NAVIGATING CONCUR

Starting a Travel Request to Submitting an Expense Report
KEY POINTS

• Submit your travel request & wait for approval BEFORE booking your travel
• Add Ashlee Clark to the approval flow (Requests & Reports), first
• Personal travel MUST be documented in the Travel Request & Report
• Attach an at-a-glance schedule or memo (if there is no schedule provided) to the expense report
• Change the speed chart number if you are not traveling with your home dept. & add the approver of the speed chart in the approval flow
• Import your travel expenses that you booked in Concur to the expense report
• Membership form is required when requesting reimbursement for membership
• We do NOT need a travel request if you are not requesting reimbursement for travel expenses. To request permission to leave campus, fill out the paper travel request form
COURSE PLOTTING:

- Slides 4-5: How to get to Concur
- Slides 6-17: Travel Request
- Slides 18-25: Booking travel & Profile Settings
- Slides 26-29: Travel Report
- Slides 30-40: Per Diem
- Slides 41-47: Mileage
- Slides 48-52: Attaching your Agenda
- Slides 53-63: Importing, Itemizing, & Allocating
- Slides 64-67: Adding an Approver
GETTING TO CONCUR

http://hss.kennesaw.edu/resources/travel/
If you are not sure if you are set up in Concur, please select the “forgot password” or “forgot user name” link. If Concur was able to send you an email with the information, you ARE set up.

If you are not set up in Concur, please fill out the “New Travelers: How to Obtain Access to Concur” form on the HSS Travel Website.
TRAVEL REQUEST
HOW TO BEGIN A TRAVEL REQUEST

- Go to “+ New”, then “Start a Request”
Complete your Request Header

Request Name: “Destination, Travel Dates”

Example:

Charleston, SC 8/4-9/15

Trip Type: Domestic or International (NEVER Recruiting or Study Abroad- for HSS Travel)

Purpose of trip: Name of Conference, Workshop, Meeting, etc.

• The Speed Chart will be your default speed chart- usually your department’s speed chart

• If you need to change your speed chart number, select “Code” and then type the new speed chart number
PERSONAL TRAVEL DOCUMENTATION

When you add personal time to your travel we need additional documentation (added to "Attachments"):  

1. Cost comparison print outs to show that the airfare doesn’t cost the university more

2. Written approval from your immediate supervisor

*Please note, we do not reimburse travel expenses on personal days*
After clicking “Segments”, add your trip segments by selecting the icons.

Segments are:
- Airfare*
- Rental Car*
- Lodging*
- Per Diem*
- Miscellaneous*
- Pre-Paid Registration

Please make sure to research your trip before filling out a travel request.

To determine if you need to rent a car or drive your personal car, please use the cost comparison calculator:
http://ssl.doas.state.ga.us/vehcostcomp/

If you rent a vehicle outside of the state, you MUST use Hertz. If you rent a vehicle in Georgia, you may use Hertz or Enterprise.

*If you are adding personal time to your trip, you must include screen shots of airfare comparisons (one with the business dates only, one with personal time added to your trip). This should be added in “Attachments” on the request. If the airfare with personal time costs KSU more, please contact Ashlee Clark as soon as possible.

*The State liability policy is only in effect while the employee is using the rented vehicle for official State business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a State rented vehicle, is prohibited (BOR 4.5.1)

*When requesting lodging in Atlanta written approval is required by your Chair and the Travel Dept. Please add the approvals to “Attachments” in the request. This will also need to be added to the expense report in “Receipts”.

*For non-overnight travel, per diem is not eligible for reimbursement unless a waiver has been approved by the travel department ahead of time.

*Miscellaneous: Mileage, Transportation, Parking, Internet, Baggage fees, etc.
COST COMPARISON CALCULATOR:

1. Choose either Hertz or Enterprise
2. Enter total mileage (roundtrip)
3. Enter the number of days you will be traveling.
4. This is if you have access to a KSU vehicle.
5. “Mid-Size” is the preferred vehicle. You may also choose “Compact”. You will need permission to choose a larger car.
6. Perform Calculations

Only include commute mileage if you need to deduct your daily commute. If you are leaving from KSU enter “0”.

**Hertz Capital Hill is for out-of-state**

1. Select pick up location for cost comparison purposes:
   - Hertz Capital Hill Location
   - Enterprise (In-state)
   - Hertz (In-State)
   - Compare all locations
2. Enter the number of miles:
   - **Business miles** you plan to drive: 346
   - Miles you commute daily (round trip): 0
3. Enter the number of days (24 hour period) for which you plan to rent the vehicle: 1
4. Do you have access to a vehicle provided by your organization?:
   - Yes
   - No
5. Select up to two types of vehicles for comparison by clicking on the pictures below:
   - Compact
   - Mid-Size
   - Full Size
   - Mini-Van

Capitol Hill Fuel Calculation.

* Capitol Hill mileage rates with Hertz Fuel Card (Place cursor over the words “Capitol Hill” printed in blue)
** These calculations are for planning purposes only and may not represent actual costs. Calculations include anticipated fuel cost, vehicle type at the time of rental and mileage.
*** ½ Day Rental at the Capitol Hill location is at a reduced rate. All other locations ½ Day Rental is at the standard one day rate.
**** The standard mileage reimbursement rate is $0.56 per mile. If you have access to a vehicle provided by your organization but do not use it, the reimbursement rate is $0.335 per mile.
RESULTS:

This shows that renting a car is the most cost effective mode of transportation for this particular trip.

If you would still like to drive your personal car, you will be reimbursed $0.18 per mile (Tier 2 rate).
Miscellaneous expenses are all of the other expenses that do not fall under the other “segments”. Please just indicate one amount for misc. and then notate what these expenses are under “comments”.

Request 4UTC

Request Name (Departure and Travel Dates): Charleston, SC 5/11-5/15

Purpose: ABA Conference

Miscellaneous

Departure City:
Arrival Date:
Detail:
Annual City:
Depository Date:
Detail:
Comment:

Miscellaneous expenses are all of the other expenses that do not fall under the other “segments”. Please just indicate one amount for misc. and then notate what these expenses are under “comments”.
Double check your allocations within the segments section.

If you are traveling with more than one speed chart, split your allocation here.
You can allocate by Amount or Percentage

To add a new Speed Chart, select “Add New Allocation”

To change the Speed Chart, search by Department or Speed Chart number (Text or Code)

Save Allocations
Review your Approval Flow. If you have more than one Speed Chart number make sure that each Speed Chart’s approver is in your approval flow.

Add Ashlee Clark to your approval flow by clicking the second “+” beside the Manager Approval line.

Type “Clark, Ashlee” in the User-Added Approver line.

*Important - Add Ashlee Clark to your approval flow EACH time you submit.
Once you have added your approvers, click “Save Workflow”.

Click “Submit Request” once you have reviewed your Travel Request and are ready to submit.

- Your Travel Request should be fully approved BEFORE you begin booking your travel.

- You cannot edit a fully approved travel request. If you need to revise your request with significant changes, you will need to delete your old request and submit a new one.

- Once you return from your trip, please begin your expense report. Make sure your request has been pulled into the report.
BOOKING TRAVEL & BEGINNING YOUR REPORT
If you need to book an airfare ticket for yourself & a companion or colleagues, have found a good deal outside of the system and want to see if Concur can match it (or do better), or just need information...

Call a Travel Agent at Travel Inc.
(the travel agency we use through Concur)

770-291-5190
TRAVEL AGENT FEES FOR BOOKING

• You are automatically charged a travel agent fee when booking with Concur:
  • The fee to book online is $4.27
  • The fee to book over the phone is $20.33
  • If you edit your bookings (change flight time, etc.) you will be charged an additional fee

• Booking all of your expenses together (airfare, rental car, and hotel) = 1 fee

• If you book your expenses separately in Concur you will be charged multiple travel agent fees!
BEGIN BOOKING YOUR TRAVEL FROM THE CONCUR HOMEPAGE

Make sure you are booking your airfare in Concur.
BOOKING HOTEL WITH CONFERENCE RATE

- Finance and Accounting has approved the booking of Conference Hotels outside of Concur.

- If you are booking a hotel in the State of Georgia, please make sure to use the Hotel/Motel Tax Exempt Form (found on the HSS Travel Webpage).

- You can book the conference hotel in Concur if you wish:
  - On the last page before you confirm your reservation there is a section for "Travel Agent Notes".
  - Here you need to indicate the conference name, rate, and any additional information the travel agent will need to know.
  - Then confirm your hotel reservation.
  - You will receive an initial confirmation via email.
  - You will receive a second email:
    1. Confirming the conference rate (OR)
    2. A direct email from the agent indicating that they couldn’t get the conference rate— if this is the case cancel the reservation and book directly through the hotel or conference.
HOW TO SET UP GOVERNMENT RATES WITHIN YOUR PROFILE

Go to: Profile and then Profile Settings
HOW TO SET UP GOVERNMENT RATES WITHIN YOUR PROFILE

Select Travel Preferences

Check the Government Box & Save

Select the following to customize your profile:

- Personal Information:
  - Your home address and emergency contact information
  - Company Information:
    - Your company name and business address or your remote location address
  - Credit Card Information:
    - You can store your credit card information here so you don’t have to enter it each time you purchase air or service.
- Travel Preferences:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.
- Credit Card Information:
  - You can store your credit card information here so you don’t have to enter it each time you purchase air or service.
- Travel Profile Options:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.
- Hotel Preferences:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.
- Car Rental Preferences:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.
- Expense Preferences:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.
- Request Preferences:
  - You can also allow others in your company by choosing Travel Preferences and other settings for you.

To set up government rates within your profile, follow these steps:

1. Select travel preferences.
2. Check the government box.
3. Save your profile.
AIRBNB AND OTHER “RESIDENTIAL” LODGING OPTIONS:

- From the State Travel Regulations: “All lodging claims must be documented with receipts and must be at a business that offers lodging to the general public, such as a hotel or motel, and not a private residence.” (Statewide Accounting Policy & Procedure, 3.1)
  - Economy share lodging is not a reimbursable expense, at this time. This includes AirBNB, VRBO, and HomeAway.
  - An “Apartment” is not reimbursable expense.
  - For travel in rural areas, with no hotels, approval from the Travel Department before the trip takes place is required for residential lodging.
TRAVEL REPORT
NEW EXPENSE REPORT:

- Go to Requests, View, Approved Requests. Once you’ve found your request, click the “Expense” link.
ALTERNATE WAY TO BEGIN AN EXPENSE REPORT

From the Homepage, click “Expense”, then “Create New Report”
After filling out your Report Header, click “Add” to add your fully approved Travel Request (if it’s not already attached).
PER DIEM
HOW TO ADD PER DIEM

• Once you have filled out your Report Header, Click “Next”.

You will then be asked “Will this Report include meals per diem?” Click “Yes”.
*If you did not click “Yes” to the Per Diem Question, but need to add per diem to your report, click “Details” and then “New Itinerary”
THE FIRST STEP TO INPUT PER DIEM IS TO CHOOSE “IN STATE OR OUT OF STATE/INTERNATIONAL”

When you travel in state, you are eligible for 100% per diem for all travel days.

Any other travel outside of GA requires you to change to “Out of State/International”.

If this is not correctly, your report will be sent back to you for revision. You will need to completely redo the per diem section of your report.

*Please note, non-overnight travel is no longer eligible for per diem unless a special waiver has been approved by the Travel Dept.*
IMPORTING ITINERARY

If you booked your airfare in Concur, you have the option to click the “Import Itinerary” button. This will pull in your itinerary for per diem (so you do not have to manually add it).

Please double check the itinerary, to make sure the itinerary is correct.
Create New Itinerary Stop:

- Type in the city you departed from, date, time.
- Then, the city you arrived in, date, and time.
- Click “Save”. This is the first day of your itinerary.
• Fill out another itinerary stop and “Save”.

• You should now have your full itinerary (unless you travelled to multiple cities). If you travelled to multiple cities, please continue to fill out your itinerary.

You must have at least two lines for your itinerary. (Unless you only travelled one day).
• Click “Expenses and Adjustments” or “Next” twice
Here you will see the per diem calculated. Indicate which meals you DO NOT want to claim (see Breakfast, Lunch, and Dinner provided). The per diem amounts will automatically populate on the right side.
• For personal days, click the “Exclude All” box.

• Next, click “Create Expenses”.
• Your Per Diem is now added to your Expense Report

*Make sure to include your conference at-a-glance schedule to your report as backup documentation showing whether meals were provided to you or not.
MILEAGE
If you have not added your personal car to your profile, please do so before requesting reimbursement for mileage.

Go to Profile, Profile Settings, Expense Settings, Personal Car.
You DO NOT have to put your VIN # or tag #

Indicate Tier 1 as your “Preferred Car” and then click “new” to add another line for Tier 2. Then Save.

*Tier 1: .545 per mile
*Tier 2: .18 per mile
Click “New Expense” and then select “Personal Car Mileage”
Fill out all of the required boxes. Then select "Mileage Calculator".

Leave the location lines and distance box blank - The Mileage Calculator will fill that information in automatically.
Type in the addresses of the locations you departed from and arrived to.

If you departed or arrived from home on weekdays (and did not go to work that day), please select the “Deduct Commute” box.

Click “Add Mileage to Expense”.

You may select “Make Round Trip” and will not have to add another expense line for your return trip.
After you have filled out the Mileage Calculator, the Distance and Amount is automatically filled in for you.

Indicate Tier 1 or Tier 2. You must have added this to your profile BEFORE. Select Tier 2 if driving your car is not the most cost effective mode of transportation.

Click “Save”
ATTACHING AN AGENDA
HOW TO ATTACH AGENDA

Go to “Receipts”, then “Attach Receipt Images”
Click “Browse” and find the scanned copy of your agenda from your desktop.
Now that your file attached, please select “Close”.

Click “Upload”.

To view your receipts go to: Receipts, View Receipts in New Window.
PERSONAL TRAVEL DOCUMENTATION

• We need back up documentation for both the Travel Request and Report.

• Personal travel should be pre-approved in the Travel Request, and documentation just added to the Expense Report.

• To add the documentation, add it to the report as a “Receipt” (see previous slide for directions on adding a “Receipt”).

• Documentation:
  • Airfare Cost Comparison print outs
  • Written approval from immediate supervisor
IMPORTING, ITEMIZING, & ALLOCATING EXPENSES
HOW TO IMPORT EXPENSES

• Import **ALL** expenses related to your travel that you’ve booked within Concur:
  • Travel Agent Fee, Rental Car, Hotel, and Airfare

• Once you are in your expense report (after you have completed the per diem section) the expenses that need to be imported will show up on the right

• If you do not see expenses to be imported, please click the “Import Expenses” button

• Check the box beside each expense that needs to be imported to your expense report

• Click “Move”, “To Current Report”
YOU HAVE SUCCESSFULLY IMPORTED YOUR EXPENSES!

Make sure the airfare expense segment has the purple credit card icon & the blue airplane icon. Both are required. If you do not see both icons, please wait another day before importing the expense.

*Rental car is another expense that will need to be imported, if booked in Concur. This expense requires you change the amount to the final amount owed & a final bill from the rental company needs to be attached.
HOW TO ITEMIZE HOTEL EXPENSES

• Click “New Expense” and then “Hotel”

• Fill out all of the appropriate lines for Hotel

• Attach the scanned PDF copy of your receipt (showing the method of payment)

• Then click “Itemize”

* If you did not book in Concur you will get an error asking you to explain why you did not book in the system- please type the explanation in the comments box and save (Ex: Conference Hotel)
• The itemization tab will prompt you to fill in the travel dates, Room Rate, and any taxes you were charged.

• Additional Charges: Internet, Phone, Parking, Hotel Shuttle, etc. that you are claiming will also be itemized under “Additional Charges”.

• Then click “Save Itemizations”.
If you get a red ‘!’ there is something wrong with the expense line and needs to be adjusted in order to submit your report.

If your hotel amount is off by a penny or if the room rate was different per night you may adjust one itemized line amount at a time to match the total of the hotel bill. To do this, click the ‘>’ symbol beside the Hotel segment line.

These two numbers MUST be the same. The first is the total you are requesting and the second is the total that you’ve itemized.
HOW TO ALLOCATE EXPENSES IN EXPENSE REPORT

• Go to “Details” and then “Allocations”
• Click “Allocate Selected Expenses”
• The allocation will pull up on the right side

You will see all of your expenses on the left side. Select the expenses you want to allocate or check the top box to “select all”.

![Image of Concur allocation screen with instructions]
• Click “Add New Allocation” to add a speed chart number
• Then you may allocate by amount or percentage
• Once you have added your allocation line you may type in the appropriate budget

• You may search by Text (name of department) or Code (speed chart number)

Once you have added your allocations, Click “Save”.
LIMITING YOUR REPORT TO CERTAIN AMOUNT

• If you are only eligible to receive reimbursement for a certain amount you have two options:
  • Only include the expenses you are eligible for
  • Check the personal expense box for the expenses that you are not eligible for reimbursement. This box is within each segment line.
ADDING AN APPROVER
HOW TO ADD ASHLEE CLARK TO APPROVAL FLOW:

Select “Details”, then “Approval Flow”
Click the Plus Sign beside "Manager Approval"
Type “Clark, Ashlee K”

Save Workflow.

Then, “Submit Report”!
THAT WASN’T SO BAD, RIGHT?

If you have questions, feel free to contact me: Ashlee Clark, Business Operations Professional II Humanities and Social Sciences College aclark92@kennesaw.edu 470-578-7798