-User Agreement
09/01/2022 8:02 PM	Abejar, Esmeralda	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
09/01/2022 8:02 PM	Abejar, Esmeralda	Exception	NOTICE: Please email Purchasingtravel@rood.edu to request a new AMEX Go Card or to request funds added to your AMEX Go Card. Please include Traveler name, Cell phone number, & approved travel request ID #.
09/01/2022 8:02 PM	Abejar, Esmeralda	Exception	NOTICE: After booking is completed in Concur, please contact the Hotel and request a Credit Card Authorization (CCA) Form – IF they require one. Complete their form using your AmEx Go Card Information and forward the CCA form back to the hotel.

Close Print Save as PDF Email

Report can be printed, saved and emailed.

CREATING/SUBMITTING TRAVEL REQUESTS

TO CREATE A TRAVEL REQUEST



You can use the Travel section to get estimates that you will enter on your request.

(NOTE: DO NOT BOOK from the Travel section.)

CREATING/SUBMITTING TRAVEL REQUESTS

TRAVEL REQUEST REVIEWING/APPROVAL PROCESS

Concur Travel (TR request Process)			
Approval	Who	Action	Concur approvals follow Galaxy approvers
0	Traveler or delegate	Enters TR in Concur and submits	Please attach agenda
1	Direct Supervisor Previewer/Delegate of Area VP	Approves Reviews/audits	Default approval is defined by Salary GL account in Datatel Verifies budget availability, agenda, correct dates, etc.,
2	Budget or Grant Director (if other than Direct supervisor)	approves budget	If different than direct supervisor- Approves budget
3	NC Business Services	Review/approves	Verifies budget availability, agenda, correct dates, etc.,
4	VP of Business Services	Approves	Last approver
5	President (Out of State Travel)	Confirms email approval is attached, approves and submits Out of State TR for Board approval	
6	Chancellors office -> Board approval (Out of State Travel)	Approves	
Additional user-added approvers can be added on the approval flow tab before submitting request for approval			
Booking	Who	Action	Notes
	Traveler fills out Travel Credit Card acknowledgement form	Signs and submit form (If no BofA card has been issued)	Purchasing will order CC when form is received, Card will arrive 5-7 business day. Purchasing will send credit card to Cashier's office for traveler to pick up. (Picture ID is required)
TR fully approved	Traveler emails purchasingtravel@rcod.edu	Request funds to be loaded after TR is fully approved. Forward the approval Concur email to Purchasing	Proceed to book when credit card is loaded.
	Traveler or delegate books flight	In Concur (No BofA Card needed If option 1. Book Online was selected)	If option 2 and 3 were selected, book flight with traveler BofA credit card
	Traveler or delegate books Hotel, Car Rental and Conference	In Concur (BofA credit card needed)	
Expense Report	Who	Action	Expense report needs to be submitted within 30 days of the conference even when funds are not due to traveler.
	Traveler or delegate	Prepares expense	* Delegate prepares expense report never submits report
	Traveler	Submits Report	Traveler submits report (final signature)
1	Budget or Grant Director	Approves	Reviews expenses according to plan and approves
2	NC Business Services	reviews/corrects/approves	FTA or Accounting Services Clerk will review based on SPP.
Expense Approval is set up based on three segments combinations School code, (EZA), Goal (6450)and Function (0051)			

BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS

1. Traveler fills out **Travel Credit Card acknowledgement form (If BofA card has not been previously issued)**.
2. Purchasing will order CC when form is received, card will arrive 5-7 business day.
3. Purchasing will send credit card to Cashier's office for traveler to pick up. (Picture ID is required).
4. Traveler emails purchasingtravel@rccd.edu to request funds to be loaded to BofA card when TR is fully approved.
5. Proceed to book when credit card is loaded.
6. Traveler or delegate books flight in Concur (No BofA Card needed, if option 1. Book Online was selected. If option 2 or 3 were selected, book flight with traveler BofA credit card).
7. Traveler or delegate books Hotel, Car Rental and Conference In Concur (BofA credit card needed).

Bank of America Credit Card Issuance Process

Acknowledgement Form

As part of our web-based, integrated travel and expense management solution (Concur), Riverside Community College District will be issuing you a Bank of America Visa credit card specifically designated for travel-related expenses.

By signing this form, you understand and agree that:

1. Authorized Use:

- The traveler will be expected to use the Travel Credit Card in accordance with the Riverside Community College District's Board Policy and Administrative Procedures, including [BP/AP 5900](#)
- The Riverside Community College District Travel Credit Card is for approved travel expenses only. Personal use of the card is strictly prohibited.

2. Expense Reporting:

- You are required to retain itemized receipts and supporting documentation for each transaction made using the loaded card. These documents must be submitted promptly for expense reporting and reimbursement purposes. Failure to provide supporting documentation may constitute an unallowed activity and require personal reimbursement.

3. Card Security:

- You will be responsible for the safe keeping of the Travel Card issued to you and, if lost or stolen, will report its loss/theft immediately to Purchasing Department at PurchasingTravel@rccd.edu

4. Card Termination:

- The travel credit card remains the property of Riverside Community College District and must be returned upon termination of employment or upon request.

5. Unallowed transactions:

- The traveler will be personally liable for unallowed activity and will be required to reimburse Riverside Community College District. Unauthorized transactions are non-travel purchases, personal expenditures or unallowed items per Board policy.

Your personal credit will not be affected by any use of the Travel Card.

I hereby acknowledge that I have read, understood, and agreed to the terms and conditions outlined in this acknowledgment agreement. I also confirm that I will comply with all applicable policies and procedures related to the use of the travel card.

Print Cardholder/Employee Name: _____

Cardholder/Employee Signature and Date: _____

RETURN COMPLETED FORM TO PurchasingTravel@rccd.edu

Version 09/14/23

- When emailing the form to purchasing, please send your cell phone number, and the Approved TR #.
- You will then received the following email.

Bank of America Credit Card Issuance Process

Your Bank of America Visa Travel Card has been ordered.

Your physical card will arrive at your work location in 5-7 business days.

Be prepared to show valid photo ID when signing for receipt of your card.

College Employees - After 7 Business Days, check with your campus Cashier's Office.

District Office Employees – You will receive an email when your card is ready to be picked up at the District's Lobby Reception desk.

Once you have your card in hand, follow the attached instructions and activate your account by visiting: www.bankofamerica.com/globalcardaccess

You will need to utilize your cell phone number as the one-time Verification ID.

For example: (951) 123-4567 would be entered in as 9511234567

The billing address, when requested by merchants, is listed below.

* Please Note: You may be asked for the billing zip code for some transactions.

3801 Market Street
Riverside, CA 92501

*The amount loaded on your card may include an additional amount to cover any transaction/processing fees or additional charges that may occur. Please check card balance for availability of funds.

Please be sure to continue to email PurchasingTravel@rccd.edu once you have a TR that is fully approved in Concur to request the funds be loaded.

Thank you,
Purchasing Travel Team

Book Travel - There is no time limit on booking once a request has been approved. However, it is recommended that booking is done immediately (since prices for flights, hotel reservations and conference registration tend to increase rapidly)

Click Book Travel and follow the travel store booking process

2024 Vineyard Symposium \$2,050.00

Pending on-line Booking | Request ID: 3VJK

More Actions ▾

Book Travel

BOOKING TRAVEL

Things to consider when creating your expense reports:

1. Have all the receipts for the travel such as flight, car rental, hotel folio, conference registration, parking, meals, transportation expenses etc., **uploaded to concur.**
2. Upload agenda to concur.
3. When calculating mileage reimbursement **use the mileage calculator.**
 - Click the **deduct commute** box if traveler started the trip from home, (please note: the District does not reimburse for home to work mileage.

CREATING/SUBMITTING EXPENSE REPORTS

Things to consider when creating your expense reports:

4. Verify the travel request amount is greater than the actual expenses for the trip.
 - If actual total expenses exceeded the approved amount by more than 10% or more than \$200 then an additional TR for the amount exceeded is required.
5. Click the Expense Report button to start your expense report. This will link the TR to the expense report.
6. Select the appropriate payment type when preparing your expense report.
 - For flights and car rentals, choose Citibank. (if Segments were used)
 - For hotel and conference registration, meals, etc., choose BofA credit card.
 - For expenses paid by the traveler, choose Out of Pocket
 - For expenses paid by Accounts Payable, choose other entity

CREATING/SUBMITTING EXPENSE REPORTS

CREATING/SUBMITTING EXPENSE REPORTS

Go to the approved TR and click **Create Expense Report**

Alerts: 3

ACBO 2024 Spring Conference \$2,242.67

More Actions

Create Expense Report

Approved | Request ID: 3VNT

From Expense Tab, you can click create a new report, click **Create From an Approved Request** and select the appropriate travel request.

Create New Report

Create From an Approved Request

* Required field

Report/Trip Name *

Report/Trip Business Start Date *

Report/Trip Business End Date *

Report/Trip Purpose *

MM/DD/YYYY



MM/DD/YYYY



None Selected



This field is missing required information.

Traveler Type *

Paid for by an outside entity?

Does this trip contain personal travel? *

Personal Travel Dates

SAP Concur Expense ▾ ? EA

[Manage Expenses](#) [Card Transactions](#) [Process Reports](#)

Home / Expense / Manage Expenses / ACBO 2024 Spring Conference

✖ Alerts: 1 ▾

ACBO 2024 Spring Conference \$675.00

Not Submitted | [Report Number: U58FIY](#)

REQUEST

Approved
\$2,242.67

[Report Details ▾](#) [Print/Share ▾](#) [Manage Receipts ▾](#) [View Available Receipts 📄](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Alerts↑↓	Receipt↓↑	Payment Type↓↑	Expense Type↑	Vendor Details↓↑	Date↓↔	Requested↓↑
--------------------------	----------	-----------	----------------	---------------	------------------	--------	-------------

- Click on Add Expenses
- You will see the available expenses
- Choose appropriate expense for the expense report.

Add Expense

1

Available Expenses

+

Create New Expense

<input type="checkbox"/>	Paym... ↓↑	Expens...	Expe... ↓↑	Vend... ↓↑	Date↓↔	Amount↓↑
--------------------------	------------	-----------	------------	------------	--------	----------

Creating Submitting Expense Reports

When selecting the expense, different options become available, (Edit, Delete, Copy, Allocate, Move to).

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to ▾**

<input checked="" type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor D
<input checked="" type="checkbox"/>			BofA Travel Card	Conference Regis	ACBO Sacramento

New Report

Available Expenses

ACBO 2024 Spring Conference

Card Transactions- can be added to proper expense report.

SAP Concur Expense ▾

Manage Expenses **Card Transactions** Process Reports

Company Card Charges

Add Charges To: ACBO 2024 Spring Conference **Add Selected**

Card Activity: All Cards Transaction Date: Last 60 Days Unused Only

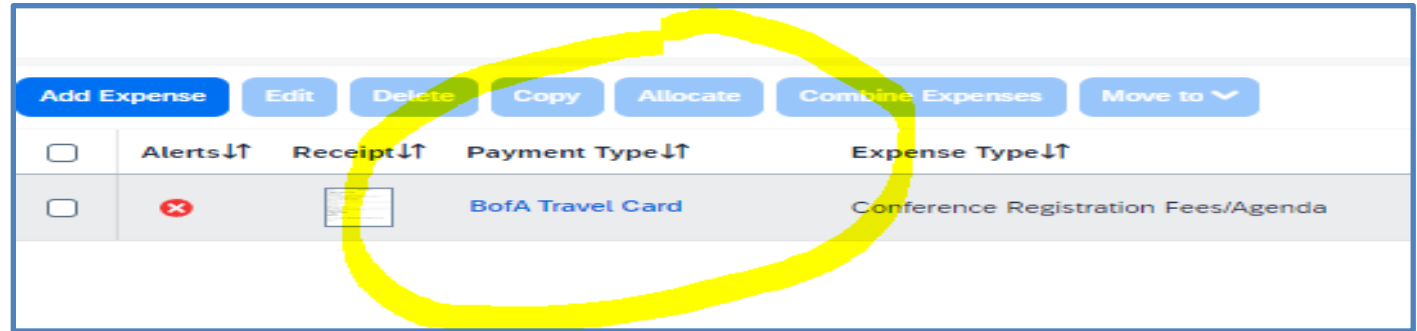
	Date	Description	Expense Type	Amount	TOTAL AMOUNT
	04/23/2024	ACBO Sacramento, CA	Conference Registration Fees/Agenda	\$675.00	\$675.00

Used in report: ACBO 2024 Spring Conference

Creating Submitting Expense Reports

Payment Type

- Bank of America Travel Card- becomes the default payment type when card is used.
- CalTravel Ghost Card. Selected when booking was done through the travel store.
- Other Entity- Used when A/P sends check payment.
- Out of Pocket.



<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input type="checkbox"/>	✖		BofA Travel Card	Conference Registration Fees/Agenda

New Expense

Details | Itemizations

Allocate

Expense Type * * Required field

Parking ✖

Transaction Date * 04/23/2024 📅

Report/Trip Purpose * Conference Attendee ▼

Additional Information

Enter Vendor Name

City of Purchase Sacramento, California ✖

Payment Type * ?

Out of Pocket ▼

CalTravel Ghost Card

Other Entity

Out of Pocket

Amount *

Comment

Save Expense | Save and Add Another | Cancel

Creating Submitting Expense Reports

REQUEST

Approved

\$2,242.67

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Add Expense

Edit

Delete

Manage Attachments

View Receipts in New Window

Missing Receipt Declaration

Expenses

Move to ▾



Alerts↓↑

Receipt↓↑

P

Expense Type↓↑



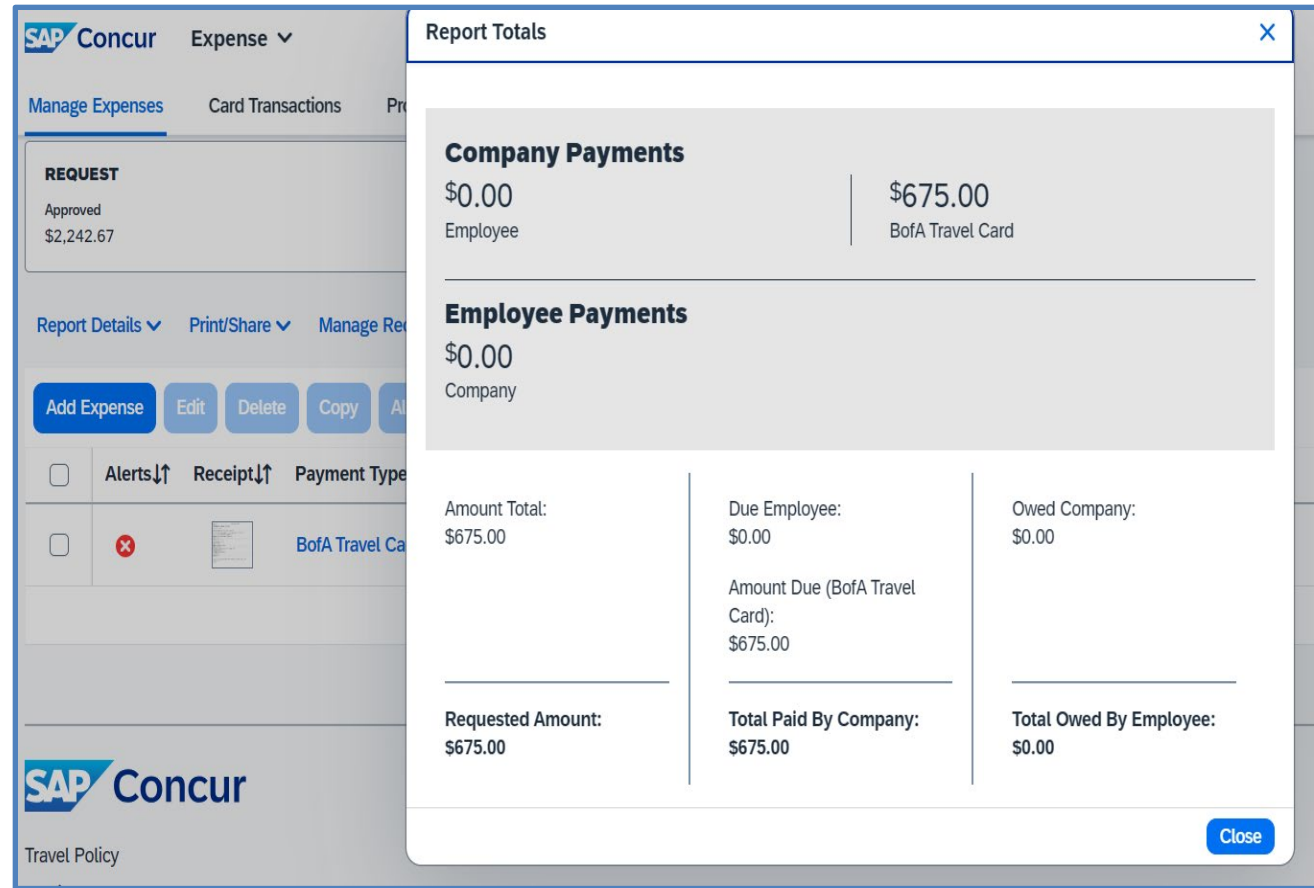
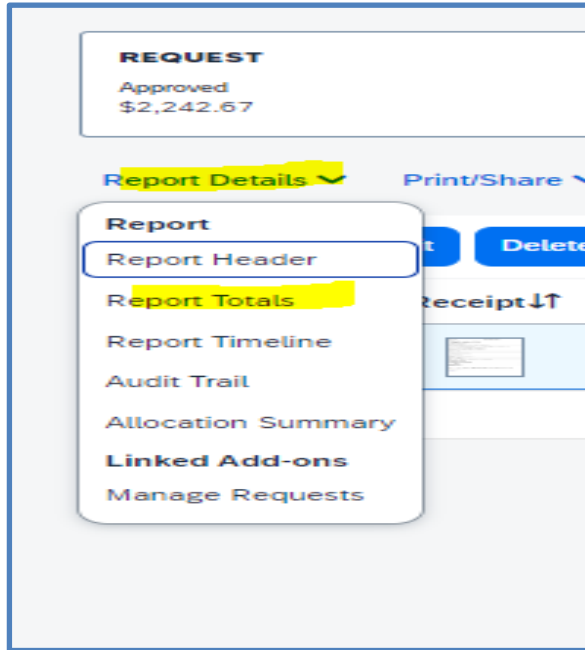
BofA Travel Card

Conference Registration Fees/Agenda

- All receipts must be itemized.
- Fill out Missing Receipt Declaration (If a receipt is lost).
- Missing Receipt Declaration is submitted and signed only by Traveler. Delegate don't have access to it.

Creating Submitting Expense Reports

Before submitting expense report check the report totals.



Creating Submitting Expense Reports

SAP Concur Expense

Manage Expenses Card Transactions Pr

REQUEST
Approved
\$2,242.67

Report Details Print/Share Manage Re

Add Expense Edit Delete Copy At

Alerts Receipt Payment Type

BofA Travel Ca

SAP Concur
Travel Policy

RCCD- AP Detailed Report with Summary Data

Note: The sum of allocation amounts may not exactly match the expense amount

Report Total :	\$675.00
Personal Expenses :	\$0.00
Cash Advance Returns Amount :	\$0.00
Total Amount Claimed :	\$675.00
Amount Not Approved :	\$0.00
Amount Approved :	\$675.00
Company Disbursements	
Amount Due User :	\$0.00
Cash Advance Utilized Amount :	\$0.00
Total Paid By Company :	\$675.00
Amount College Paid :	\$0.00
Amount Due College :	\$0.00
Amount Due College Card :	\$675.00
Amount Due Company Card :	\$675.00
Employee Disbursements	
Amount Due College :	\$0.00
Total Paid By Employee :	\$0.00

Close

Run a report to verify GI accounts, total amounts and expense type.

Then submit expense report

Creating Submitting Expense Reports

NEED HELP WITH CONCUR?

Please email the Norco College Concur Team
ConcurQuestions@norcollege.edu

You can also visit

www.norcollege.edu/concurtraining



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