Travel Course Faculty Concur Quick Start Guide

Concur.chapman.edu

Travel Course Guide Contents

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CHAPMAN UNIVERSITY | Center for Global Education

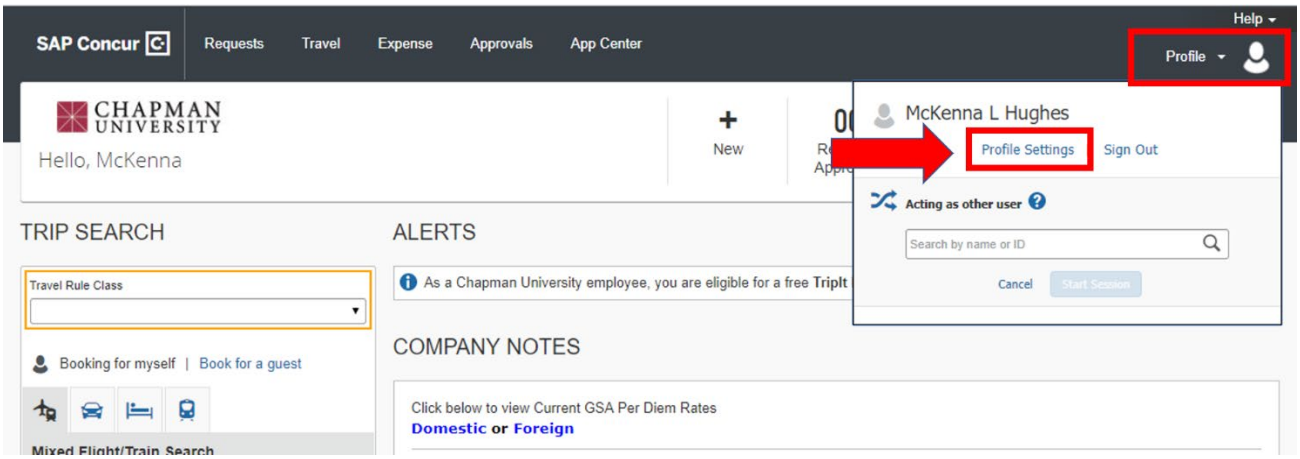
Quick Facts

- John Van Buren, from Accounts Payable, oversees Travel and Expenses in Concur. He is your number one resource if you have any questions throughout this process. Please reach out to him with questions or to set up a meeting at vanburen@chapman.edu.
- Concur may be accessed from anywhere with an internet connection – no VPN required!
- Additional training information and resources may be found at Chapman.edu/concur.
- Concur has a mobile application for easy use while traveling! Information on how to download and register the mobile app may be found on the Chapman Concur Training website.

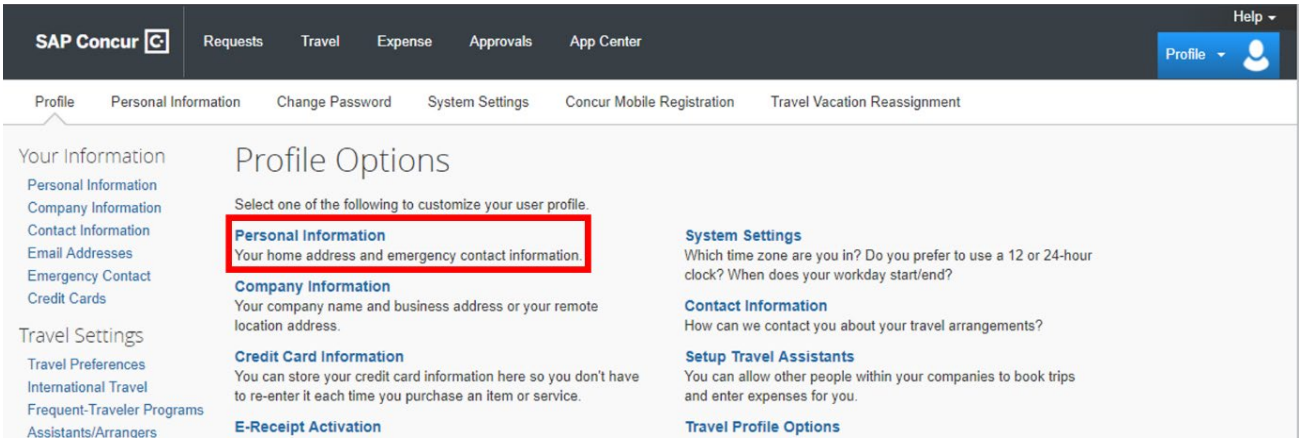
Setting up Your Concur Account

Concur uses the Chapman University Single Sign-On for easy access. In order to receive emails and fully access all the features available on your account, the first step is to ensure that your email address has been verified.

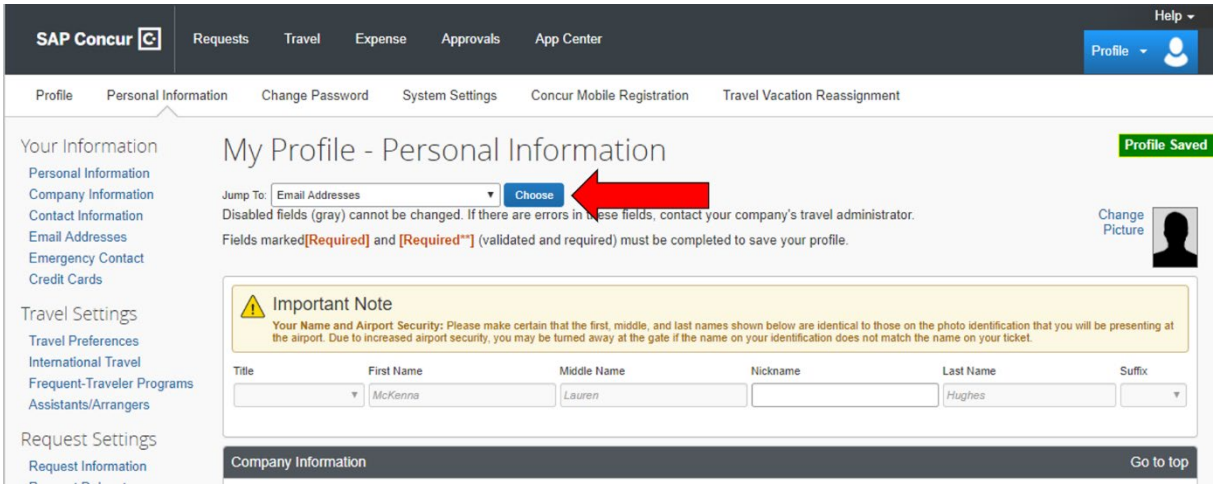
Sign on to your Concur account and click on **Profile**, then **Profile Settings**.



Select **Personal Information**



Scroll down until you see the **Email Addresses** section, or select Email Addresses from the Jump To bar

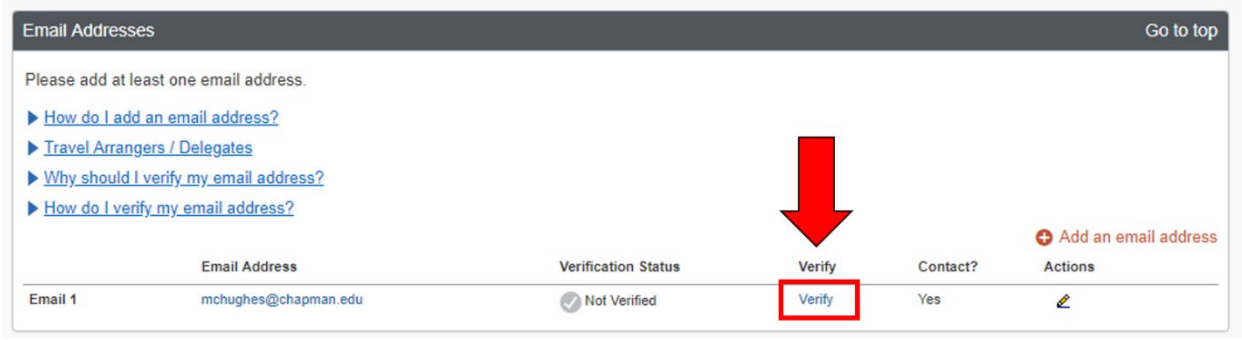


Check your email **Verification Status**.

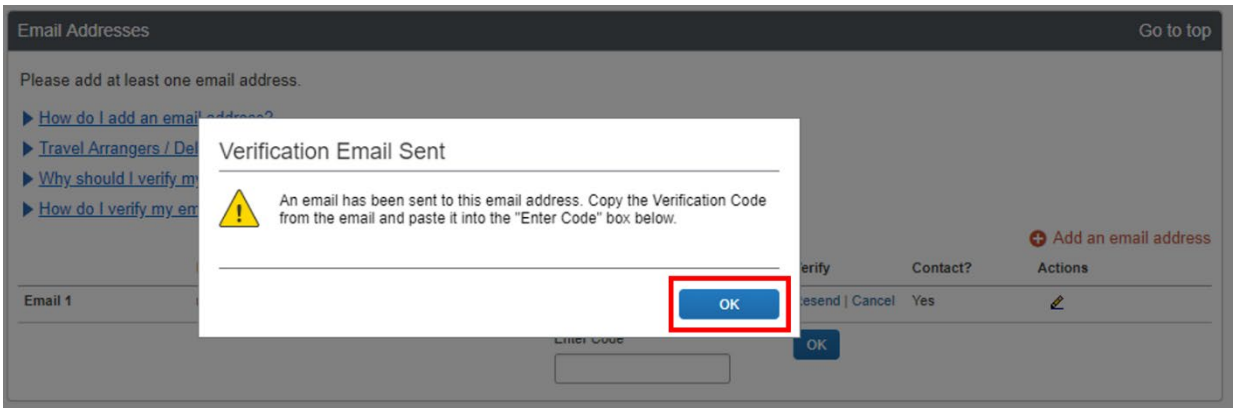
If you see the green check mark, you are good to go!

If you see a grey icon and Not Verified, follow the instructions in the rest of this section.

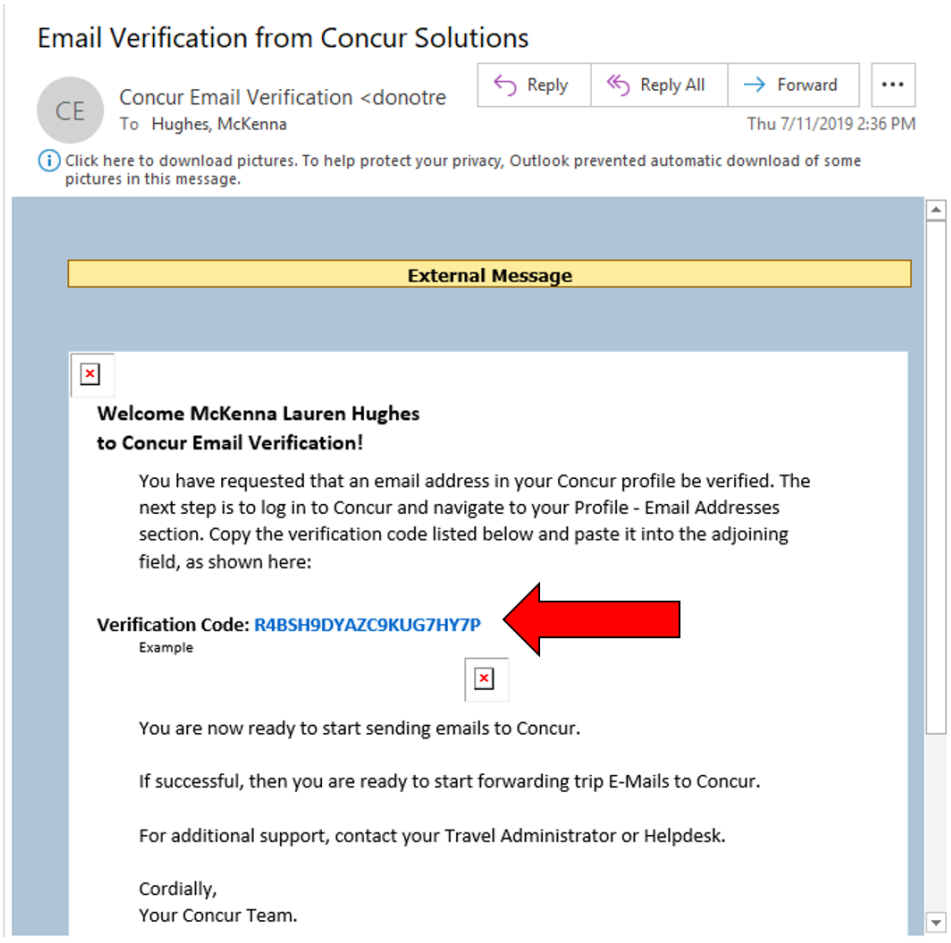
Select **Verify**



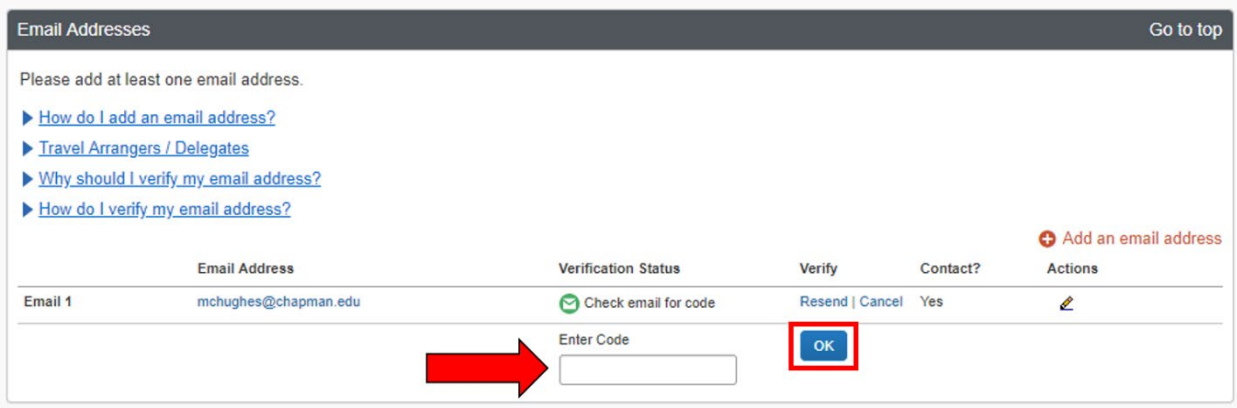
This message will appear. Click **OK**



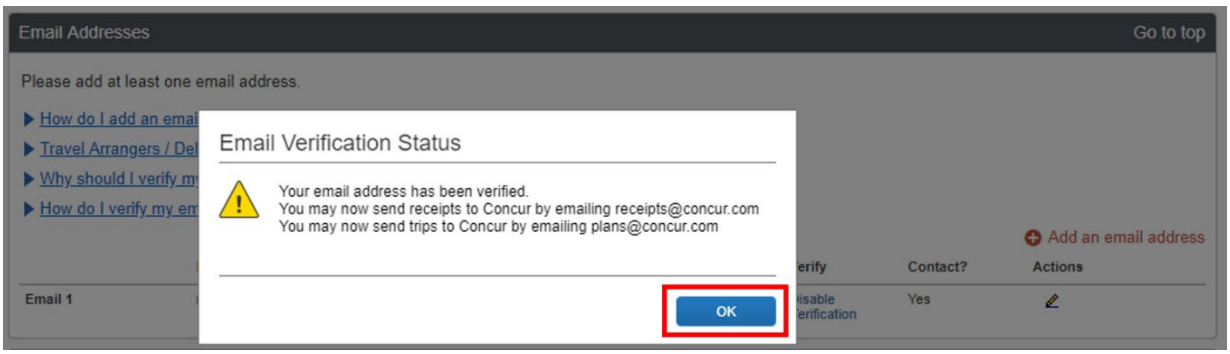
An email will be sent to your Chapman email address with a randomized **Verification Code**. **Copy the Verification Code** from the email



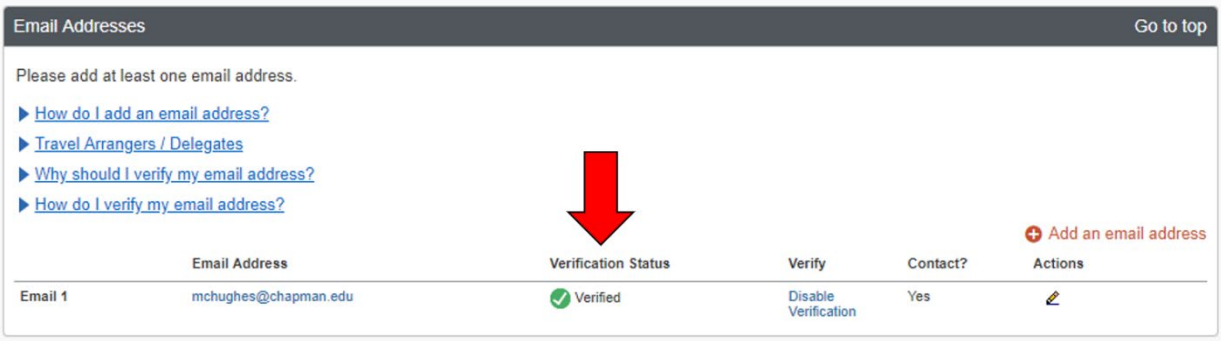
Paste the Verification Code in the box under Enter Code, then hit **OK**



If the code matches, you will see this message. Click **OK**



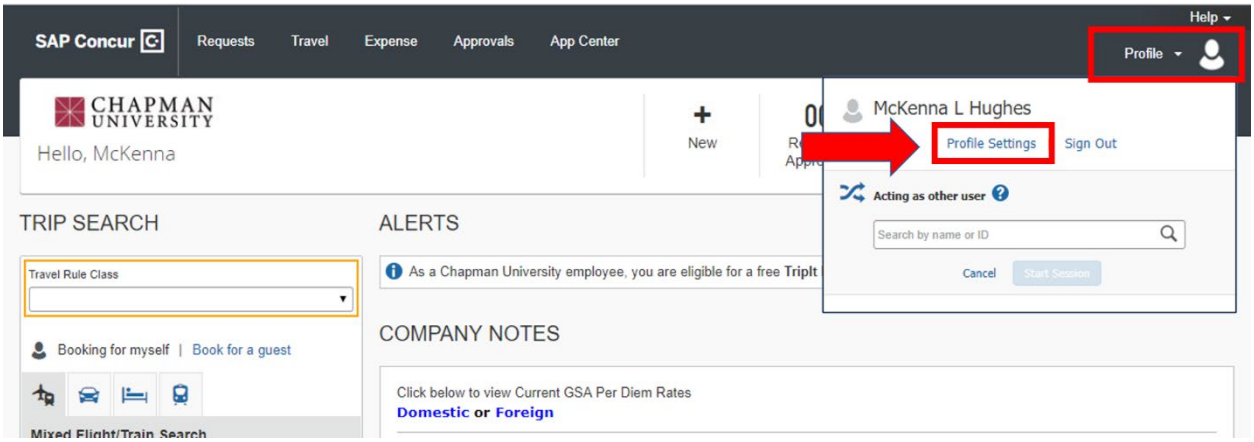
Your email address status should now show **Verified**



Delegates

In order to receive a Travel Course Cash Advance, the Travel Course Manager must be added as a delegate for your Concur account.

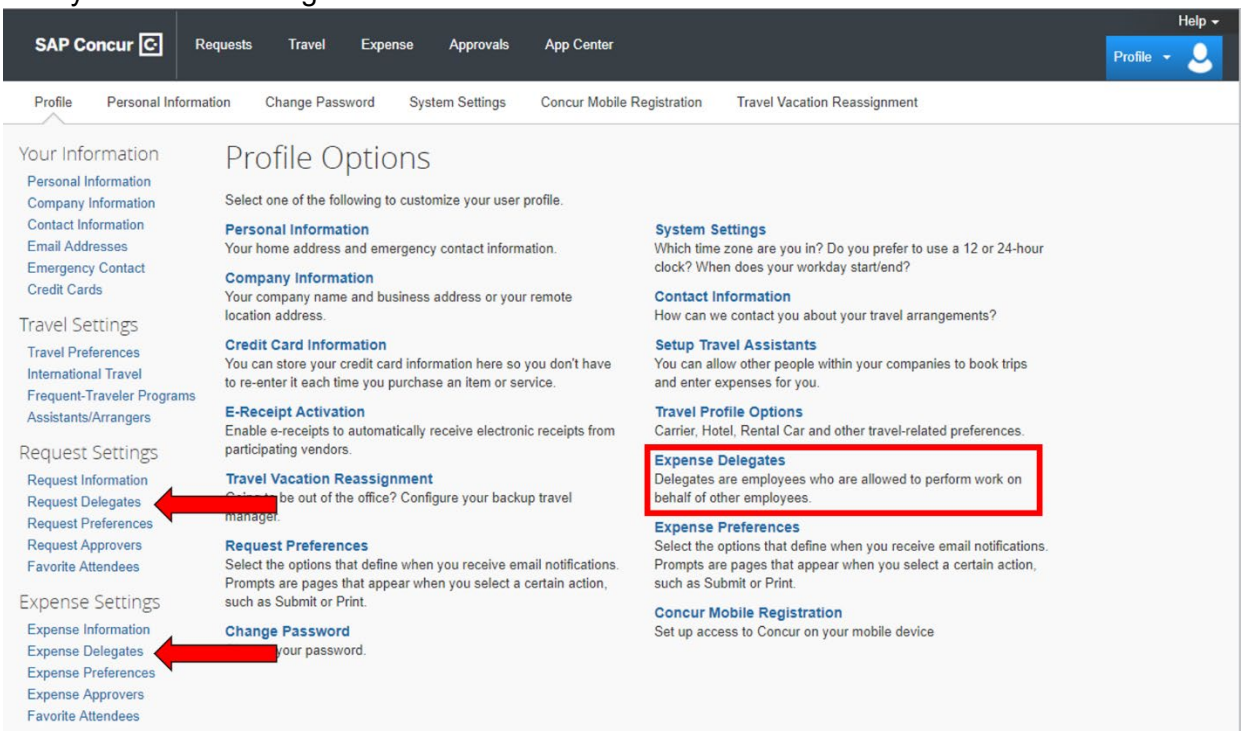
Go into **Profile** > **Profile Settings**



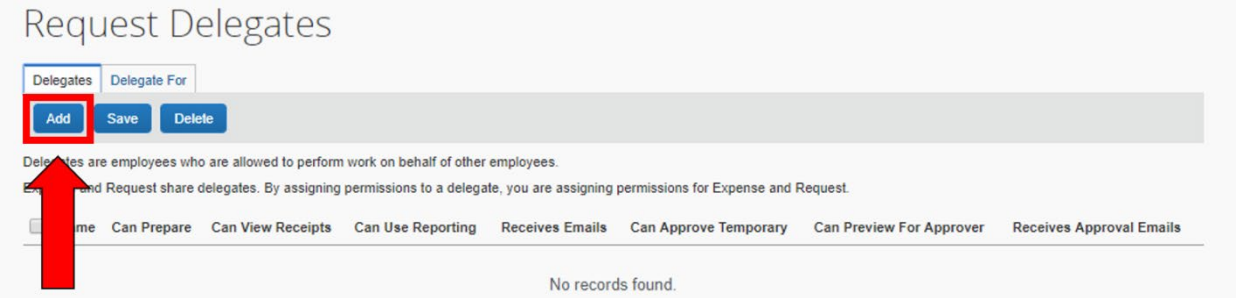
Click on any of the three links: **Expense Delegates** or **Request Delegates**

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

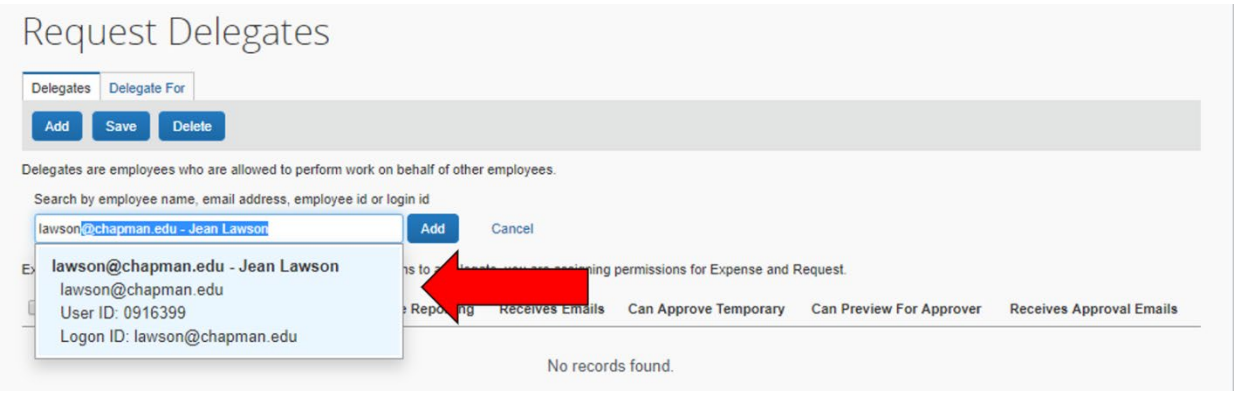
To view a complete list of your Delegates, open the Expense Delegate or Request Delegate link from your Profile Settings.



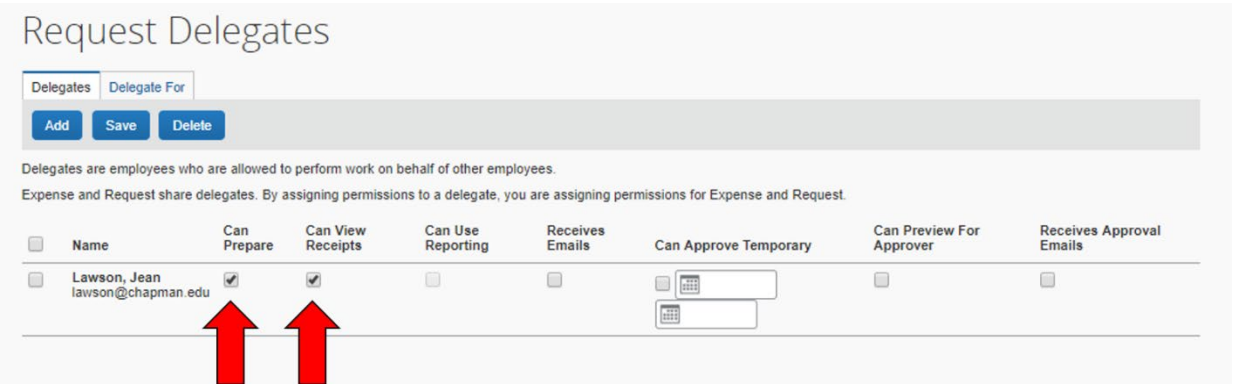
Click **Add** in either the Request Delegates or Expense Delegates page



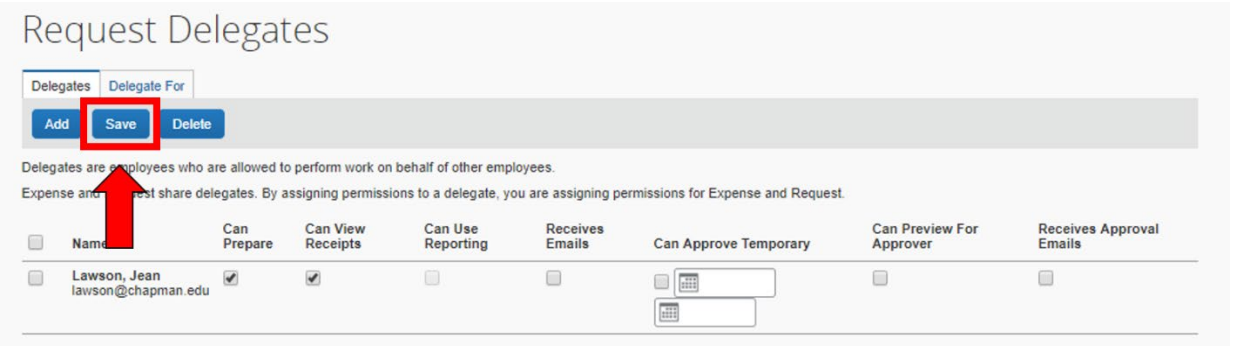
In the **Search Bar**, search for the employee you would like to add as a delegate. Currently, you will add the Travel Course Manager, Jean Lawson, as your delegate: lawson@chapman.edu



Select the delegate permissions **Can Prepare** and **Can View Receipts**



Click **Save**. You MUST hit Save before leaving this page, or the delegate with not be added to your account.



Cash Advance

Now that the Travel Course Manager is listed as a delegate on your account, the Center for Global Education will create your Cash Advance once the Travel Course Final Budget has been completely signed off. You will receive the Cash Advance within 30 days of your departure date.

CA Direct Deposit

If you would like to receive your Cash Advance funds via direct deposit rather than a physical check, you must set up your direct deposit with Accounts Payable for expense report reimbursements. **Please note that this is separate from your Payroll Direct Deposit.**

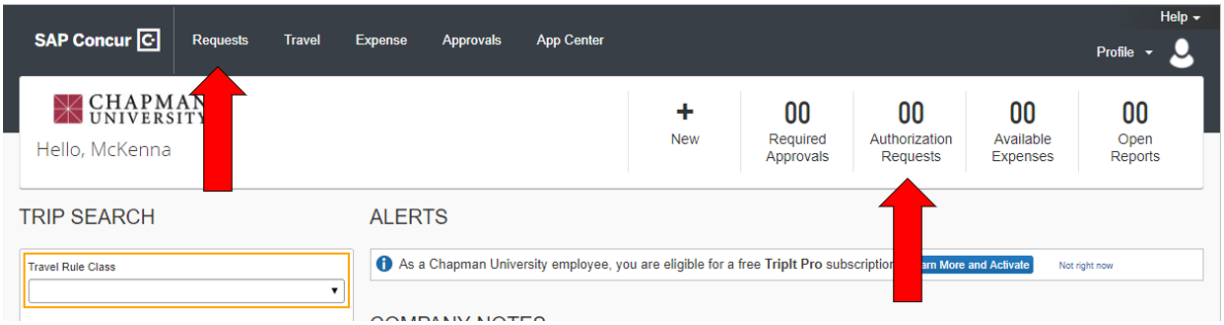
Complete the Expense Report Reimbursement section of the Automatic Paycheck and Expense Report Deposit Authorization form and submit it to John Van Buren or Rosie Garcia in Accounts Payable as soon as possible. Processing times may vary.

Viewing A Cash Advance

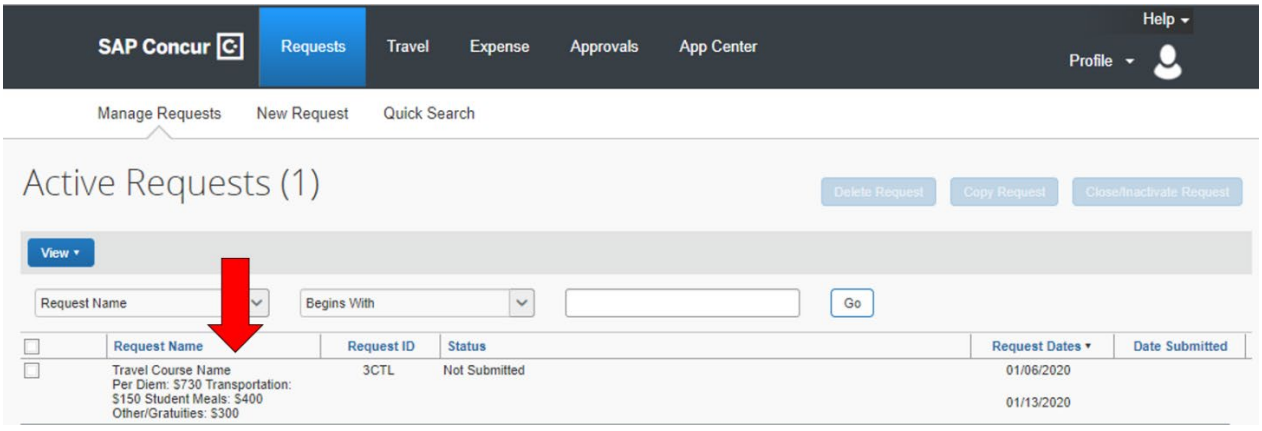
The Travel Course Manager, as your delegate, creates your Cash Advance for your upcoming Travel Course program. Once your Cash Advance has been created, you will receive an email notification from Concur informing you that a Request has been created on your account.

When you receive this email, login to your Concur account then click **Requests** or **Authorization Requests** on the homepage.

In order to receive the funds, you must review and Submit the Request

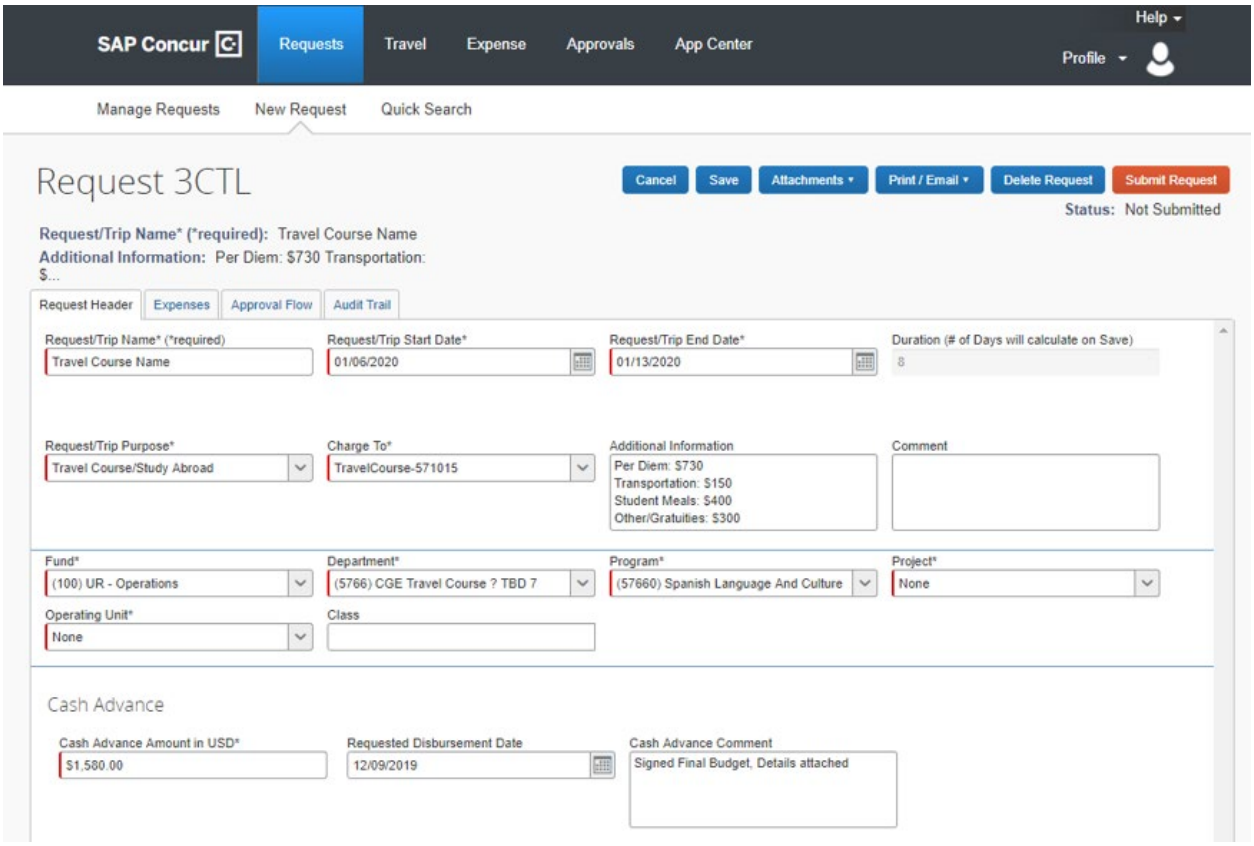


You will see your saved Cash Advance under Manage Requests. Click on the **Request Name** to see full details.



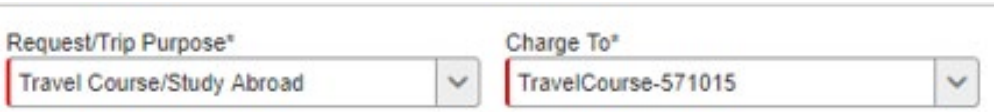
This will open the full details of your Cash Advance. **Do not make any changes to the information provided in your Cash Advance.** The following information is here to help you understand the details of your Travel Course Cash Advance so you will be better prepared to create your Expense Report after your program ends.

The Request Name will include your name and the name of the Travel Course.

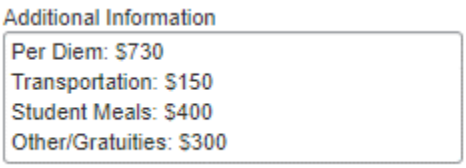


Reading A Cash Advance

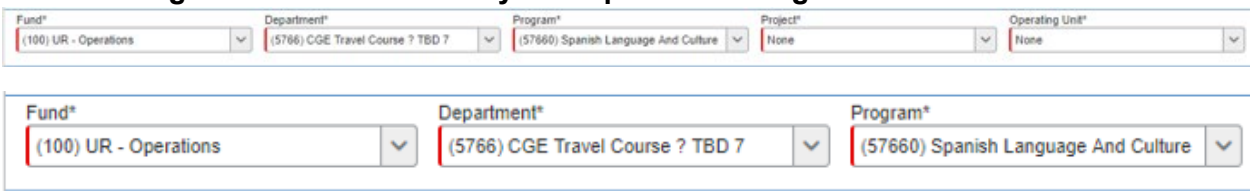
The **Request/Trip Purpose** and **Charge To** items are mapped to the Travel Course area. Charge To autocompletes to your default setting (Faculty – 520050) so please verify that it has been changed to the Travel Course code.



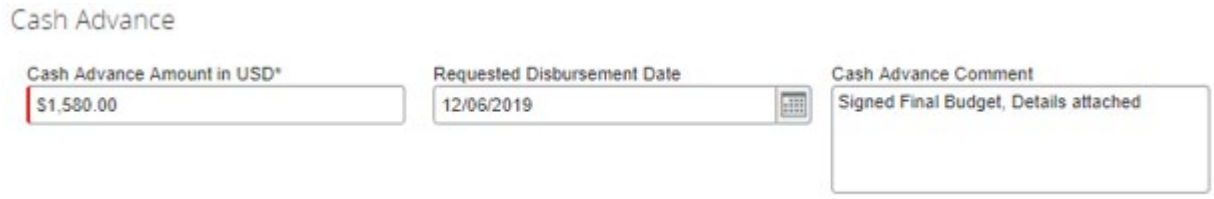
The breakdown of your Cash Advance is outlined in **Additional Information**. These details are pulled from your Travel Course Final Budget Details.



The **Budget Number** strand will also autocomplete to your departmental budget. Instead, your Request must be mapped to your specific Travel Course PeopleSoft Budget Number that is included on the bottom of your Preliminary and Final Budgets. To avoid delays in receiving Travel Course funds, **please double check that this Cash Advance reflects your Travel Course Budget number rather than your department budget.**

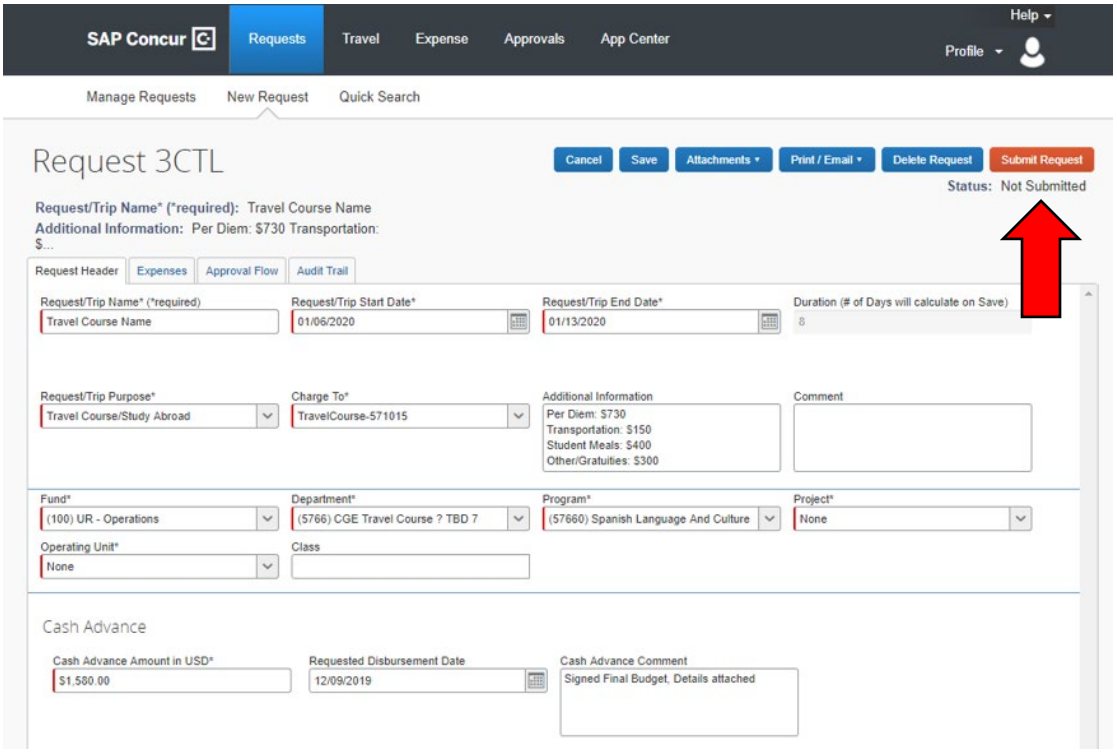


The bottom of the page displays the **Cash Advance Amount**, **Disbursement Date**, and **Cash Advance Comments**. This information reflects the total amount of your Cash Advance, the date when you are eligible to receive you Cash Advance, and the signed Final Budget and Details PDF attached.

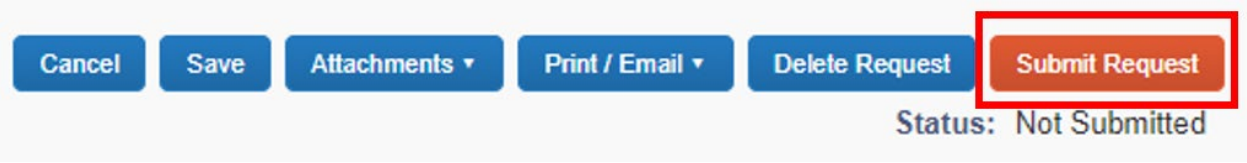


Submitting A Cash Advance

You will receive notification from Concur that a Cash Advance has been created on your behalf. **Only YOU may submit your Cash Advance Request**. Delegates may not submit requests or expense reports on behalf of another employee. Log into Concur and open your Cash Advance.



In the upper right corner, click the orange **Submit Request** button.



Expense Report

If you receive a Cash Advance, you must reconcile the funds provided by submitting an Expense Report in Concur. Reconciliation of your Cash Advance must occur within 30 days of your return to Chapman campus. If you will not be returning to Chapman directly after the end of the Travel Course, please inform the Travel Course Manager the date you plan to return to Chapman and your Expense Report Deadline will be adjusted accordingly.

While Abroad – Receipts

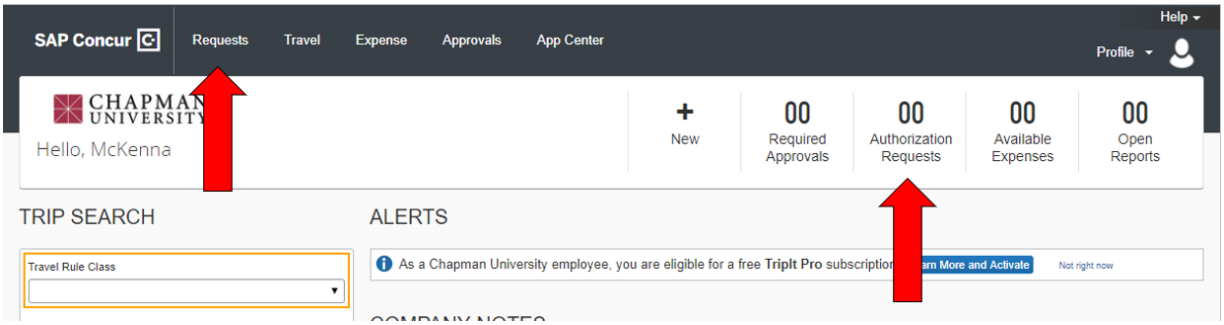
There are several ways to collect and save your receipts during your Travel Course program. These training resources will cover the three ways to capture receipts for Concur:

- https://www.chapman.edu/campus-services/information-systems/_files/concur-three-ways-to-capture-receipts-for-concur.pdf
- https://youtu.be/QQPd_2rAYvA

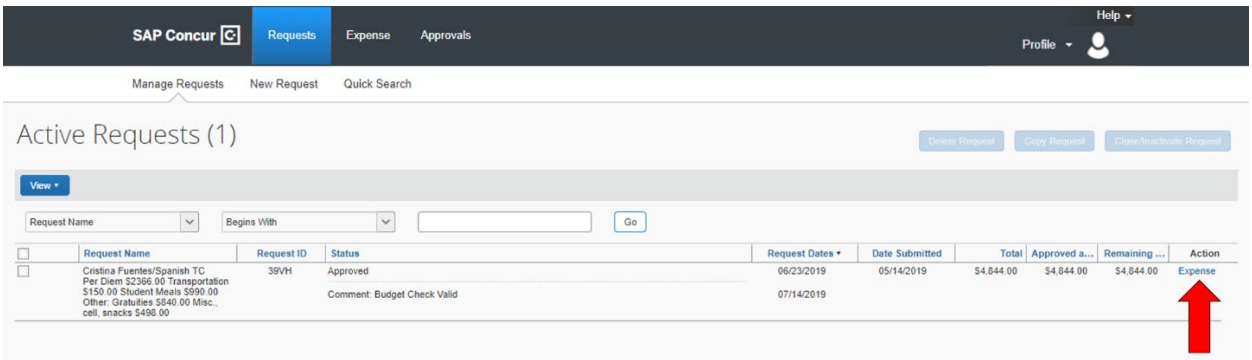
Creating An Expense Report

Creating An Expense Report from a Cash Advance

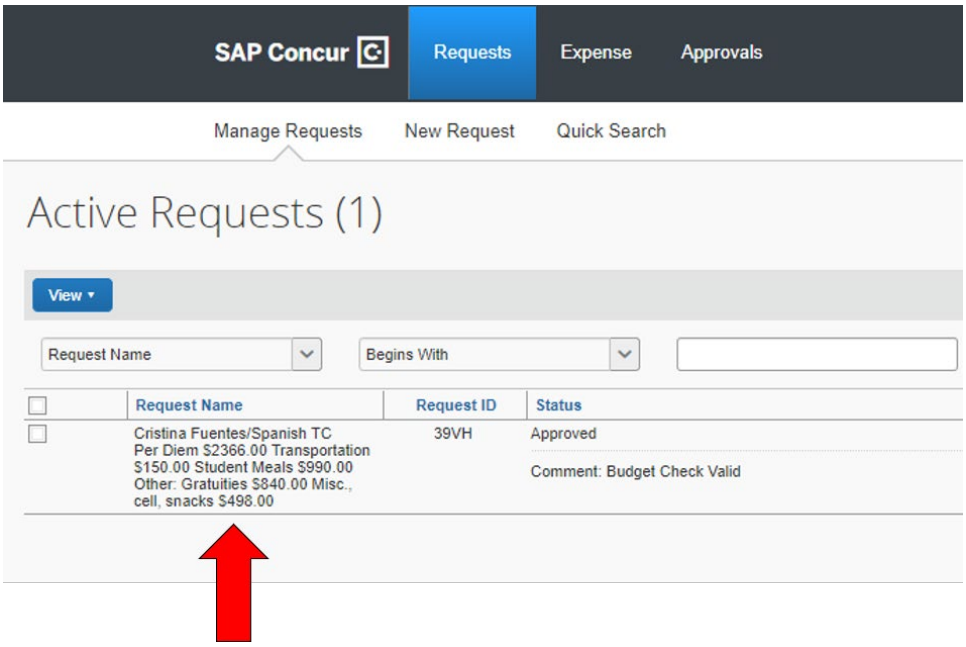
Open your **Active Requests** by selecting **Requests** in the top header.



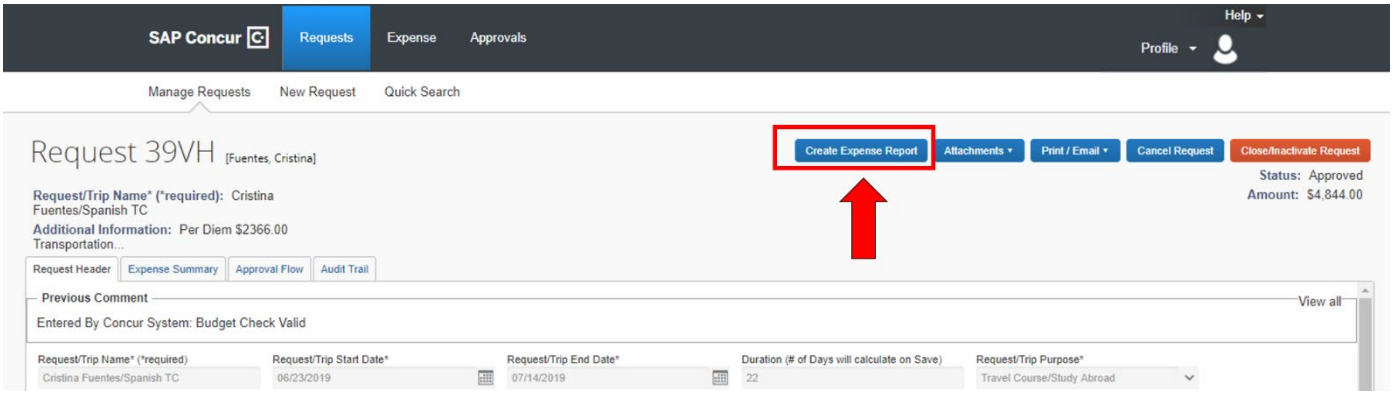
In your **Active Requests**, you should see your approved Travel Course Cash Advance. On the far right, select the Action option **Expense**.



OR, click on the **Request Name** to open the Cash Advance details.

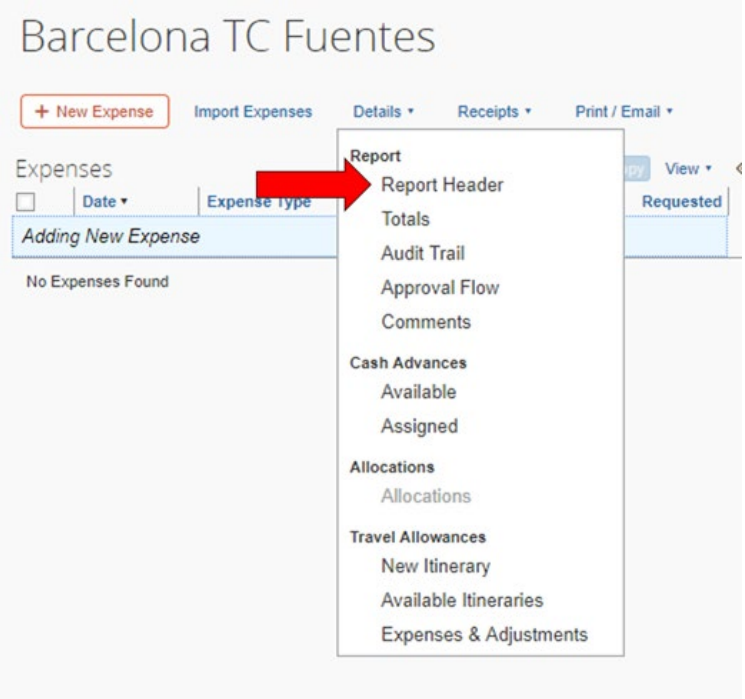


Then select **Create Expense Report**.

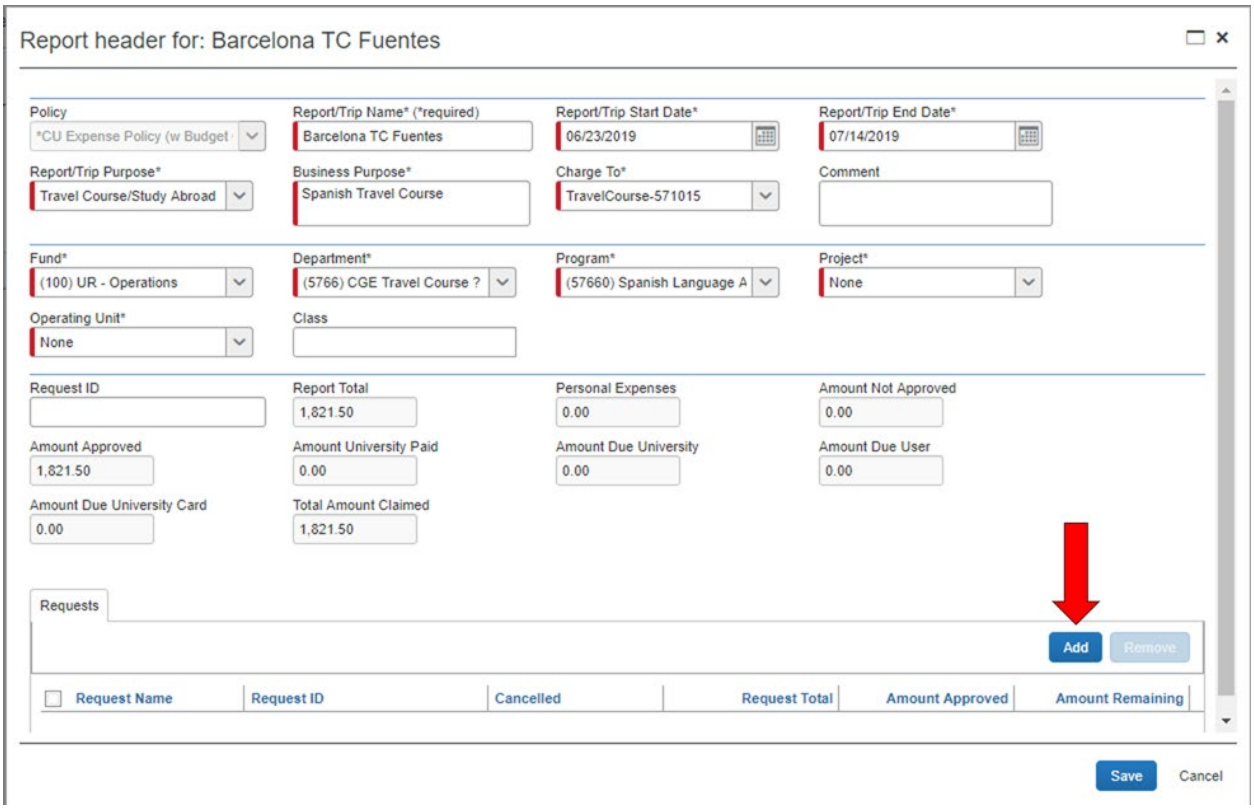


If you did not create the Expense Report from the existing Cash Advance…

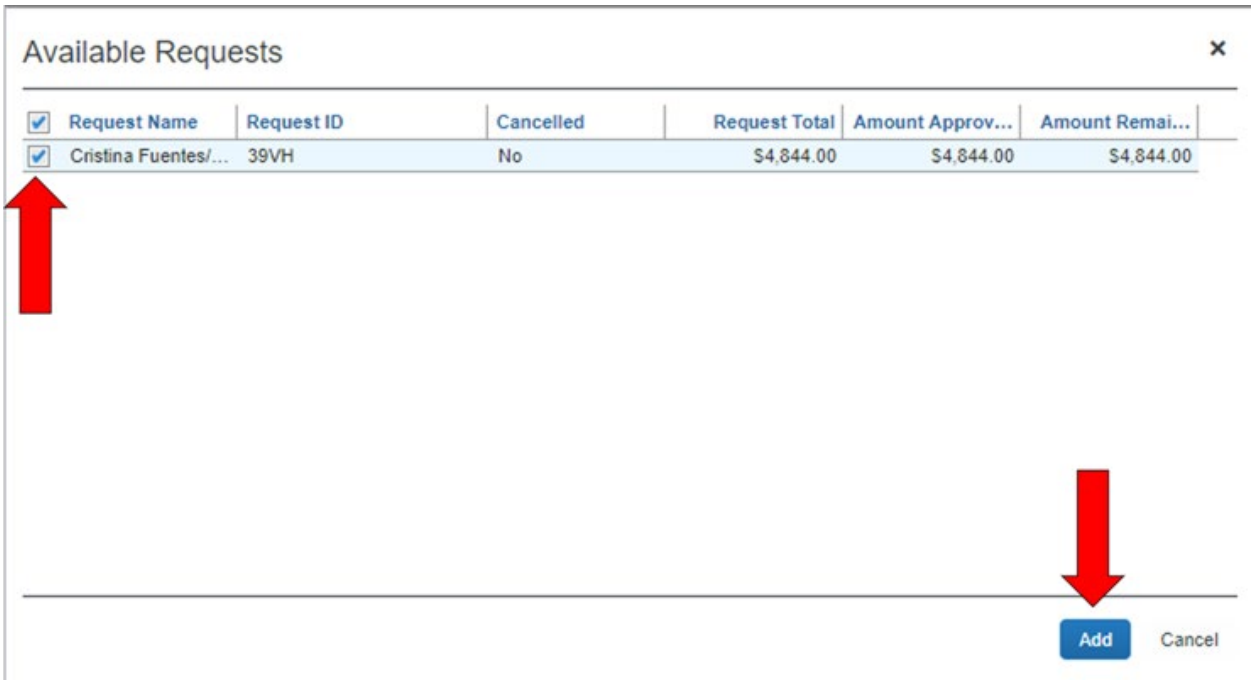
In your Expense Report, go to **Details**, then **Report Header**



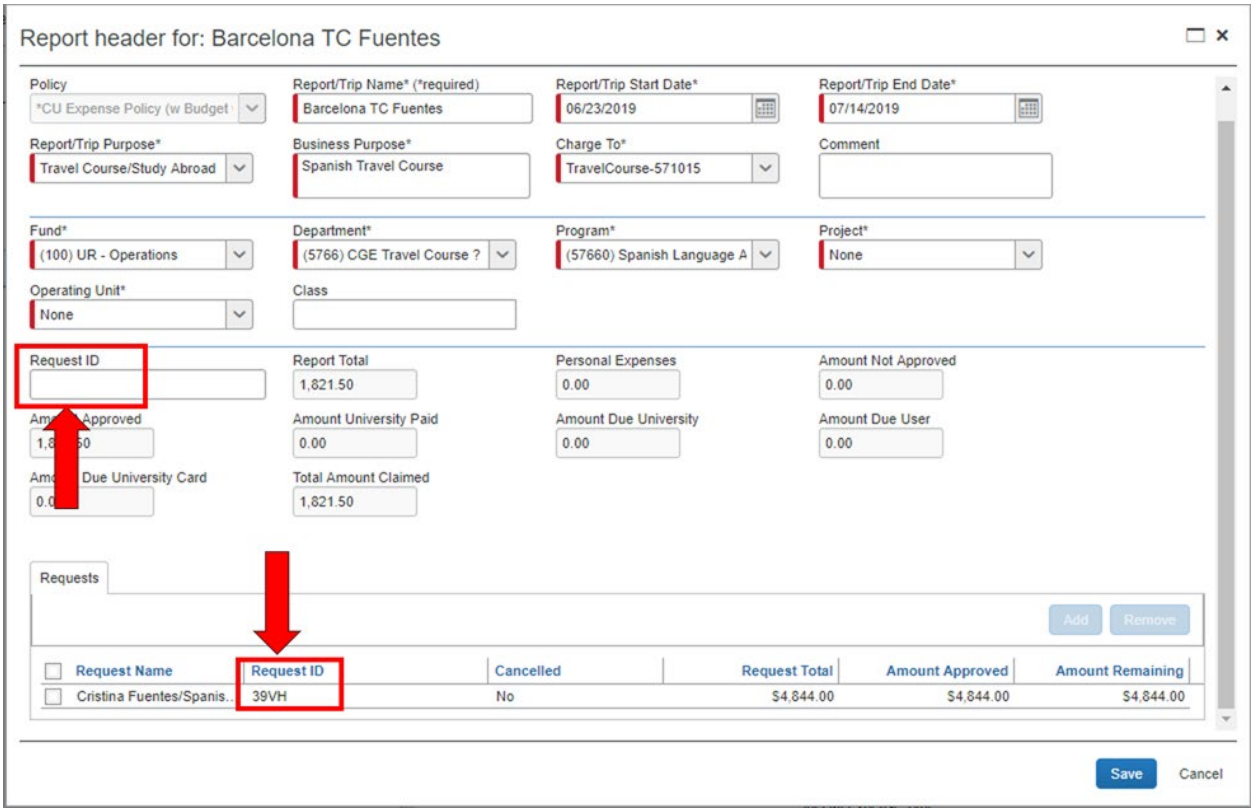
At the bottom, under Requests, select **Add**



Click the check box next to the pending Cash Advance and click **Add**



Copy the Request ID at the bottom into the empty Request ID box in the middle of the Header page.



Hit **Save**.

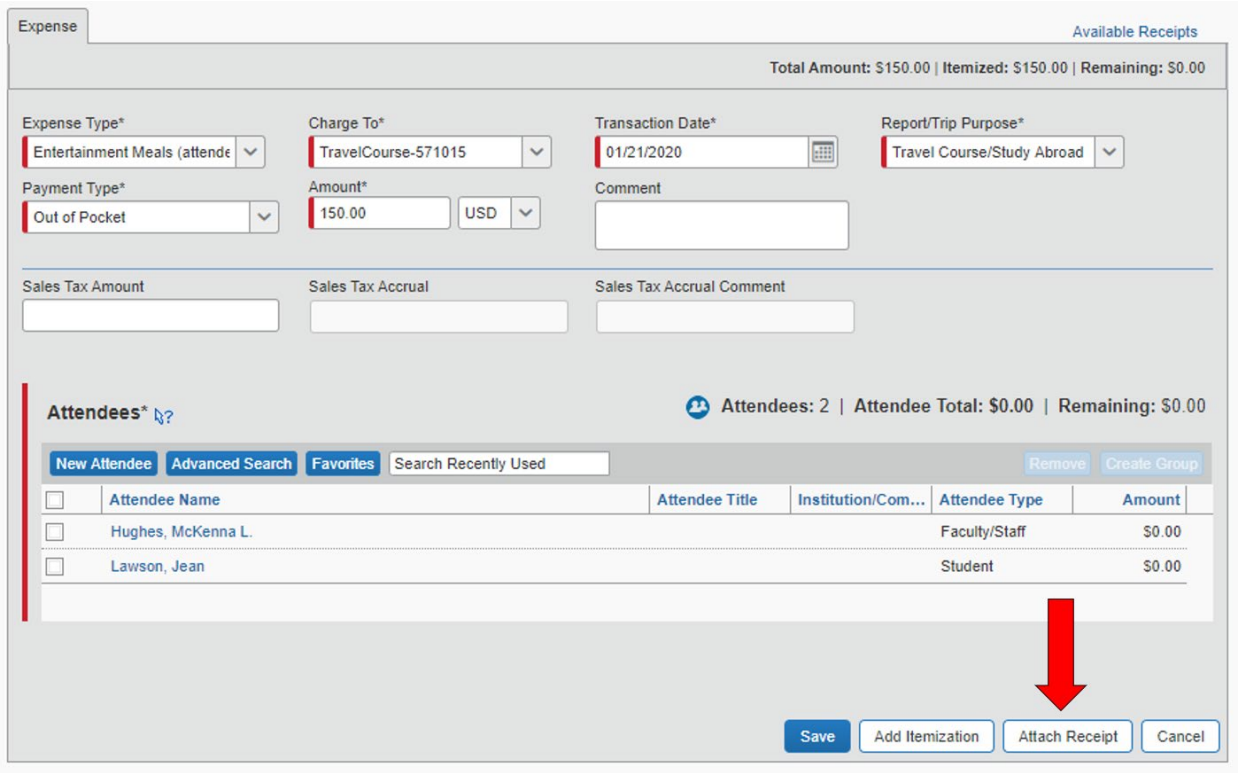
Concur Tip: The Request Header is also where you make sure that your Expense Report is tied to your Cash Advance, the budget number listed represents your Travel Course, and that the Charge To field is mapped to Travel Course-571015.

Adding Expense Items

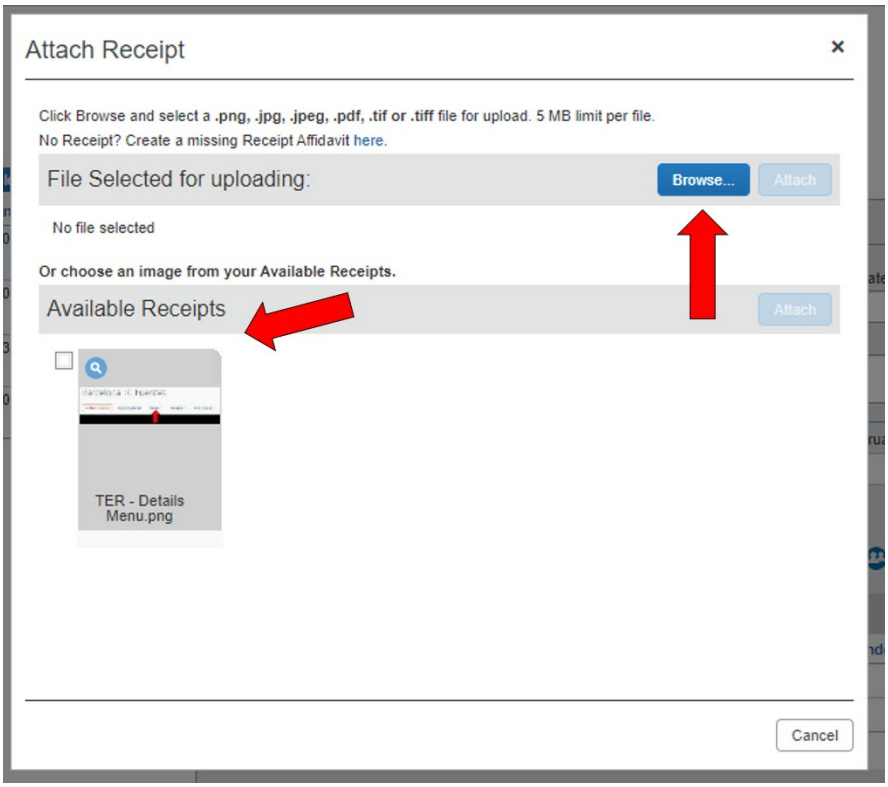
All Travel Course funds contained in your Cash Advance must be reconciled on your Travel Course Expense Report. Travel Course expense lines are coded differently than Faculty's Departmental Expense Reports. Please read the following carefully.

How to Attach Receipts

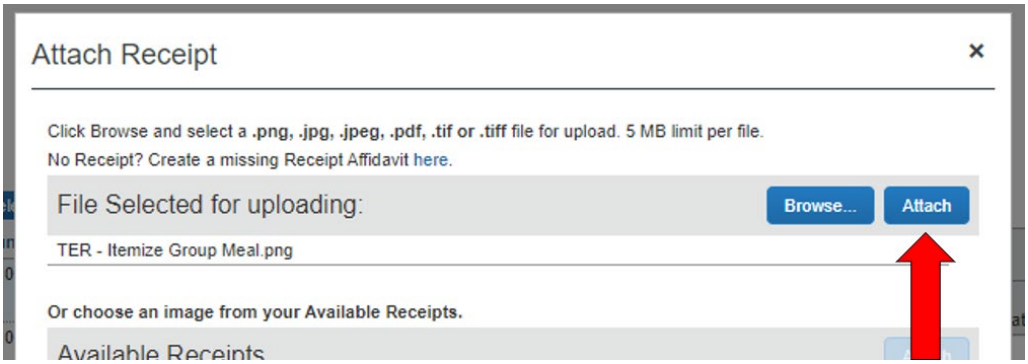
After you've created an expense item, you will **Attach Receipt**. Any expense items without a receipt will give you a warning Warnings may prevent the submission of your expense report.



Either upload a new receipt by clicking **Browse** or select an existing receipt from your Concur receipt library by selecting the applicable image under **Available Receipts**.



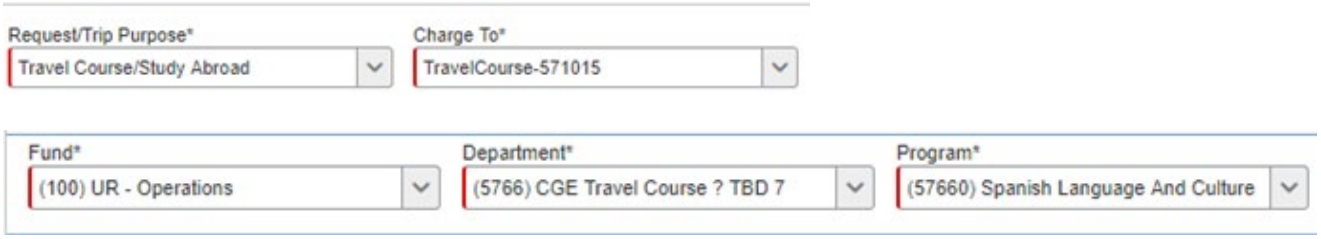
If you choose Browse and upload a new receipt file, make sure to hit **Attach** to save your receipt.



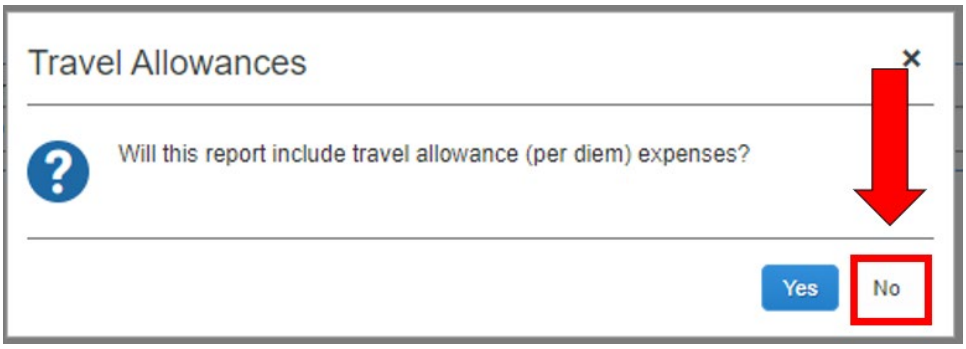
Now, a new tab called Receipt Image will appear on your expense. This allows you to view the receipt. **Please note that if you attach multiple receipts to one expense, only one receipt image will appear here.**

Per Diem: Meal Allowance Exception

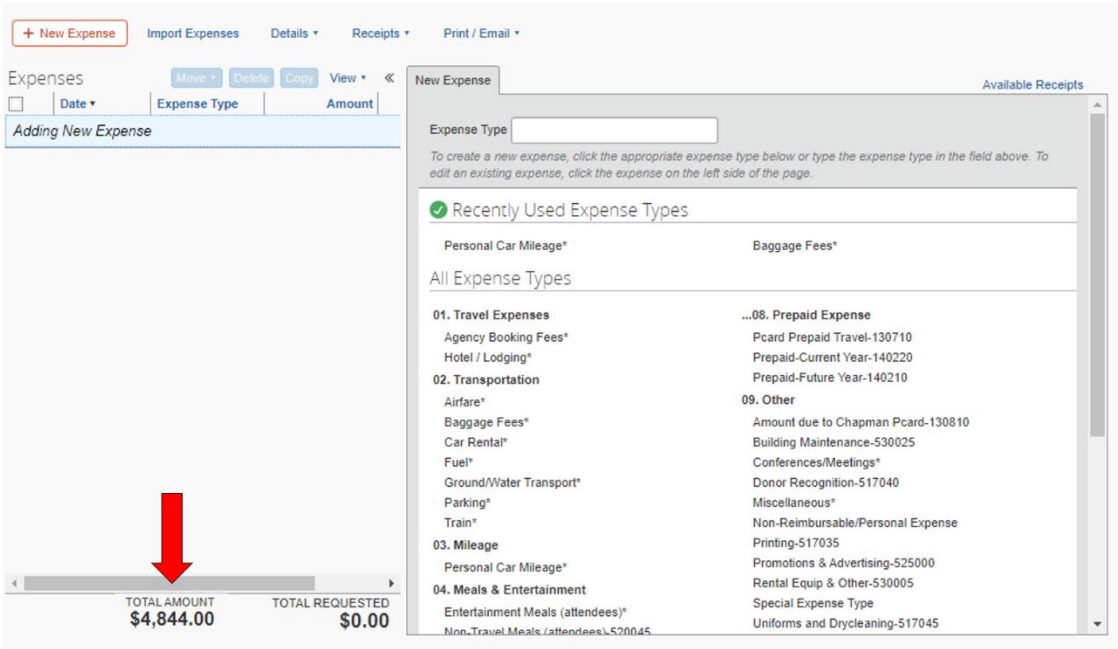
After your Expense Report has been created and the report header information has been tied from the Cash Advance, review the report header information to ensure that all areas were correctly mapped to **Travel Course – 571015** and your specific Travel Course Budget Number.



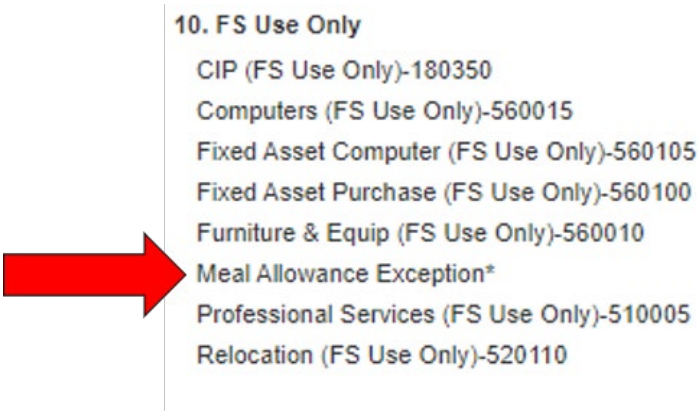
When you select **Next >>** in the bottom right corner, a window will pop up asking whether this report includes per diem. Select **No**. Travel Course per diems are calculated at the time of the Final Budget, and cannot be modified afterwards, so it does not follow the typical reporting pattern.



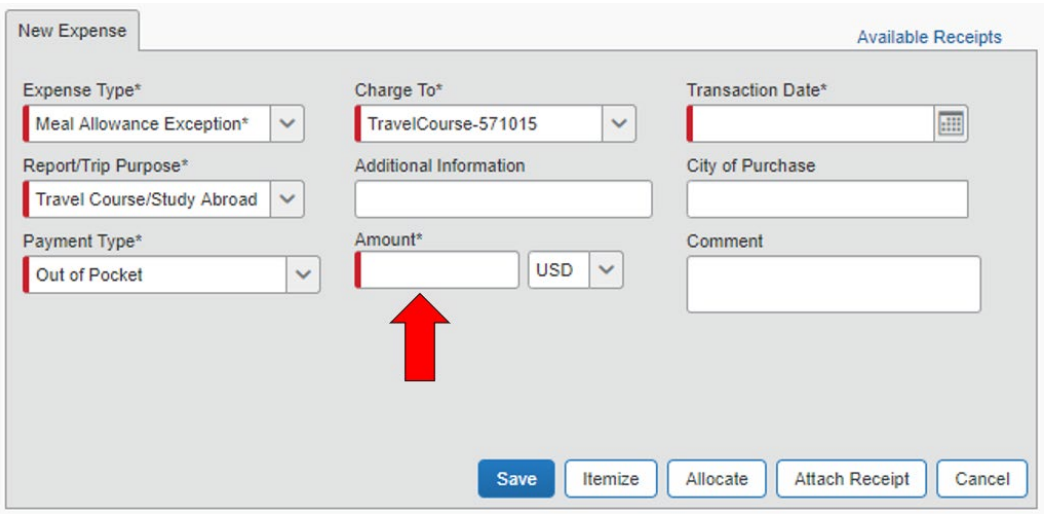
This will open the expense line options. You will see your Cash Advance amount pending under **Total Amount.** This is the amount to be reconciled in this report.



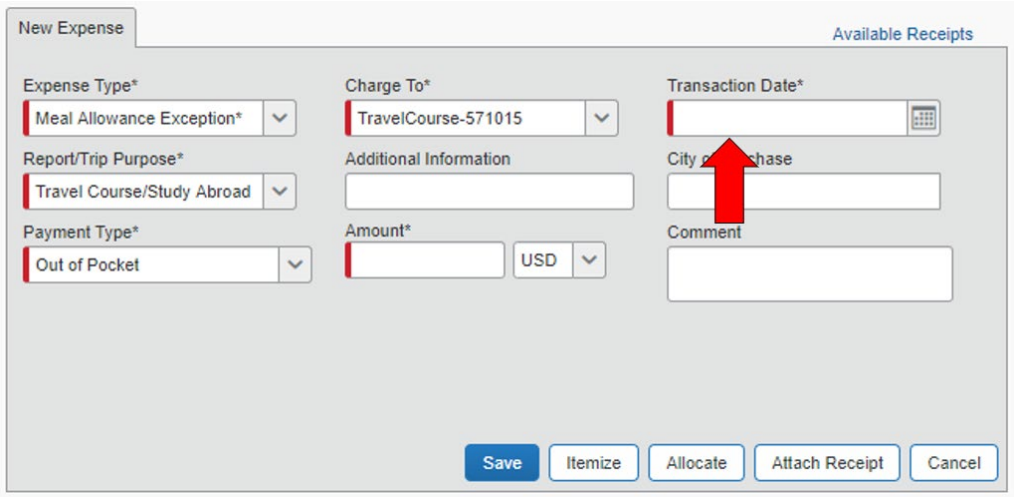
To input your per diem, select ***Meal Allowance Exception** under 10. FS Use Only.



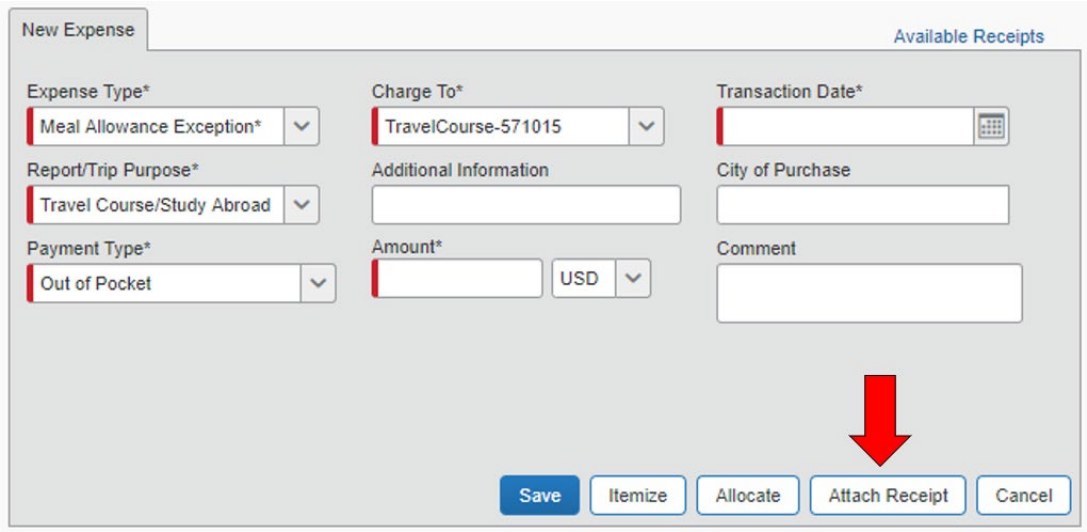
Enter the **Dollar Amount** allocated for your Per Diem. The exact amount is written in the comments section of your Cash Advance and included in the Travel Course Manager's welcome back email.



Enter the **Transaction Date**. You may choose any day during your program travel dates.



Select **Attach Receipt** and upload a PDF copy of the signed Final Budget and Details, which is attached in the Travel Course Manager's welcome back email.

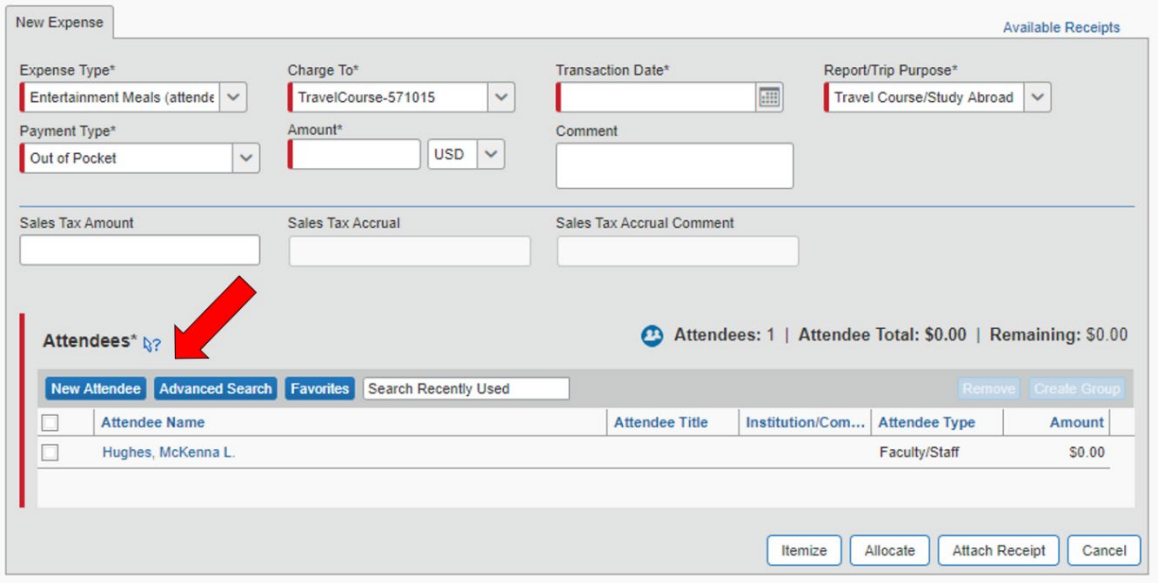


Group Meals

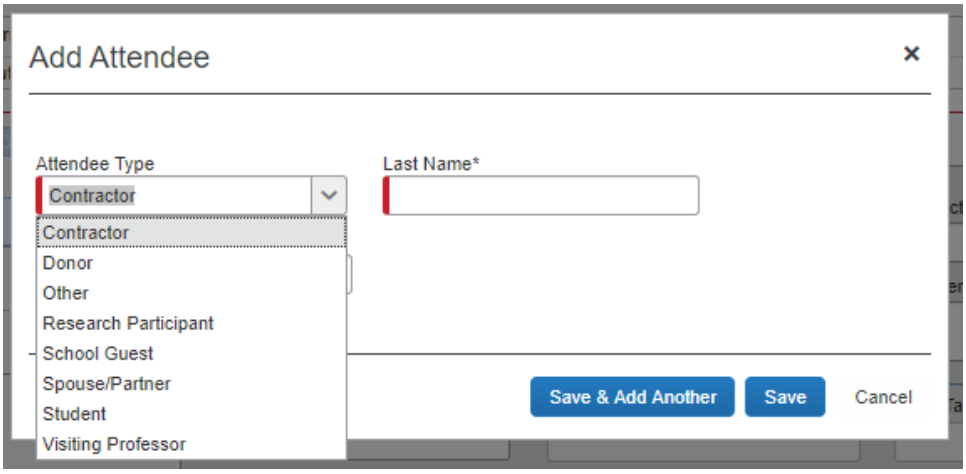
Any group meal covered by Chapman University, not including those paid for by your Provider, requires both the full itemized receipt for the meal showing individual purchases included in the meal and the total cost receipt. A roster of meal attendees (faculty, students, guest lecturers, etc) is also required.

Select **Entertainment Meals (attendees)**

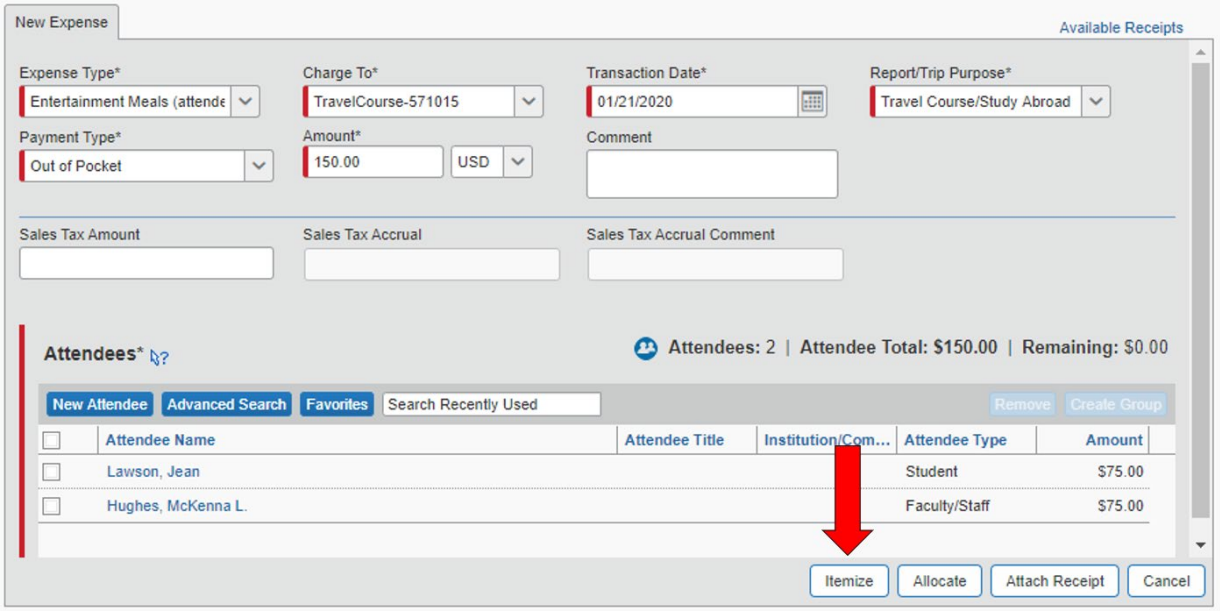
Fill out the date, amount, and comment for this group meal. You will need to **add at least one other attendee** who is not yourself to the attendee list on the expense. Select **Add Attendee**.



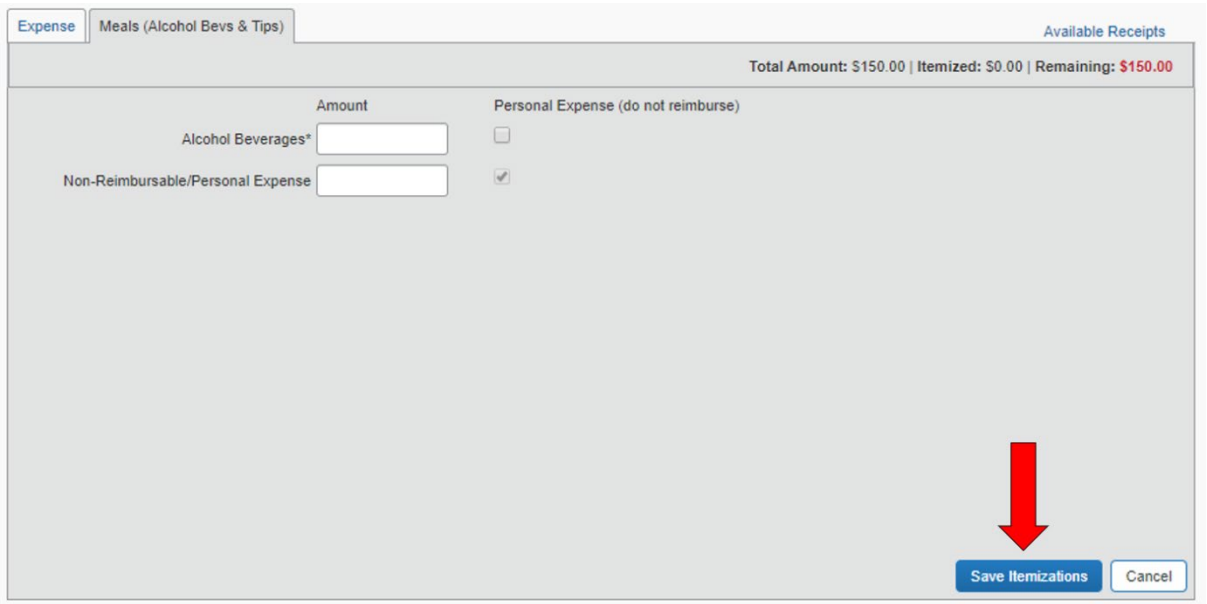
In the Add Attendee window, select the Attendee Type and enter their First and Last Name. You may then select with **Save & Add Another** or **Save**. If you select Save & Add Another, the attendee you just entered will be added to the expense attendee list and the Add Attendee window will remain open for you to enter another attendee. If you click Save, the attendee is added to your attendee list and the Add Attendee window closes. Because you will be adding a complete roster of attendees to this expense, you do not need to add every attendee to every group meal this way.



Once you add at least one additional attendee, this expense must be **Itemized**.



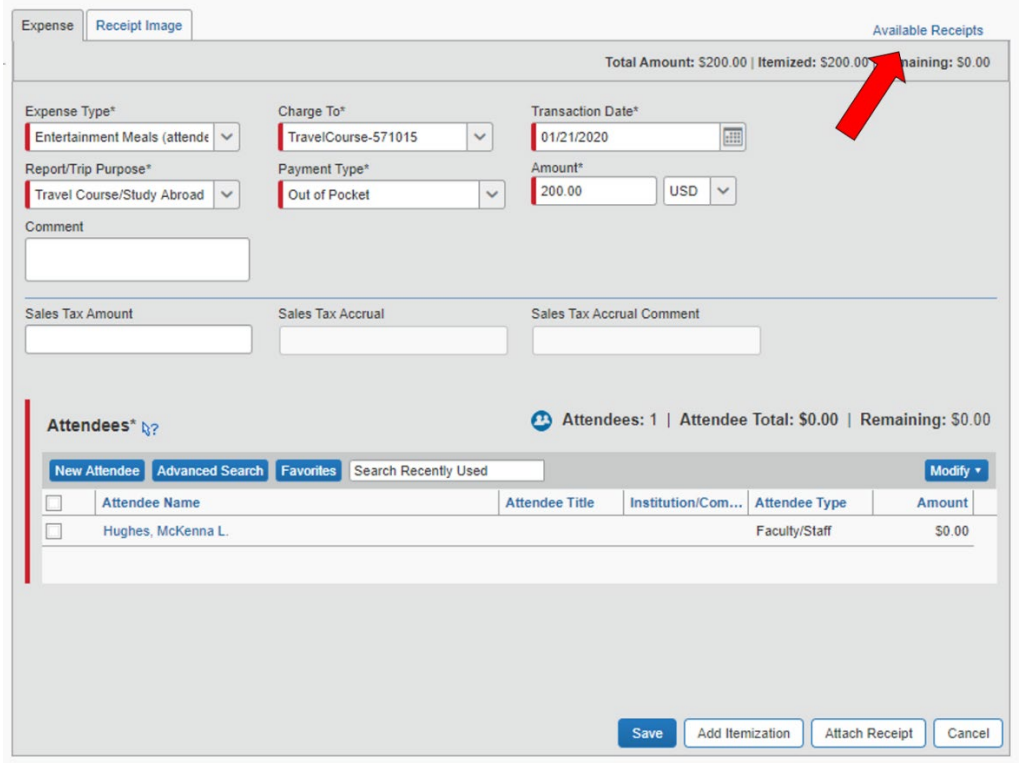
This is where you itemize any alcoholic beverages or personal expenses that were part of the group meal. If your course has anyone under the age of 21 present, there should never be an alcoholic beverage ordered at a group meal. In most cases, you will put $0 in both lines. Then **Save Itemizations**.



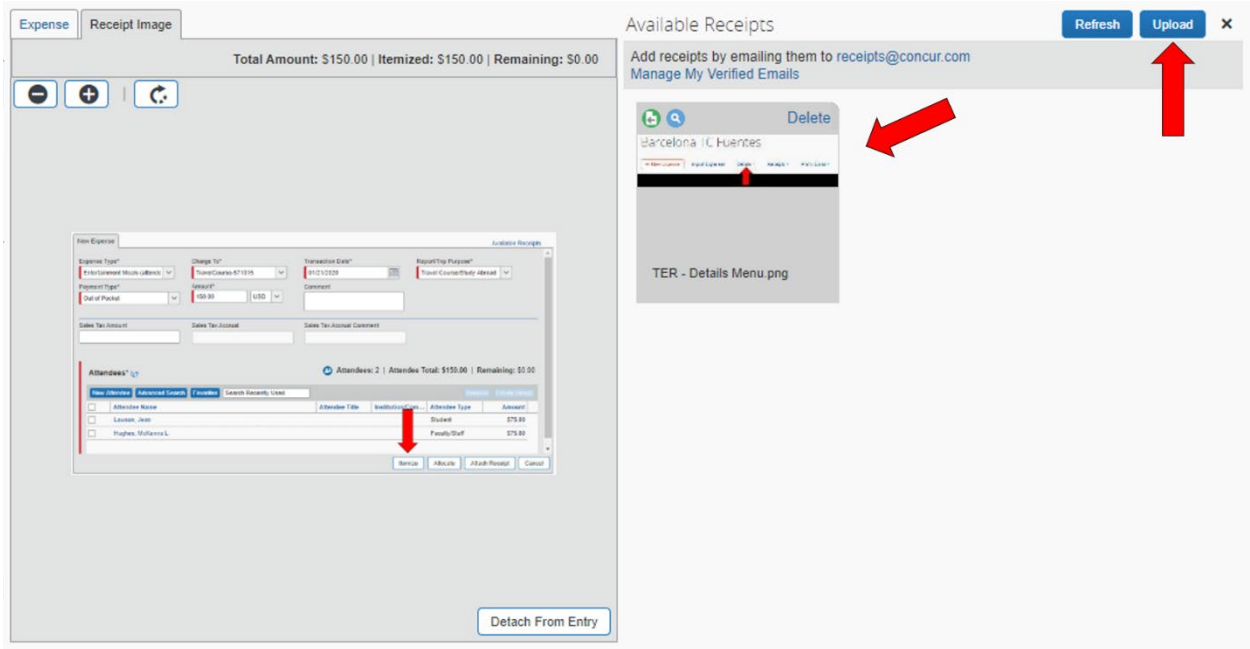
Then follow the above directions to **Attach Receipt** with the full itemized receipt for the meal. A receipt showing just the total amount paid may not be sufficient to reconcile a group meal. Next, follow the instructions below on how to attach the group roster as a second receipt.

Attaching multiple receipts

Multiple receipts will be required for certain expense lines, most notably for group meals as you are required to add both the itemized receipt for the meal and a roster of attendees. After following the instructions to attach the first receipt, click on **Available Receipts**.

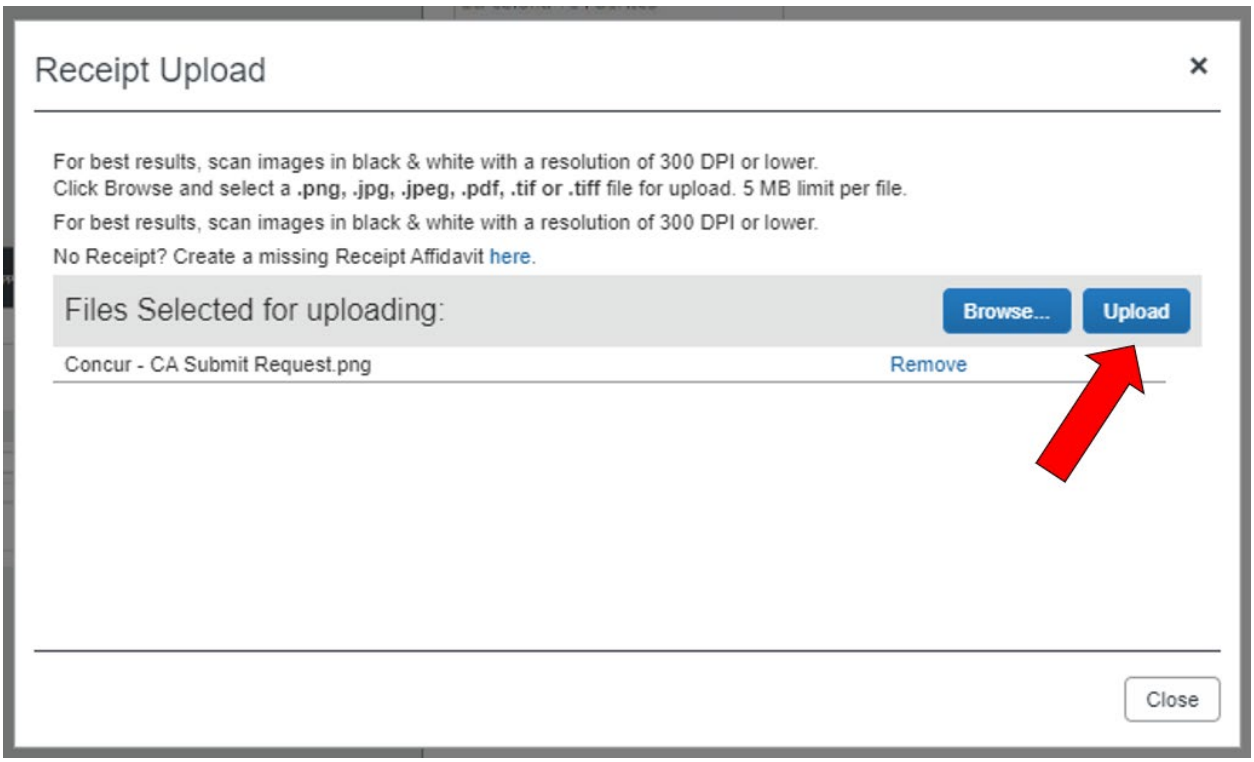


You have the option of selecting an **available receipt** previously uploaded into Concur or **Upload** a new receipt.



If uploading a new receipt, select **Browse** and choose the appropriate receipt from your files.

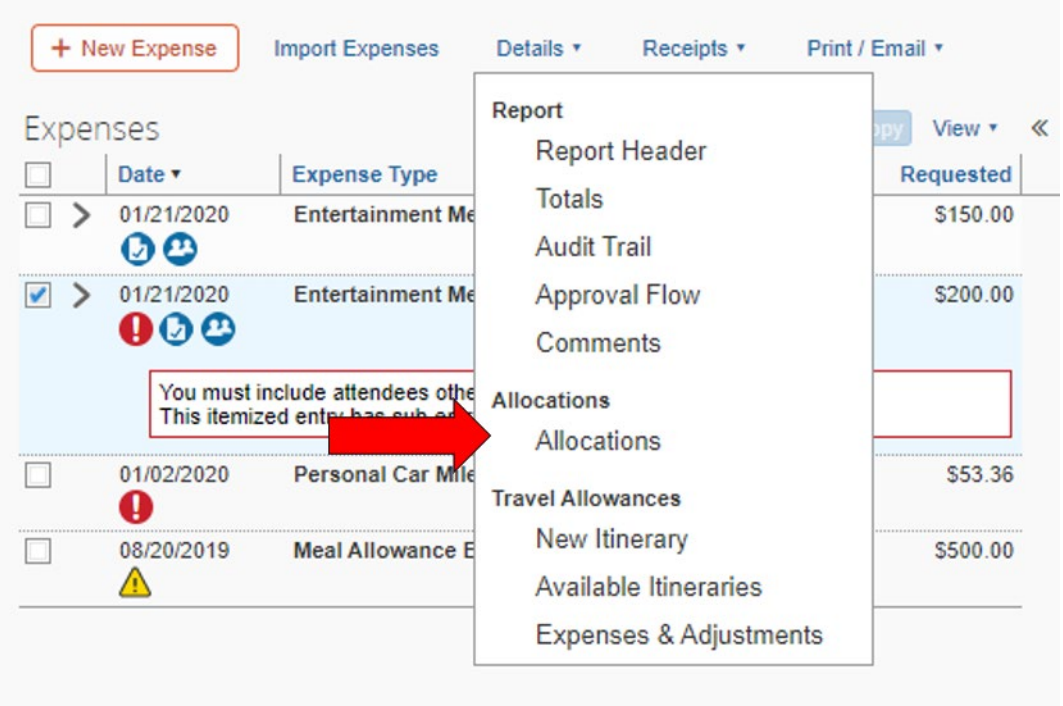
Click **Upload** and check to ensure you receive the confirmation message.



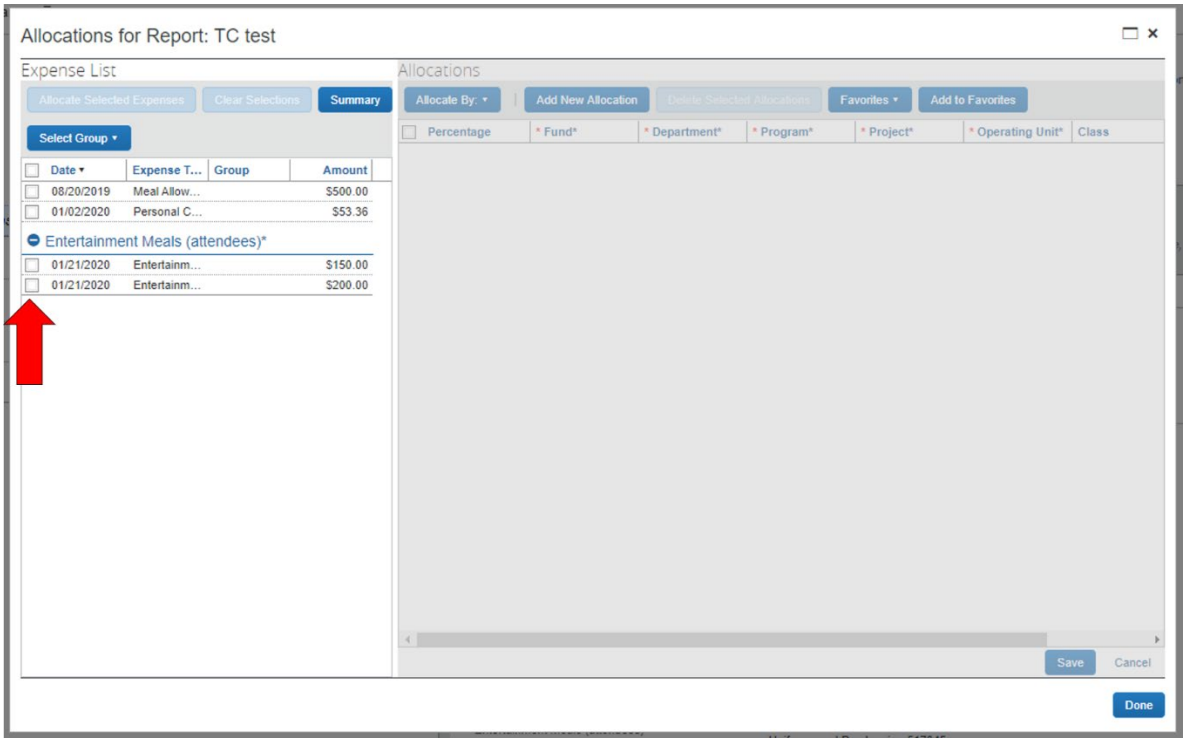
Please note that even if you [attach multiple receipts] to one expense, only one receipt image will appear under Receipt Image.

Allocation

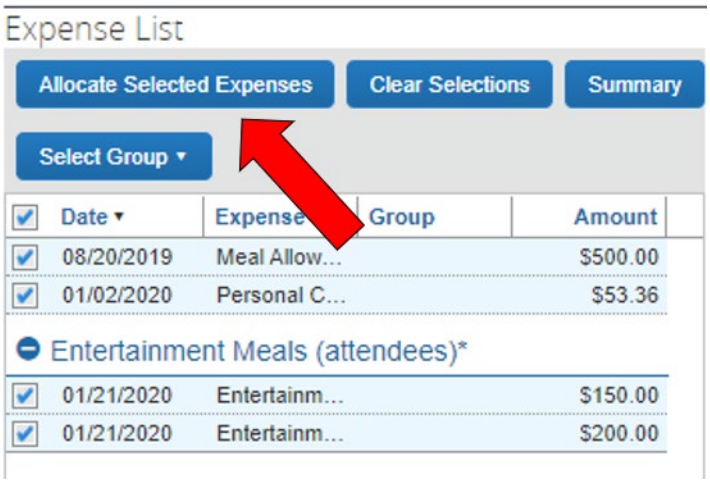
Use the following instructions to check that all expenses are properly allocated to your specific Travel Course budget number or update all allocations simultaneously. Under the menu **Details**, select **Allocations**.



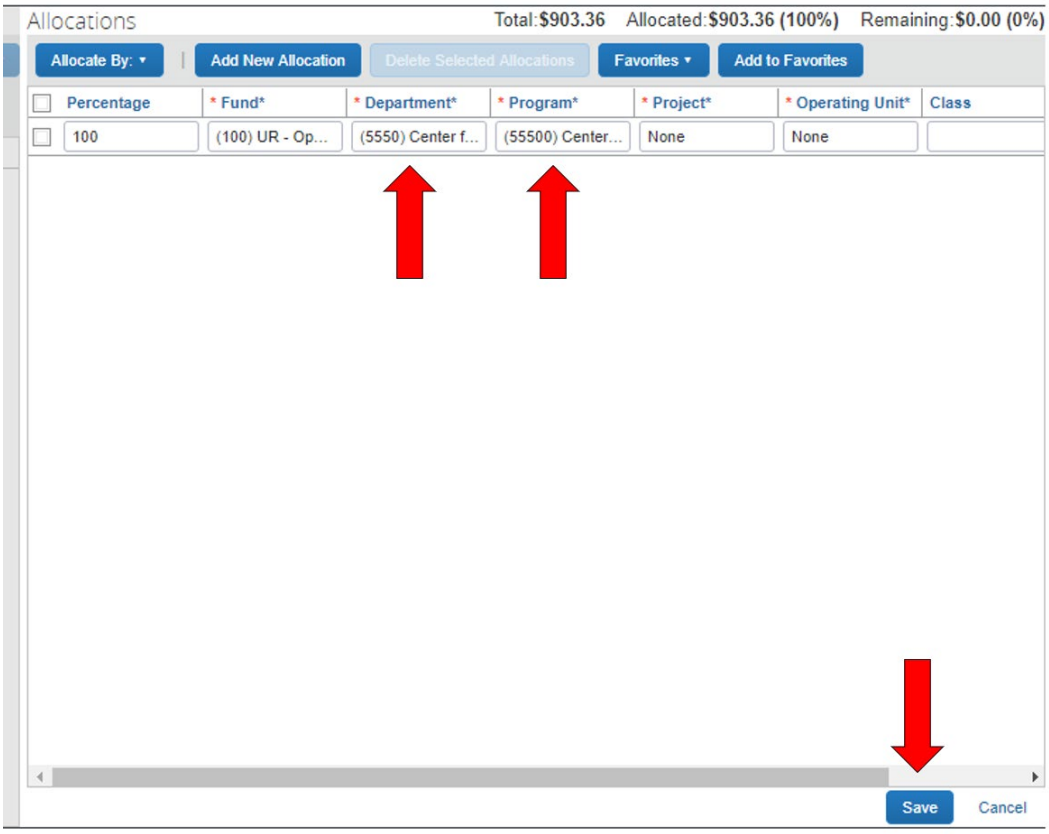
You will see a list of your open expenses. You may select individual expenses or all at once.



After selecting all relevant expenses, click **Allocate Selected Expenses**.



Ensure that the budget line that appears matches the Travel Course budget line in the Travel Course Manager's expense report emailed to you. If not, change the Department and Program numbers to match. Once you have the correct budget line listed, click **Save**.



Currency exchange

The Concur system will automatically calculate the correct currency exchange on the day of your purchase. Enter all expense lines in the currency used for your program receipt. Concur will automatically convert your foreign currency to USD.