CONCUR
TRAVEL & EXPENSE

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

April 18, 2019

November 5th , 2019

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AGENDA

- User Profile Setup
- Single Sign-On
- Update Concur Profile
- Request
- Booking Travel
- Expense
- Posting and Payments (Galaxy)
- Useful Links

USER PROFILE SETUP

Profile Setup

Initial Employee Profile Setup

All Permanent Budgeted Staff paid via payroll (except for Student Employees) will have profiles setup through nightly data feed to Concur.

*****Please note during Pilot the updates are processed weekly through manual uploads

Employee profile updates will capture any changes in employee data processed in Colleague and Galaxy.

- Colleague
  - Employee Name
  - Colleague ID
  - Email
  - Direct Supervisor
  - Location
- Galaxy
  - Galaxy Vendor ID
  - Galaxy Employee ID
  - Default Employee GL String for Prime Position (Highest Funded Position)

New Hire profiles should be available within 72 HRS of profile updates in Colleague. Issues with profile data should be reported to the College Super User.

•New Concur Users will need to sign into the Single Sign on Portal:
https://go.rccd.edu/_layouts/PG/login.aspx?ReturnUrl=%2f

•Upon successful login, New Concur User can modify user Profile and add additional user profile information.

Profile Issue Resolution

Initial Employee Profile Setup

Missing Direct Supervisor (does not apply to Faculty & Athletics)

- Concur warning message will be displayed when saving Request or Expense Report to contact HR to request for Colleague profile to be updated with a valid Direct Supervisor.
    - Direct Supervisor can also be added by Super Users though this is not preferred

Missing Vendor ID

- When a Galaxy Vendor ID does not exist the profile is setup with a default Vendor ID '999999'
- Concur warning message will be displayed when saving Request or Expense Report to contact PurchasingTravel@rccd.edu and request for Vendor ID to be created.

Missing Email Address

- Concur warning message will be displayed when an email address is not available in Colleague to contact HR to update email address. This is critical since email notifications will not be received without a valid email address
    - Missing email address is replaced with noemail@rccd.com as a default
        - Email address can also be added by Super Users and Purchasing Department

SINGLE SIGN-ON

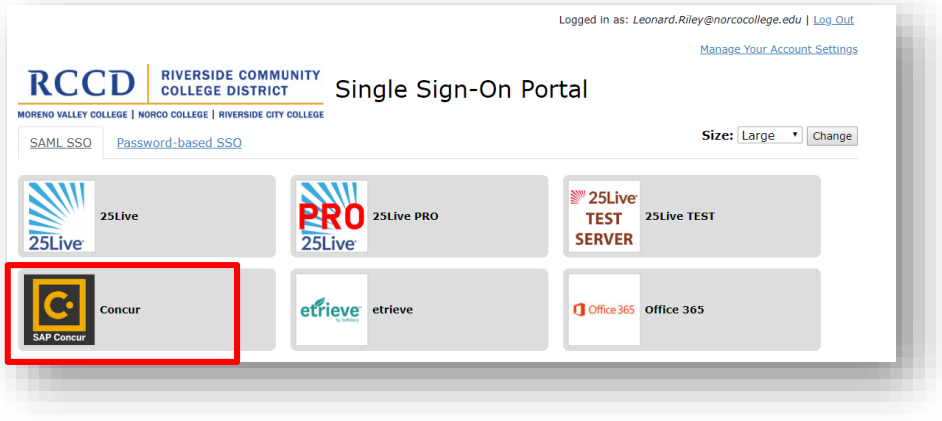
HURON

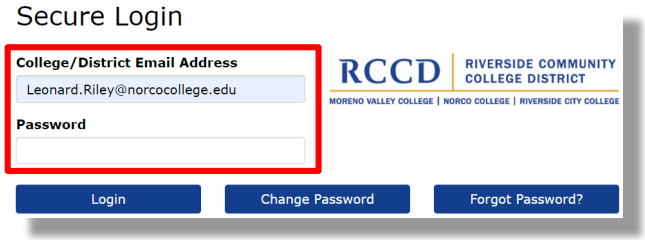
RCCD Single Sign On (SSO)

Accessing Concur Via SSO

GO.RCCD.EDU – https://go.rccd.edu

- College/District Email Address = FirstName.LastName@Organization.edu
- Password is the same as your Network and Email (Office365) password
- Click on Concur Icon





UPDATE CONCUR PROFILE

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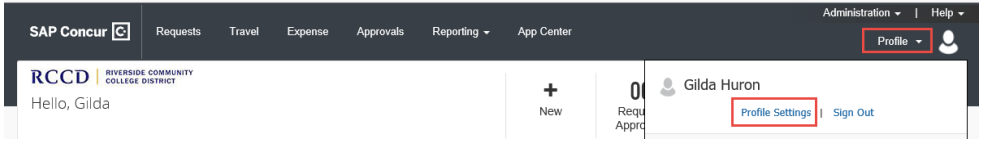
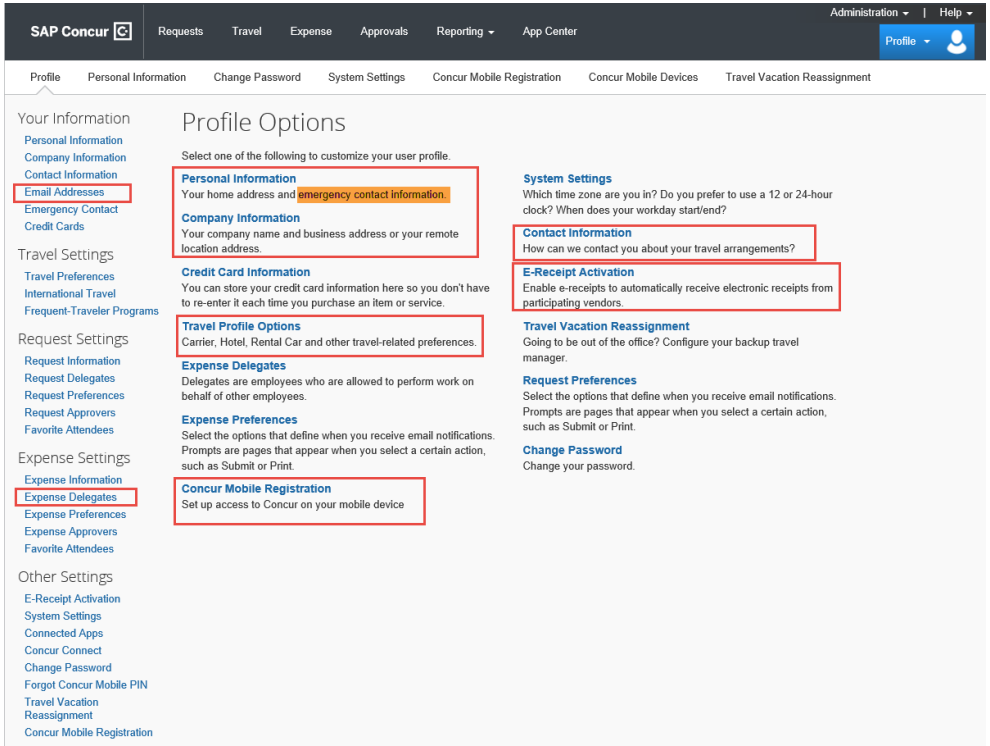
Profile Settings
Update Settings



Update and Verify Profile Settings

Before you enter a travel request or expense report, update your profile settings.

- Go to Profile➔ Profile Settings
- **Verify/Update at minimum the following:**
  - Personal Information
  - Company Information
  - Contact Information
  - Travel Profile Options
    - Activate TripIt Pro, Frequent Traveler Programs, TSA/Passport details
  - Mobile Registration
  - E-Receipts
  - Expense Delegates



Profile Settings

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 College Super User.
    - Do not book travel if this information is incorrect

Company Information

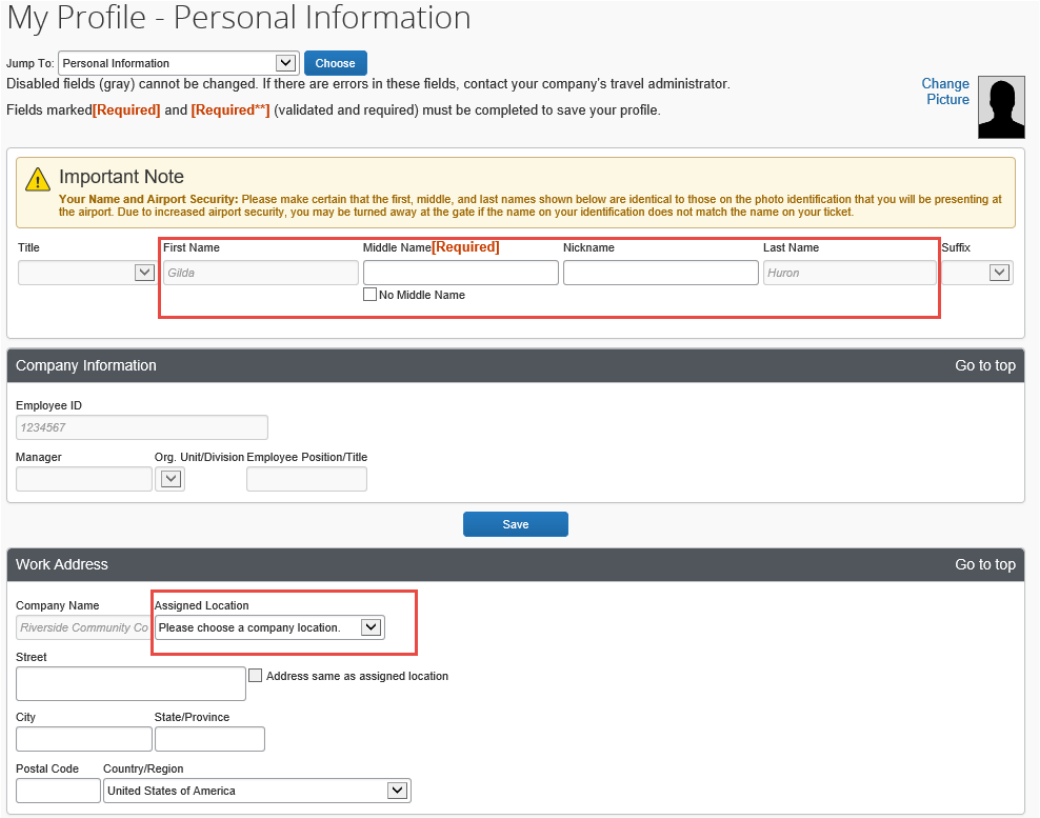
- Prepopulated with Employee ID and Direct Supervisor. Please report any issues with data in your profile to you College Super User

Work Address

- The work address section automatically populates the company name of *Riverside Community College District*. Under "**Assigned Location**" select from the drop-down menu the company location of where you work.

Email Address

- When you verify your email address, we can associate information forwarded from that email address to your account. With your verified email address, you can:
    - Forward travel plans to **plans@concur.com** to have reservations added to your trips.
    - Forward your receipt images to **receipts@concur.com** to have your receipts uploaded into your Available Receipts.



Profile Settings

Emergency Contact

- Make sure this is updated

Travel Preferences, Frequent Traveler Programs, TSA

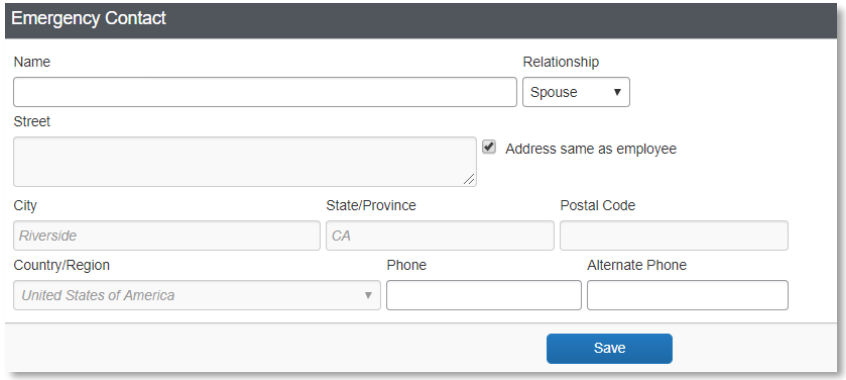
- Enter existing membership programs and TSA or Global Entry data
- REQUIRED to update Gender & DOB under TSA Secure Flight section

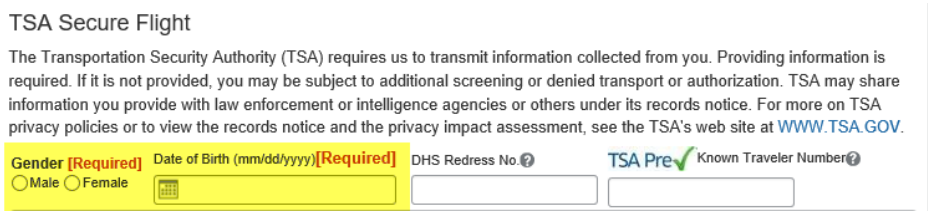
Existing South West Ticket Credits

- If you have pre-existing Southwest Airlines ticket credits you can enter them under Unused Tickets and Southwest Ticket Credits by clicking “Add Ticket Credit” link.

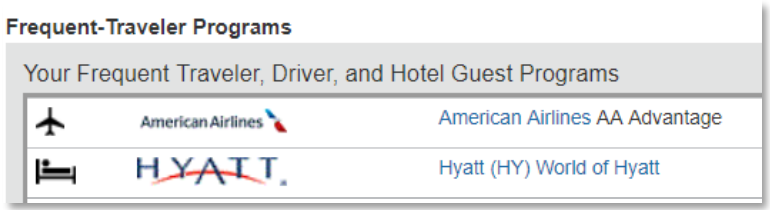
Passport and Visas

- Enter your passport or visa information in the International Travel: Passports and Visas section. Note: This is not required information unless travelling internationally.





Once your entire profile has been completed, click any of the “**Save**” buttons visible. If any errors occur, a pop-up message will inform you of any corrections that are needed. Correct the errors and click “**Save**” again. Once the profile has been saved a “Profile Saved” message will appear in the upper righthand portion of the screen.

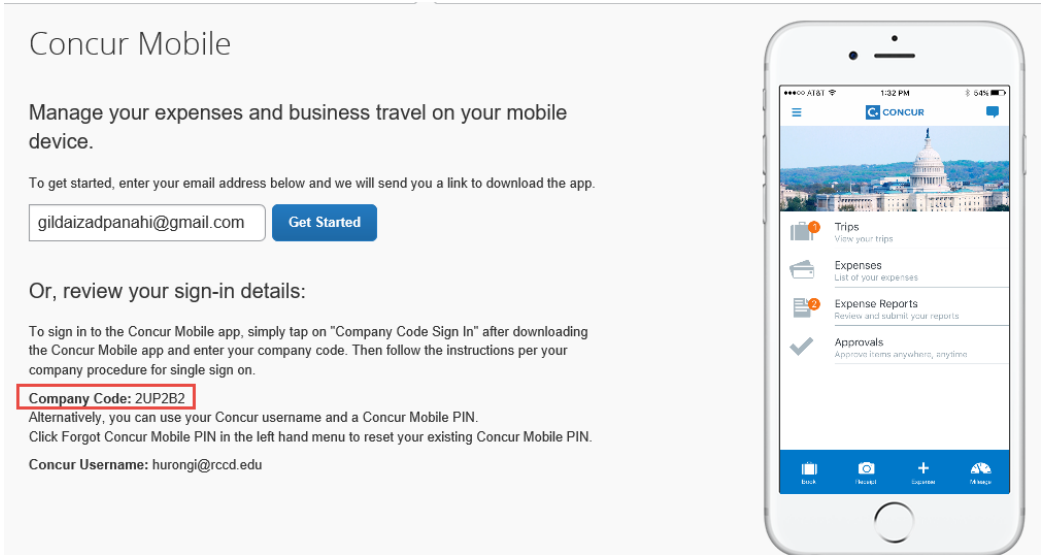


Profile Saved

Mobile Registration
Initial Set-up

Mobile Access Available Via SSO
- Download Mobile App from App Store (or get a link by clicking 'Get Started'
- Login to RCCD SSO on your mobile device
- Login to Concur using Company Code **2UP2B2**

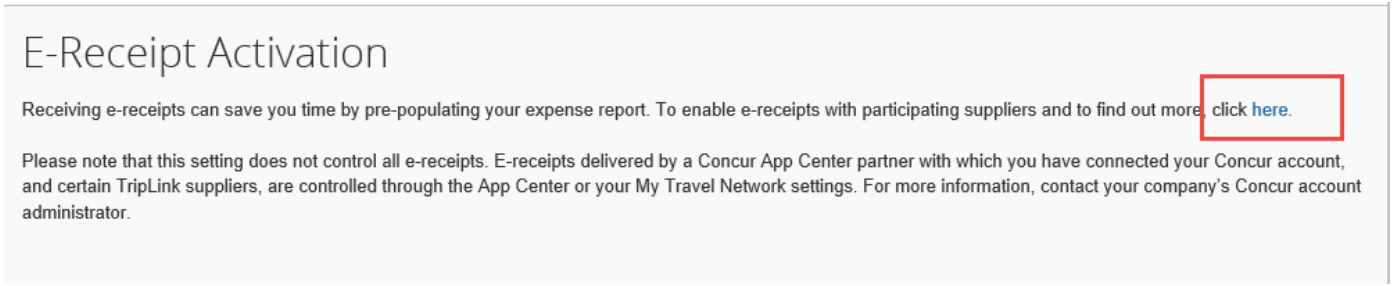
Using Mobile App
- Create image receipts and attach to your profile
- Manage Trips and Expense Reports on the go
- Prepare, Submit, Approve Expense Reports



Activate e-Receipts
Initial Set-up

What are e-Receipts?

- Participating Vendors (most hotel chains, Airlines, Car Rental Agencies) will provide detail data that is used for generating an electronic receipt
- Electronic receipts are attached to user profiles and can be attached to Expense Entry line items



Delegates & Travel Arrangers
Assignment

Assignment of Delegate or Travel Arranger

- May be added by user
- May be added by requests to Purchasing Department when staff are out of office or *terminated*
- Delegate must have the same Concur permissions or higher level permissions
    - Note** Approval delegation may not be assigned to an individual who does not have Approver role

Request Delegates

- **Preparer** - May prepare & submit Requests
- **Approver** - May Approve Requests

Travel Arrangers

- May book Travel on-behalf of user
- May receive email notification, including itineraries and travel booking confirmations
- May send itinerary to plans@concur.com to update TripLink

Expense Delegates

- **Preparer** – May prepare reports, but submission must be by user. May email receipts to user profile Receipt Store (plans@concur.com) or ExpenseIT (Receipts@expenseit.com) for OCR receipt submission with user email address in subject line
- **Approver** – May approve reports on-behalf of another individual OR Preview reports on behalf of another user
- May Receive email notification

Delegates & Travel Arrangers

Configuration and Options

Delegate Configurations

New | Modify | Remove | Delete Inactive Delegates/Delegators

Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can Approve	Can Approve Temporary	Can View Receipts	Can Use Reporting	Can Preview For Approver	Restrict Delegates to Group	Need Approver Role to Approve	Applies to Groups	Maximum Time Period to Approve (Days)
*RCCD-Delegate Configuration	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes	*Global	

Expense Delegates

Delegates | Delegate For

Add | Save | Delete

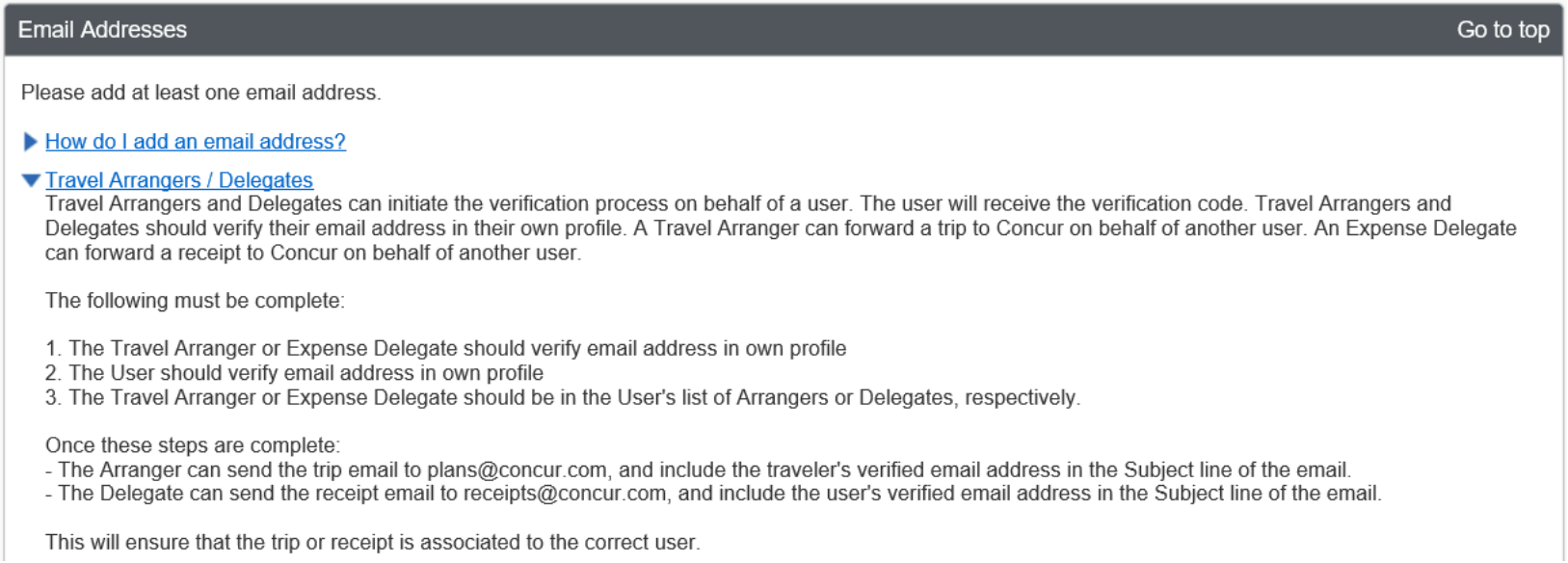
Delegates are employees who are allowed to perform work on behalf of other employees.

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

Name	Can Prepare	Can Book Travel	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
ASKAR, MAJD majd.askar@rccd.edu	☐	☐	☐	☐	☐	☐	☐	☐	☐

Delegates & Travel Arrangers

Receipt Store & Itineraries



Email Addresses — Go to top

Please add at least one email address.

▶ How do I add an email address?

▼ Travel Arrangers / Delegates

Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email address in their own profile. A Travel Arranger can forward a trip to Concur on behalf of another user. An Expense Delegate can forward a receipt to Concur on behalf of another user.

The following must be complete:

1. The Travel Arranger or Expense Delegate should verify email address in own profile
2. The User should verify email address in own profile
3. The Travel Arranger or Expense Delegate should be in the User's list of Arrangers or Delegates, respectively.

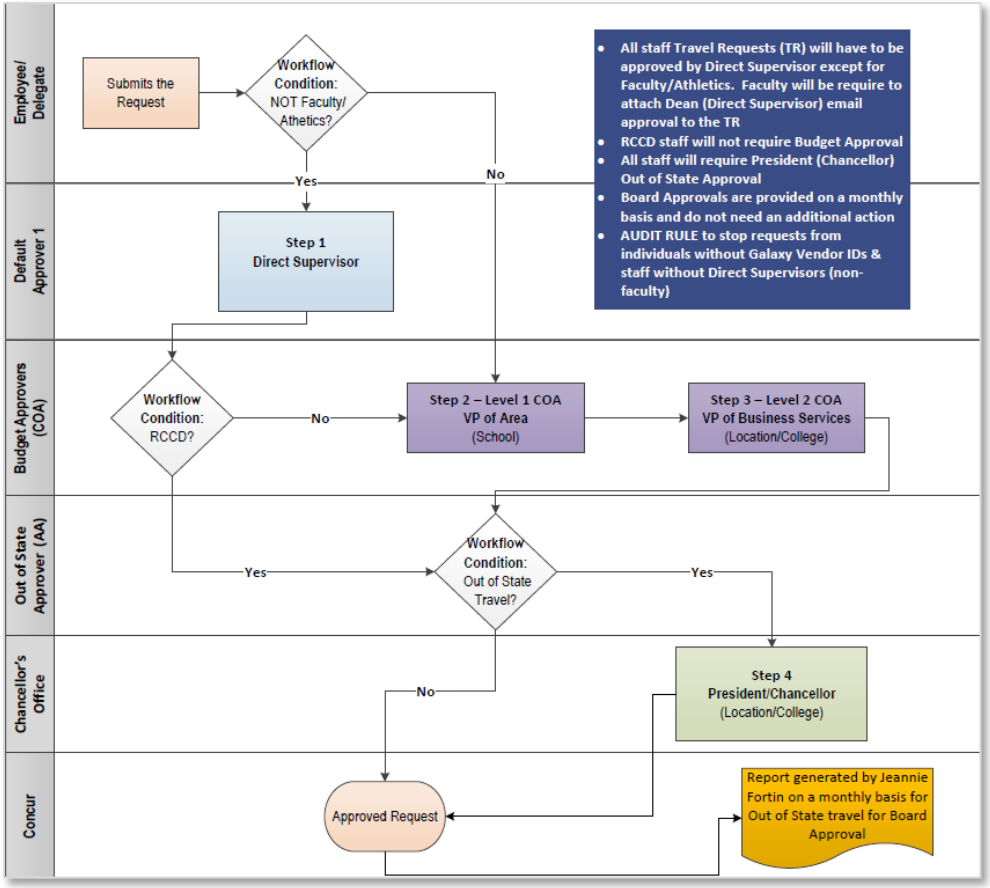
Once these steps are complete:
- The Arranger can send the trip email to plans@concur.com, and include the traveler's verified email address in the Subject line of the email.
- The Delegate can send the receipt email to receipts@concur.com, and include the user's verified email address in the Subject line of the email.

This will ensure that the trip or receipt is associated to the correct user.

REQUEST

HURON

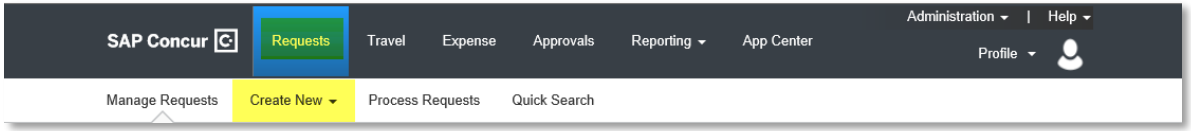
Request
Process (Concur Workflow)



- Create, prepare and submit the Request for approval
  - The Request routes to the Direct Supervisor, then area VP and VP of Business Services for the **School in the Request GL String**
    - Note**Faculty/Athletics will have to manually add Dean as additional approver
    - Note***Out of State travel requires President (Colleges) or Chancellor (District) approval
- Once the Request is fully approved, the traveler is notified (via email) and can book the travel by clicking the "Book" link If **01. Book online – Concur Travel** is selected, OR create "Expense" reports if **02. Book with Agent – Cal Travel Store** or **03. Book outside of Concur and Cal Travel Store** Booking Type is selected.
- There is no time limit for booking travel once a request has been approved and is in the "Book" status. However, it is recommended that booking is done immediately since prices for flights, hotel reservations and conference registration tend to increase rapidly)
  - Additionally, Cash Advance, if requested, will not be issued until trip is booked

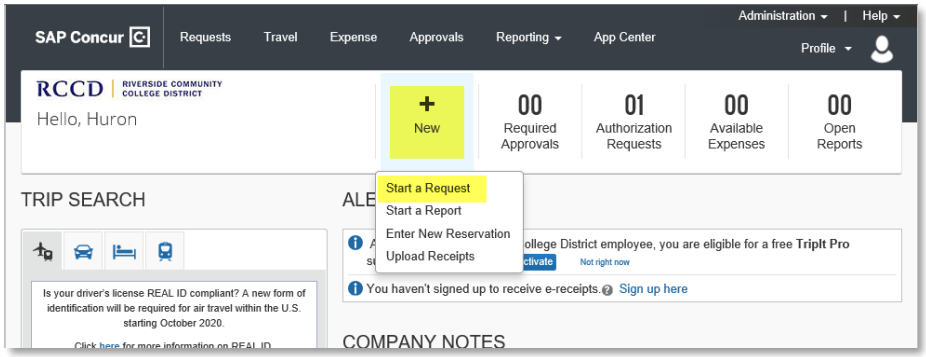
Request
Creating a Request

To create a travel request, click on Requests tab from the Concur home page. Then, click New Request



OR

or, from the Concur home page, click '+ New' > Start a Request from the top righthand side of the screen.



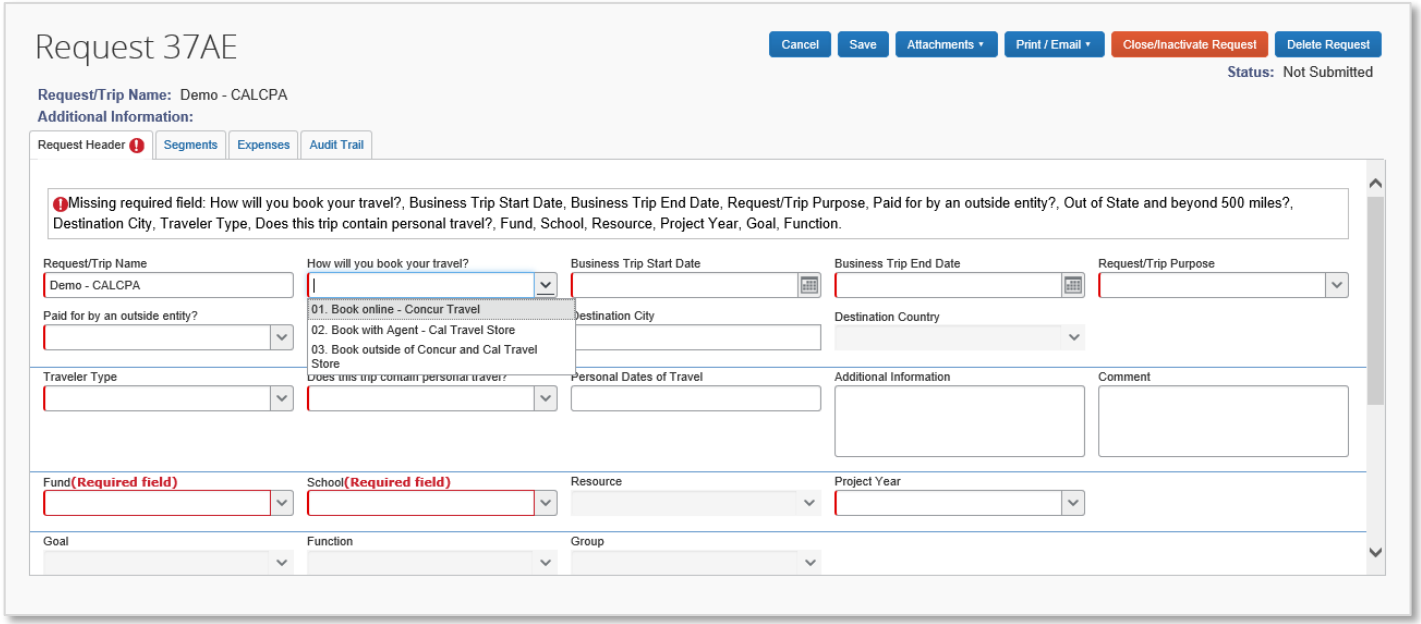
Request

Preparing a Request

Once Request Header is created update all relevant fields. Note** Required Fields are identified by a red bar on the left side. Request cannot be submitted if there are data missing for required fields.

Request/Trip Name

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** and/or the **Comment** field



Request

Preparing a Request

How will you Book your travel?

- **01. Book online – Concur Travel**
  - Will require at least one Segment (Airline, Hotel, Car Rental, Train) to be added and booked within Concur
  - Once Request is fully approved the Status will be Pending Booking
- **02. Book with Agent – Cal Travel Store**
  - Approved Request detail will be email to Cal Travel Store, where a Travel Agent receives and reviews the trip details and contact Requestor or Travel Arranger to make arrangements
  - Option should only be used for complicated trips with multi segments or special needs, or when adding personal travel to the business trip
- **03. Book outside of Concur and Cal Travel Store**
  - Used when Requestor has independently made travel arrangements, travel arrangements are managed by another organization, or travel arrangements are not required

Business Trip Start/End Dates

- Should *only* include Business Trip dates
- User will receive Policy Reminder IF:
  - In State Trip is requested less than 10 days in advance of trip start date
  - Out od State Trip is requested 30 days in advance of trip start date

Request/Trip Purpose

Paid for by outside entity?

- Select Yes when travel is managed/organized by another entity

Request
Preparing a Request

Out of State and beyond 500 miles?

- Require President (MVC, NC, RCC) or Chancellor (RCCD) approval
- Require notification to Chancellors Office

Destination City/Country

- For multi-segment trips staff should select the last destination
- Destination Country is auto-populated

Does this trip contain personal travel? And Personal Dates of Travel

- If travel contains personal days, then **Personal Dates of Travel** field must be populated (i.e. 9/20-9/23/2019)
- Requestors will be required to select 02. Book with Agent - Cal Travel Store to ensure incremental costs associated with the personal portion of the travel are paid for by users via personal credit card

GL Account String

- Defaults to staff profile
- Update based on budget to be charged for the trip
- Drives approval flow to Budget Approvers (VP of Area, VP of Business Services)

Cash Advance

- Used rarely, since most trip expenses are centrally paid by Purchasing Department
- *Issued by Accounts Payable 30 days before trip start date, and paid within 4 business days after issuance*

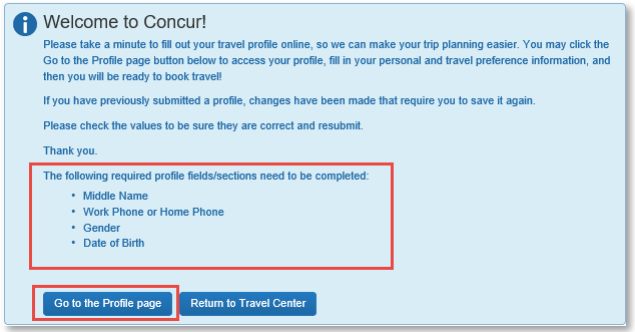
Request
Estimating Trip Cost

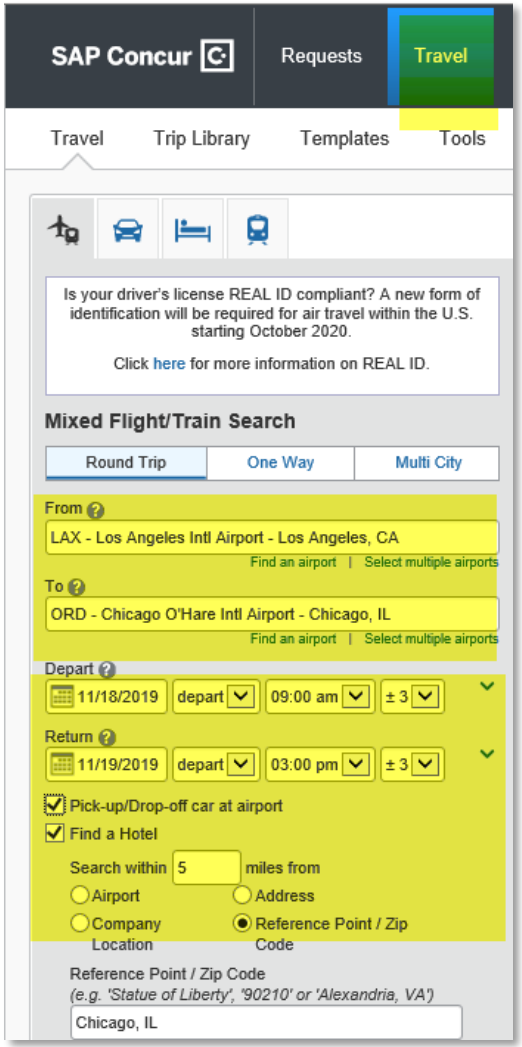
Estimates using Concur Travel

Concur Travel can be used to get trip estimates for Airfare, Hotel, Card Rental and Train

- Click on Travel tab
- Enter details for each type of booking required and enter details and click Search
- You will receive a pop-up notification if Travel Profile was not updated and will have to update profile before search results will be

NOTE**DO NOT click BOOK from the Travel section while getting estimates

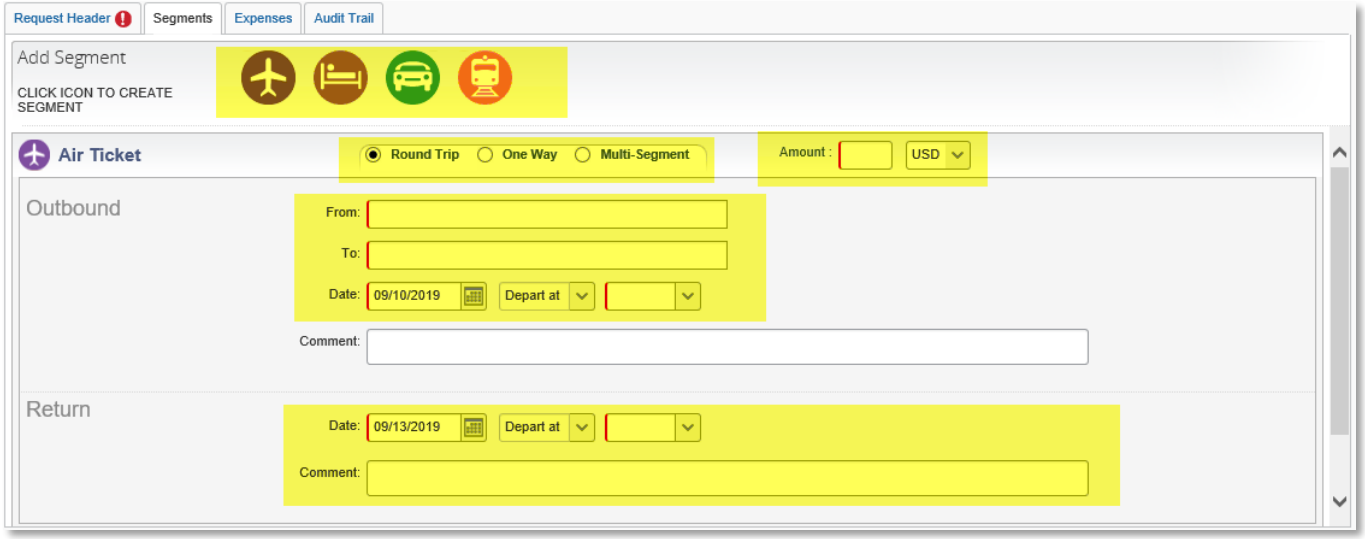




Request

Updating Segments - 01. Book online – Concur Travel

- Go to Segments tab and click on each icon Airfare, Hotel, Car Rental, and Train to provide details and estimates for each segment required.
- The information entered in these segments will be used as the search criteria within Concur Travel, when Request is fully approved, to select the desired flights, hotels, and cars.



Request

Cash Advance (Request Header)

Controls

- Cash Advance amount requested cannot be in excess of total for out of pocket expenses Expense Line Entry items (excluding Airfare, Hotel, Car Rental, Conference Registration Fees which are paid centrally)

Approvals

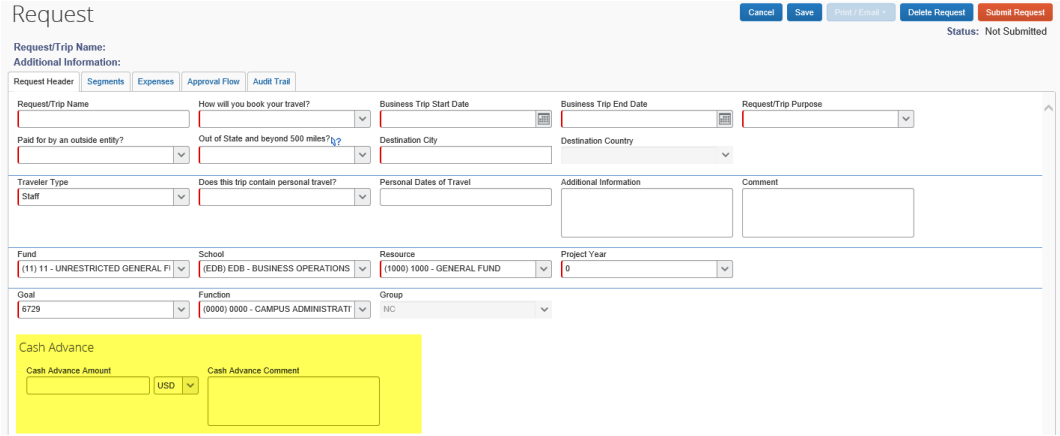
- After Request is Approved by Budget approvers **the Direct Supervisor will have to approve the Cash Advance Request**

Issuance

- After fully approved through Request process the AP team will review/issue Cash Advance 30 days prior to Business Trip Start Date.

Payment

- Payment will be processed within 4 Business Days of Cash Advance issuance by RCOE



Request
Pre-Paid Expenses

Airfare

- Airfare booked via CalTravelStore either online via Concur Travel or Agent booked will be paid centrally by the District via credit card (RCCD Ghost Card (Citi))

Hotel

- Hotel Room and Tax reservations will be pre-paid by the District *(Interim Process)*
  - Requestor is required to contact hotel after Request is fully approved to request a Credit Card Authorization form
  - Requestor should complete the form with traveler and reservation details and forward the pre-filled form to PurchasingTravel@rccd.edu for processing
  - Purchasing Department will complete the form with credit card details and send the form to the hotel (College Card (AmEx)

Car Rental

- Car Rental booked via CalTravelStore either online via Concur Travel or Agent booked will be paid centrally by the District (College Card (AmEx))

Registration Fees (Conference)

- Registration Fees will be pre-paid by the District *(Interim Process)*
  - Requestor should complete the conference registration as much as possible and provide payment details to PurchasingTravel@rccd.edu for processing
  - Purchasing Department will complete the payment portion of the conference registration (College Card (AmEx))

Request
Paid for by Outside Entity?

Request Header

- Requestors should select ‘Yes’ if any part of a trip is paid for by outside entity (Airfare, Hotel, Meals etc.)
    - If District is paying for the trip initially and reimbursed by the entity at a later date select ‘No’ and add comments in Additional Information field. Funds received will be processed via Accounts Receivable

Segments Tab

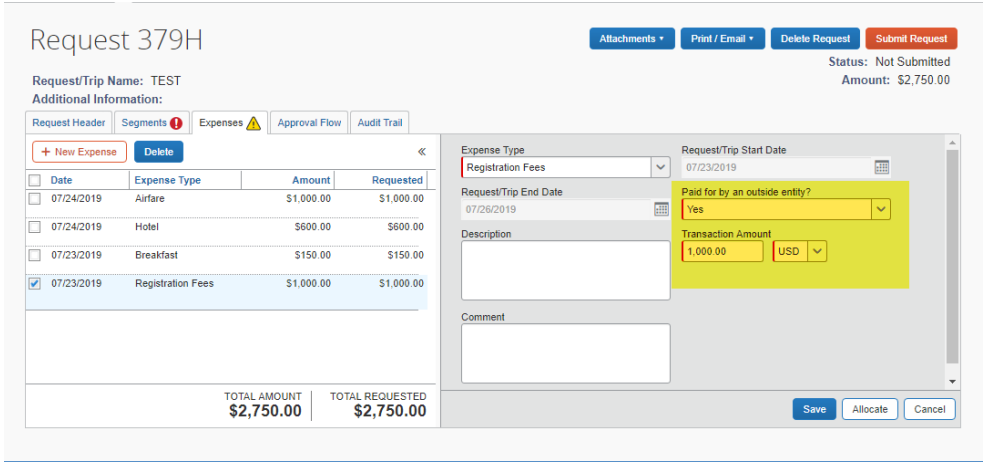
- Select and complete Segments (Airfare, Hotel, Car Rental, Train) that are NOT paid by outside entity.

Request Expense Entry

- Requestors should enter all expense paid for by outside entity in the Expense Entry and note the value (amount) of the expenses paid

Encumbrance

- Expenses paid by outside entities will not be encumbered

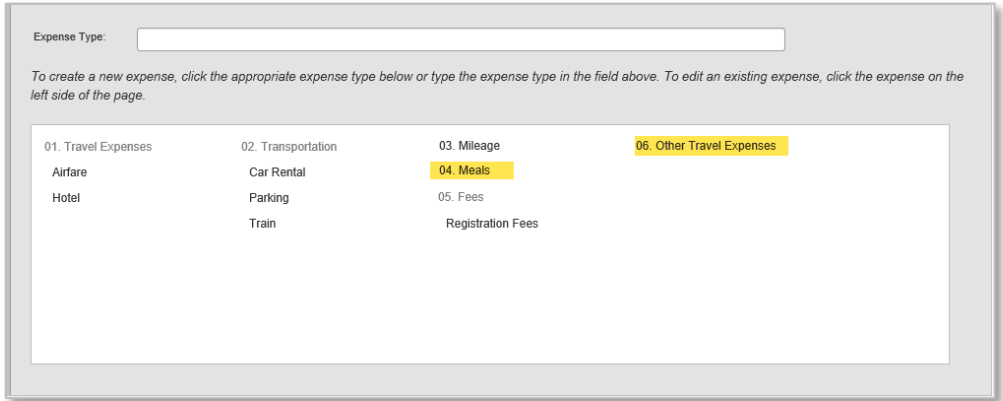


Request
Expense Entry

Click the Expenses tab to enter mileage, conference registration cost, food and ground transportation costs.
NOTE**Airfare and Hotel should only be entered on the Expenses tab if you select option “02. Book with Agent – Cal Travel Store” or “03. Book outside of Concur and Cal Travel Store”. When ‘01. Book online – Concur Travel’ is selected and Segments Tab is updated an Expense Entry line item is automatically created in the Expense Tab

To reduce the data entry burden on the end-user when creating Travel Requests staff may prepare trip estimates using a grouping (Parent Expense Types) rather than providing estimates individually.

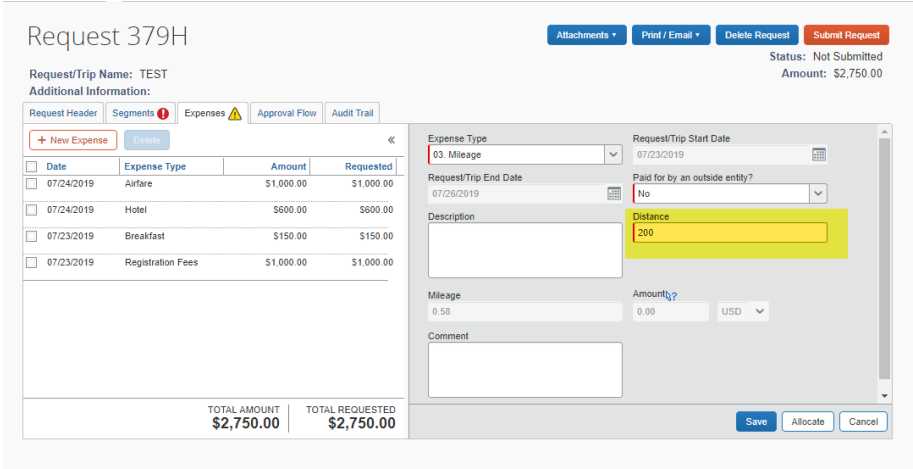
- Meals – User provides estimates for personal Meals for the entire trip and includes the following:
  - Breakfast
  - Lunch
  - Dinner
- Other Travel Expenses – User provides estimates for all expenses below for the entire trip:
  - Airline Fees
  - Ground Transportation
  - Tolls/Road Charges
  - Group Meals/Entertainment +/- 10
  - Agency Booking Fees
  - Currency Exchange Fees
  - Miscellaneous



Request
Mileage Requests

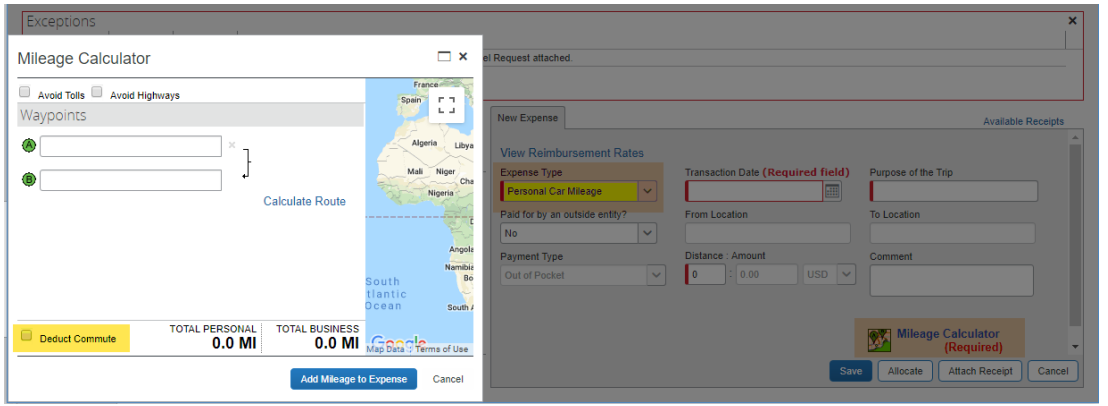
Request Expense Entry

- Requestor selects **03. Mileage** parent expense type
  - Only estimated miles (**Distance**) is required
  - Once saved the **Amount** will be calculated automatically based on IRS published mileage rates



Expense Entry

- When the Request is fully approved and trip completed the Requestor will use Personal Car Mileage Expense Type to calculate the exact miles traveled LESS commute miles
  - **Deduct Commute** checkbox must be selected

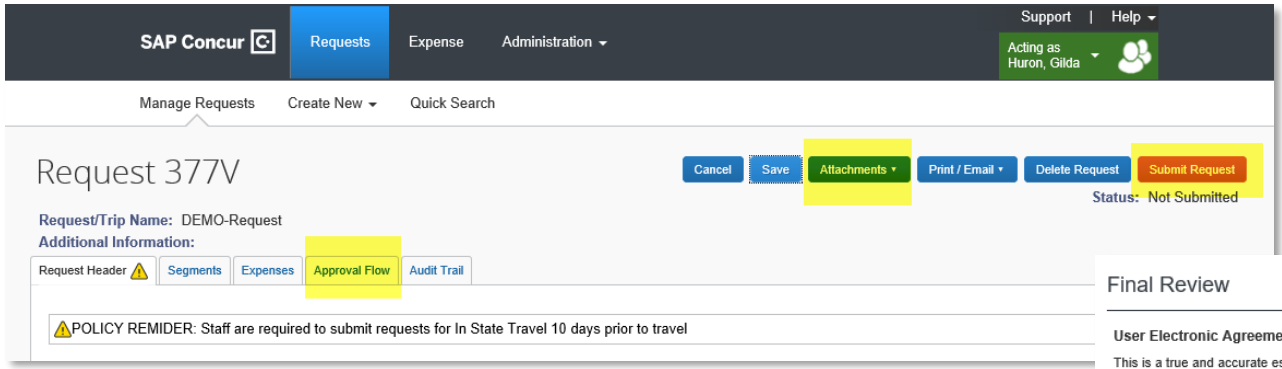


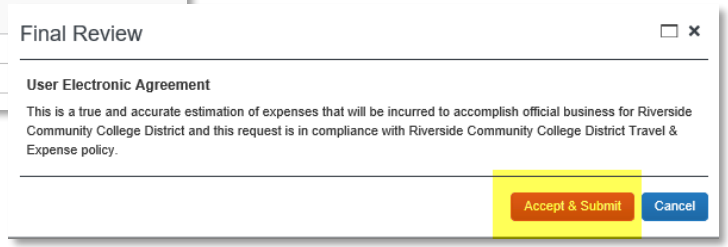
Request
Submitting Request

Attaching Supporting Documents
- Click the Attachments button to upload the conference flyer (or conference registration invoice), agenda (if available)

Faculty/Athletics ONLY
- Click on Approval Flow tab and add an additional approver (Dean for your School)

Submit Request
- Click on Submit Request, and click on Accept & Submit in the attestation pop-up window





Request

Approving Requests & Approval Status

Approver Notifications

- Approvers receive email notifications to approve Requests
- Requestors receive email notifications of approval status changes (approved, rejected)
- Request are escalated to 'Approvers Approver' if Requests are not approved within 5 calendar days

Approvers

- Can delegate the initial review of Requests to a 'Previewer' through the Delegate setup process. Previewers will be able to confirm documentation and approvals are received, then notify the approver that the Request is ready for approval
- Approvers and Requestors can add additional approvers
- Requestors can recall the Request only if Request has not been approved (they would have to cancel or close request if approved)

Approval Status

- Not submitted
- Submitted
- Submitted & Pending Approval
- Cancelled
- Approved
- Sent Back to User
- Pending On-line booking (only when **01. Book online – Concur Travel** option is selected)
- Out of State Approval (for out of state travel only)

Request

Delete, Cancel or Close/Inactivate

Delete

A Request can only be deleted if it has *never* been submitted

Cancel

A user can cancel a Request once it's been submitted

- If cancelled before approval, you will not see the Expense link
- If Request is cancelled after approval but before booking, the Request will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing
- If Request is cancelled after booking, the Request and the Booking will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing

Cancellation of a Request, after it has been fully approved, will release the encumbrance

Recall and Resubmit

Traveler should recall Requests that exceed approved/budgeted amounts (after travel is booked) to ensure revised amounts are fully approved

Close/Inactive

Traveler should manually close/inactivate if they no longer need to expense against the Request

Multiple Requests

If another Request is made due to changes in travel plans and account keys mid-stream, requestors are able to assign all Requests associates with the trip to a single expense report. The user will simply attach the second request to the report created using the first Request.

Request
Canceled Requests & Pre-Paid Expenses

If Request is cancelled after booking, the Request and the Booking will be cancelled

Airfare and Car Rental (Booked through online Concur Travel or CalTravelStore Agent)

- Non-Refundable Airfare – Airline ticket will be available for use by Requestor in the future (may be subject to change fees)
- Refundable Airfare – Refunded to District credit card

Hotel and Conference Registration Fees

- Generally refunded by vendors to the District credit card
  - Requestors are required to inform PurchasingTravel@rccd.edu when cancellation is confirmed
- IF paid via AP process Requestor should request a refund from vendor and send any refund check to Accounts Receivable.

Request
Approved Requests

Pending on-line Booking/Book Link

When **01. Book online – Concur Travel** is selected and Request is fully approved in Manage Requests screen the Request will have a Book link that will take the user to the travel wizard and prepopulate the travel with the selections user made in the Segments Tab of the Request.

Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
Pending on-line Booking	10/16/2019 10/18/2019	08/05/2019	$1,278.46	$0.00	$0.00	Book

Expense Link

When **02. Book with Agent – Cal Travel Store, 03. Book outside of Concur and Cal Travel Store, or 01. Book online – Concur Travel** is selected and travel is booked the Action column will display the Expense link.

When user selects the link the Expense Report Header is automatically updated with all the travel details from the Request.

Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
11/12/2019 11/13/2019	07/02/2019	$1,162.11	$1,162.11	$1,162.11	Expense
10/28/2019 10/30/2019	07/30/2019	$1,324.12	$1,324.12	$1,324.12	Expense
07/20/2019 07/24/2019	04/25/2019	$1,563.61	$1,563.61	$1,563.61	Expense
07/20/2019 07/24/2019	05/13/2019	$1,200.00	$1,200.00	$143.40	Expense

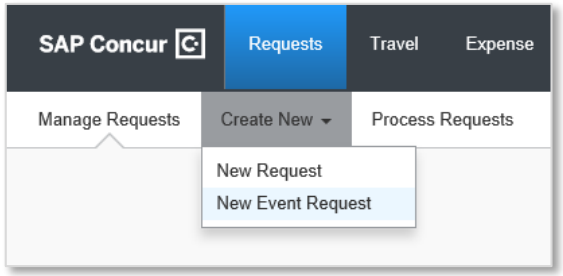
Request
Event Request

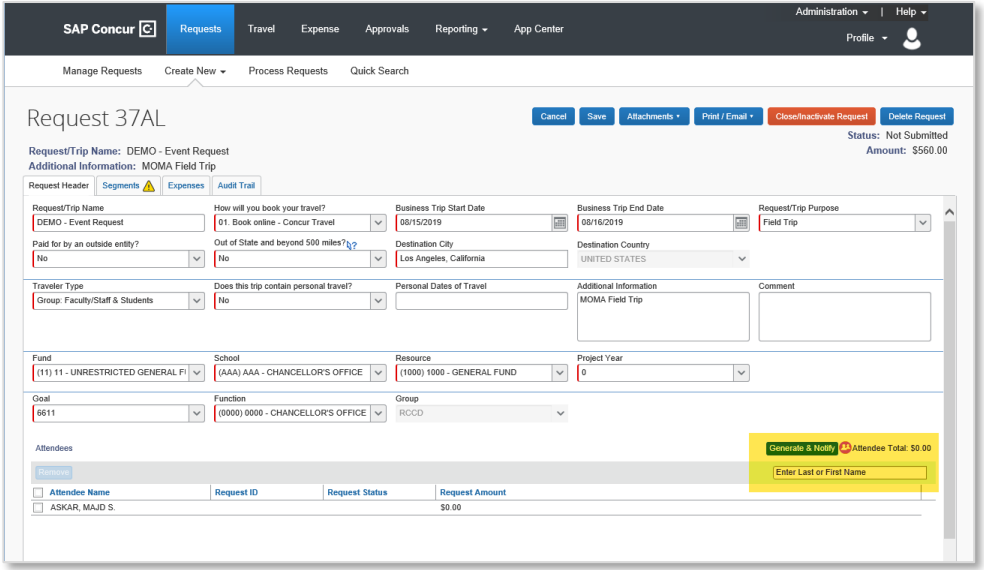
Permissions Required

- Request Event Manager permission must be assigned to the user. Contact PurchasingTravel@rccd.edu for access request .

Process

- Used to minimize data entry for group travel (profiled staff in Concur) where travel is booked separately by each traveler
- Requestor can initiate a request (segments and other expenses) and include attendees (travelers)
- Once submitted the Request will be in each attendees profile to review and submit request for approval





BOOKING TRAVEL

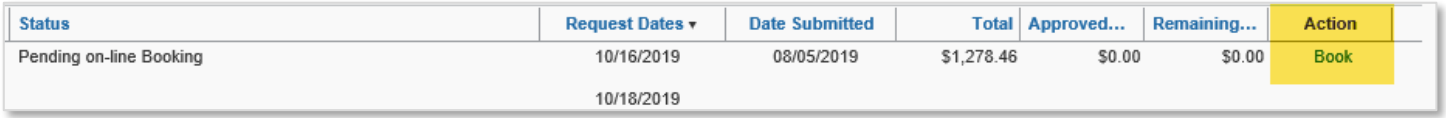
HURON

Travel
Approved Requests

Pending on-line Booking/'Book' Link

When **01. Book online – Concur Travel** is selected and Request is fully approved in Manage Requests screen the Request will have a Book link that will take the user to the travel wizard and prepopulate the travel with the selections user made in the Segments Tab of the Request.

Note**Please use the 'Book' link to access Travel booking and not from the **Travel** tab. The Travel search criteria is auto-populated when travel is booked via 'Book' link



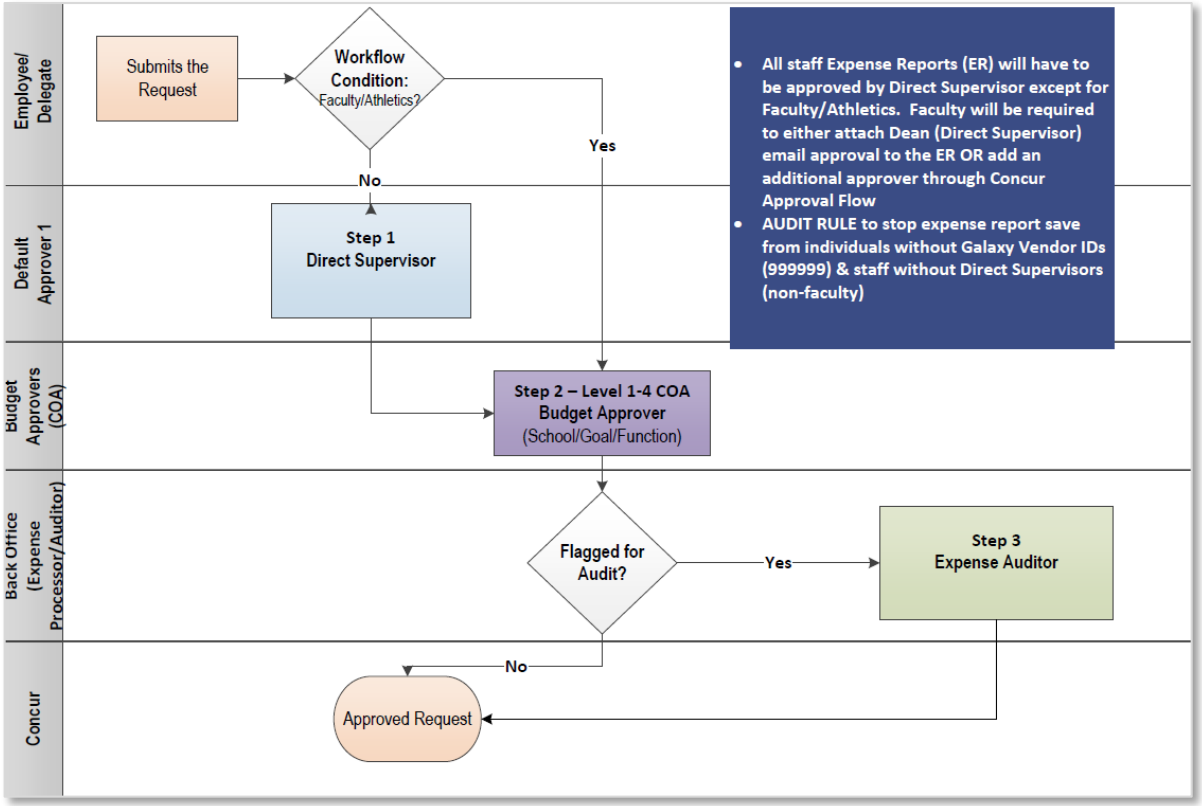
Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
Pending on-line Booking	10/16/2019 10/18/2019	08/05/2019	$1,278.46	$0.00	$0.00	Book

When booking travel segments online, the booking must be completed in ONE STEP

- System requires that user either fully books the segments in one step OR
  - If unable to complete the booking in one step, to delete the reservation altogether and start again from Request using 'Book with Concur Travel' button in the Segments Tab
  - If the online booking is initiated but not fully booked, and booking is finalized as a separate step the system will generate a new Request, because it cannot associate the booking with the original request
    - NOTE**The newly created request will have to be fully approved again, and therefore this option should not be considered

EXPENSE

Expense Report
Process (Concur Workflow)



- Create, prepare, submit Expense Report
- Expense Reports will route for Direct Supervisor, then Budget Approvers based on GL String (School, Goal, Function)
    - Note**Faculty/Athletics will have to manually add Dean as additional approver
- Expense Reports will route to AP for audit if flagged

Expense Report

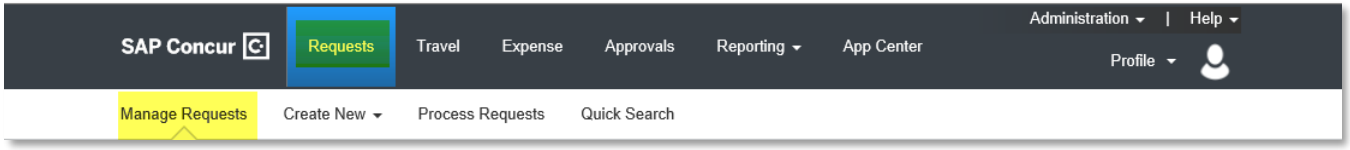
Creating Expense Report from Approved Request

Access Request

- Click **Requests**, **Manage Requests**

Create an Expense Report via Expense Link

- When **02. Book with Agent – Cal Travel Store, 03. Book outside of Concur and Cal Travel Store**, or **01. Book online – Concur Travel** is selected, and travel is booked, the Action column will display the **Expense** link.
    - All travel related Expense Reports must be initiated at the **Requests** tab, by clicking **Expense** link under the **Action** header. This prepopulates the Expense Report Header and will link the request to the Expense Report.

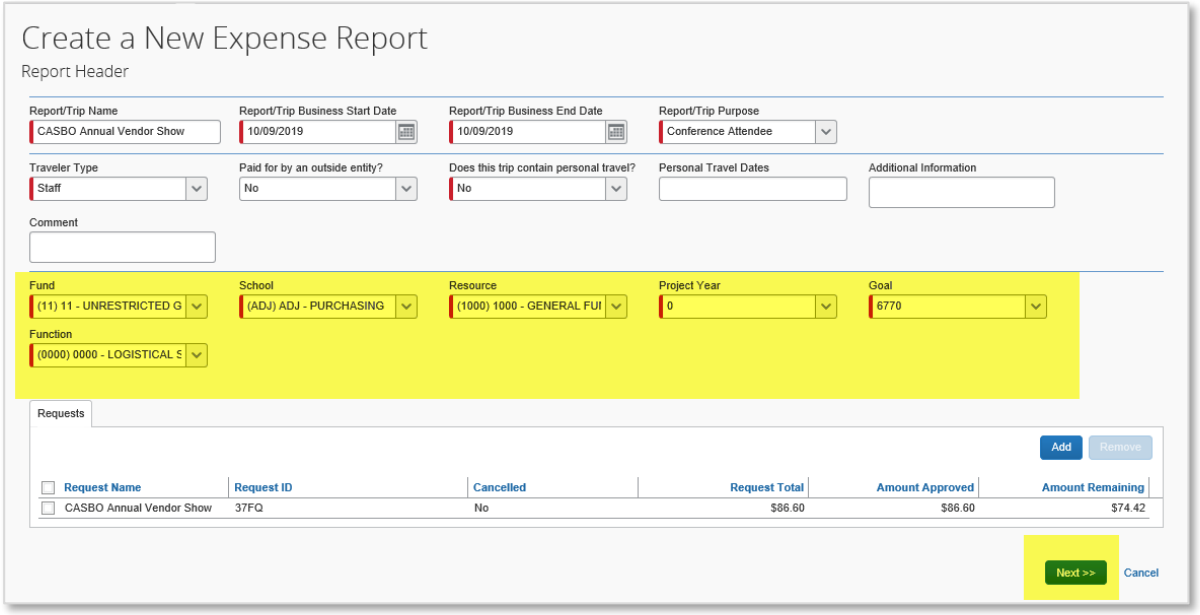


Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
11/12/2019 – 11/13/2019	07/02/2019	$1,162.11	$1,162.11	$1,162.11	Expense
10/28/2019 – 10/30/2019	07/30/2019	$1,324.12	$1,324.12	$1,324.12	Expense
07/20/2019 – 07/24/2019	04/25/2019	$1,563.61	$1,563.61	$1,563.61	Expense
07/20/2019 – 07/24/2019	05/13/2019	$1,200.00	$1,200.00	$143.40	Expense

Expense Report

Expense Report Header

- Review information in the Expense Report Header (validate GL String) and Click **Next**
  - Expense Report Header copied from approved Request when Expense link in Request is used
- Multiple Requests can be attached to one report
- Travel Requests are not required when seeking only Personal Car Mileage Reimbursements, for travel less that 50 miles in each direction, or Monthly Mileage Reports



Expense Report

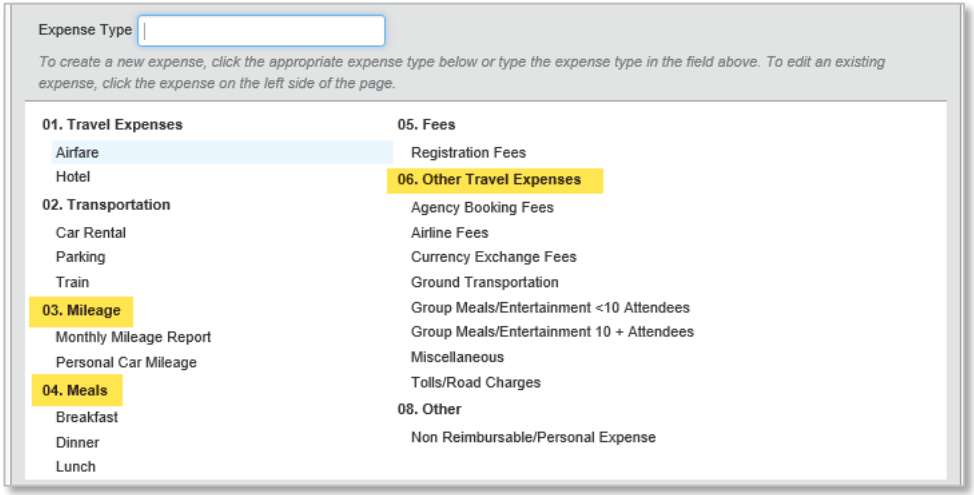
Expense Entry

Create new expenses related to the travel request by selecting the Expense Type

Individual expense entries for Travel Request trip estimates using a grouping (Parent Expense Types) will map to budgeted amounts in the Travel Request.

- Meals
  - Breakfast
  - Lunch
  - Dinner

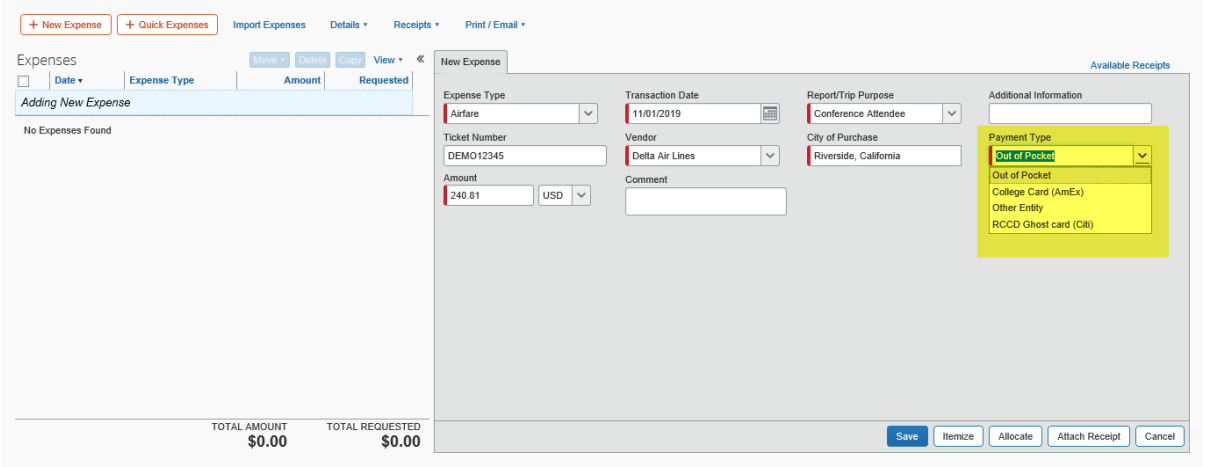
- Other Travel Expenses
  - Airline Fees
  - Ground Transportation
  - Tolls/Road Charges
  - Group Meals/Entertainment +/- 10
  - Agency Booking Fees
  - Currency Exchange Fees
  - Miscellaneous



Expense Report
Expense Entry Details

- Once Expense type is selected, update all required fields and add any additional comments or information
- Note** please ensure the appropriate Payment Type is selected

    - **Out of Pocket** – for any expenses paid via cash or personal credit card
    - **College Card (AmEx)** – for pre-paid Conference Fees or Hotel by the Purchasing Team
    - **Other Entity** – for expenses paid by other organizations
    - **RCCD Ghost Card (Citi)** – for Airfare paid by District



Expense Report
Preparing a Report

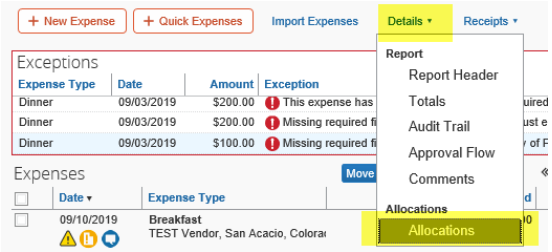
Receipts
- Required at Expense Entry Level
- **ExpenseIt**
    - OCR reads receipt image captured via Mobile App and prepopulate the expense entry information (vendor name, transaction date, transaction amount, transaction currency). Users can modify the information before the image is uploaded to their Concur profiles.
- **Receipt Store**
    - Digital receipts can be emailed concur and will be available to be selected/attached to expense entry as required. User (and/or Delegate) has to validate email address in Profile Settings.
- **Upload**
    - Receipt images can be uploaded from your desktop (please note image size must be less than 5BM)
- **E-Receipts**
    - Electronic receipts will be automatically generated for participating vendors (typically airlines, hotels, car rental vendors). User has to opt in through Profile Settings.
- **Missing Receipts Affidavit**
    - MR is an electronic attestation by user that the expenses incurred were within policy and business related. The affidavit may only be selected by the user, and cannot be selected by Delegates

Attendees
- Required for Group Meals/Entertainment

Expense Report
Preparing a Report

Hotel Itemization
- Automatically creates hotel folio based on # of nights and amounts entered by end-user

Allocations
- Report Header (Details➔ Report Header)
- Entry levels (Click on the Entry to be allocated, Details ➔ Allocations)



Expenses in excess of Approved Request (10% or 100 USD)
- Users will not be able to submit expense reports where total claimed amount exceeds Request Amount (or Request Remaining Amount) by 10% or $100 or more.
    - Users will be required to create a new Request for the variance and either
        - Attached the newly created/approved request to the Expense Report OR
        - Generate a new Expense Report to the balance and attach the request to the report

Expense Report
Icons

Icon	Name	Description
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.

Exception Messages

- Warning Message Exceptions typically guide user or approvers regarding policy or actions recommended and do not prevent submission of a report
- Stop Submit Exceptions will not allow the report to be submitted for approval until the issue is resolved

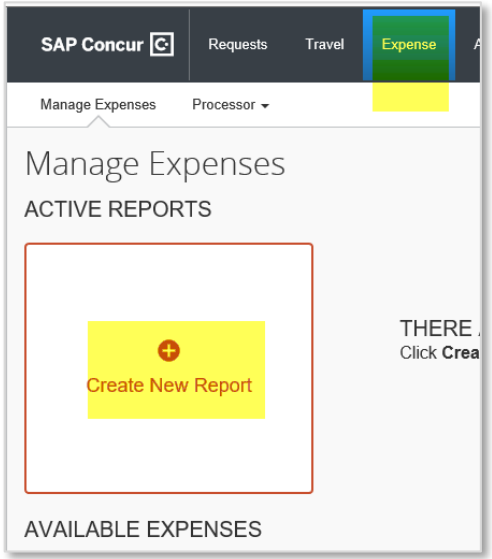
Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Comments	Indicated that the expense or report contains a comment.
	Trip Data	Indicates trip information from an itinerary.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.
	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, Expenselt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.

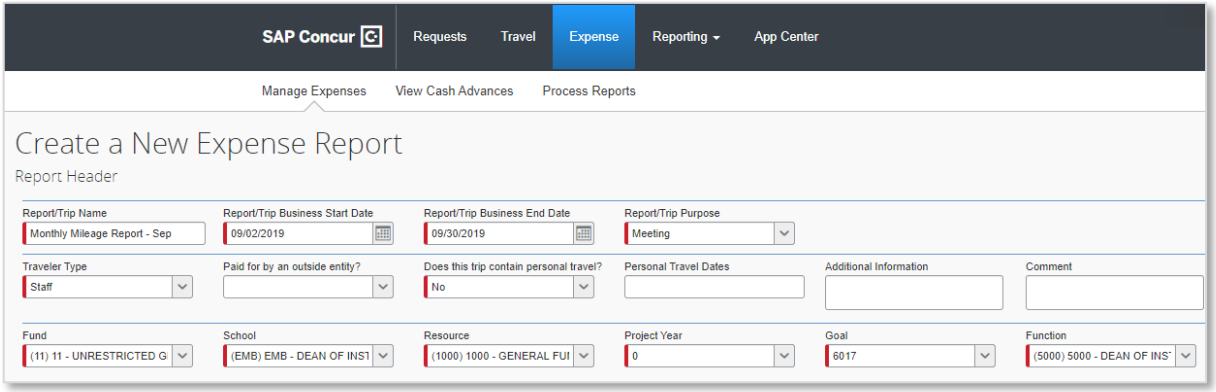
Expense Report

Creating a New Report - Monthly Mileage Expenses

Creating a Report

- Create <u>one</u> expense report for all mileage incurred during the month
- Click on **Expense** Tab
- Click on **+ Create New Report**
- Update Report Header fields



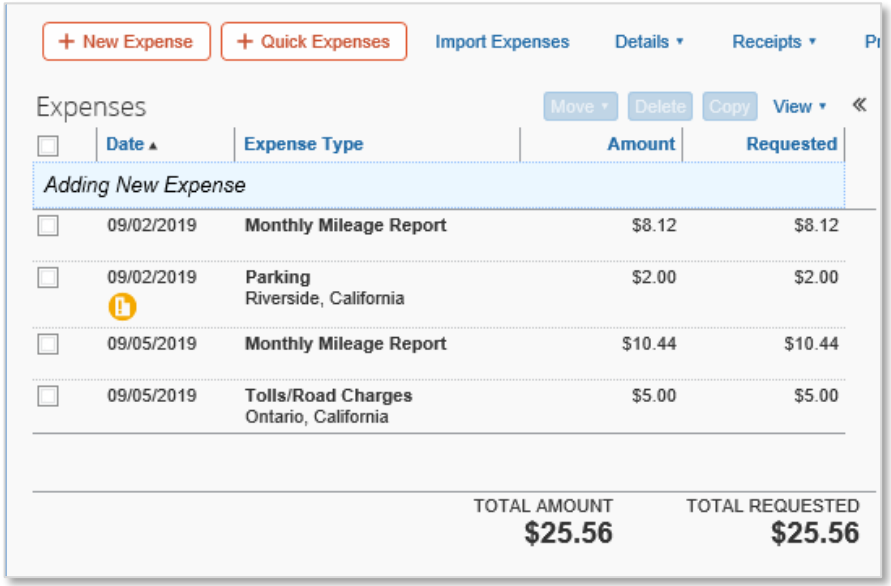


Expense Report
Monthly Mileage Report

Monthly Mileage Report Expense Type

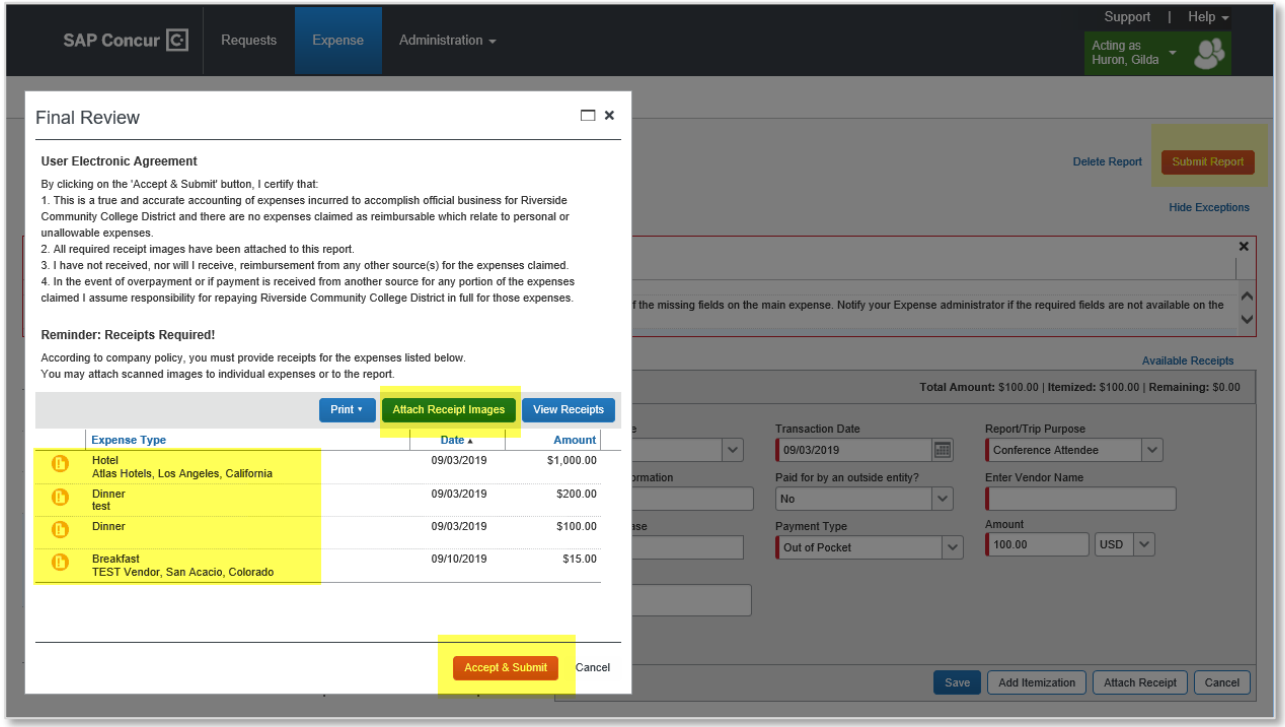
- Monthly Mileage Report may be submitted for mileage reimbursement requests for local travel (<50 miles each trip) without a Travel Request on a monthly basis
    - Create one expense report for all mileage incurred during the month
    - Enter a line entry for each trip for Mileage (using Mileage Calculator)
    - Enter Parking or Tolls related to the trips
    - Attach receipts for Parking and/or Tolls

Note**Do Not Use Personal Car Mileage as this Expense Type should be used for business travel related car mileage which may require a Travel Request



Expense Report
Submitting Reports

- Verify that all receipts are attached, attendees added (if required), and allocation are accurate
- Click **Submit Report**
- Final Review pop-up window will show any entries with Receipts not attached, you may **Attach Receipt Images** at this point
- Click **Accept & Submit** to submit the report for approval



POSTING AND PAYMENTS (GALAXY)

HURON

Galaxy
Posting and Payment

Travel Requests
- Encumbrance is posted in Galaxy when Request is fully approved
- Encumbrance is released in Galaxy when Request is Canceled

Cash Advance Requests
- Requests MUST be in **Expense** Status before Cash Advance can be issued by Accounts Payable
    - If Request is in Pending Booking Status Cash Advance will not be issued
- Approved Cash Advance Requests are Issued 30 days prior to travel start date and payment is processed within 4 business days after issuance
- Offset to expenses incurred in Expense Reports and reduce amounts payable for out of pocket expenses
- Cash Advance Return is used to account for remaining unused Cash Advance payable to the District

Expense Reports
- Pre-paid expenses (Airfare, Hotel, Car Rental, Conference Registration Fees)
- Out of Pocket Expenses paid to staff in 4 business days
    - During Pilot expect extended timeline in payment processing

USEFUL LINKS

Concur Online Training

End User

All

- Updating Your Travel Profile
- Requesting Approval prior to Booking a Trip
- Create Cash Advance Request
- Closing a Request
- Receipt Store
- Activating eReceipts
- Adding Out of Pocket Expenses to an Expense Report
- Personal Car Mileage
- Itemizing Expenses
- Hotel - Itemizing Nightly Lodging Expenses
- Adding Attendees to Business Meals
- Cash Advances - Adding to Expense Report
- Correct and Resubmit Expense Report
- Getting Started with the SAP Concur Mobile APP (SSO)
- Concur Mobile (iPhone) Quick Start Guide

Approvers

- Approving Requests
- Reviewing and approving an Expense Report
- Sending Back an Expense Report

Delegates

- Acting as Delegate

Useful Links/Information

CalTravelStore

(877) 454-8785
www.caltravelstore.com

Super User Support Team

Riverside City College
- Elizabeth Tatum
- Natalie Halsell
- Jennifer Bielman

Moreno Valley College
- Laurie Crouse
- Susan Lauda
- Sharlena Segura

Norco College (www.norcocollege.edu/concurtraining**)**
- Esmeralda Abejar
- Lennard Riley
- Patty Sanchez

Riverside Community College District
- Paula Barrera

BP 6900 Travel and Itemized Expense Reimbursement Policy