

Concur Travel Training Manual

Descriptions of Policies/How to use Request and Expense Modules

10/11/17

Action:	Request Module (A.K.A. TA's):	Expense Module (A.K.A. Voucher):
Policies in Modules	Single GSA Hotel Policy: This Request Policy is for any traveler that will be using strictly the <u>lodging</u> per diem (research, going to a conference but not staying at the conference hotel). *System will calculate GSA rates*	Concur Approved TA's: This Expense policy is for all 3 Request policies.
	Multi Trip Destination/Conference Hotel Request Policy: This Request Policy is for any traveler that will be going to multiple destinations or if they are staying at the conference hotel (higher rate than the lodging per-diem). *You will have to manually enter your rates*	In-State No TA Req'd/Paper TA: This Expense policy is for any In-State travel that does not require a TA (I.E. anything <\$50), Mileage, and anyone that has an approved Paper TA.
	Athletics & Group Travel Request Policy: This Request Policy is for Athletics and travel with Groups (CIE). *You will have to manually enter your rates*	
Meals Per-diem	The whole Request (T.A.'s) module, regardless of which policy is selected, does NOT deduct any meals that are provided. Since meals can't be deducted on the Request side, the Request report will be approved at a higher value. If a cash advance is requested, the Travel office will deduct any meals provided from the dollar amount that will be issued for the advance.	When creating an Expense (voucher) report for the Request (T.A.), the Travel Allowance question appears – you must answer Yes after creating the itinerary, which will then allow you to deduct any meals provided.
Mileage	On the Request side, simply put an estimate (round trip) and a description in the comment box. The Expense module has the Mileage calculator feature that works beautifully; therefore, you will not need to attach any documentation to the request. The system will let you know if your current copy of auto insurance is not on file with the Travel office.	On the Expense module, when you select Mileage there is a mileage calculator you click on and it will take you to Google Maps where you will be able to deduct personal commute.
Cash Advances	The Request module is not able to detect any items that are P-Card paid or deduct any meals provided. So, when a cash advance is requested (at least 2 weeks prior to travel) it will leave the traveler's queue at a higher dollar value. Once it reaches the Travel office's queue, we will make the adjustments and issue payment accordingly.	When you create the Expense report from the approved TA/Request, the cash advance is associated with the report and the traveler will see what is left to be reimbursed.
Any Expense Items	When you select any expense items on the Request side, you must allocate them to a banner index. The system will not allow you to submit a report without allocations. If it is multiple indexes you can split it up by percentage or dollar amounts.	All allocations, except for mileage, carry over when you create the Expense report for reimbursement. Each expense item that was on the request must be selected again in the expense report, but the allocation to the banner index automatically is filled in.

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Personal Time involved with Business travel	If personal time is included in the travel, on the Request side, when you select airfare, there is a question that asks if there is personal time. When this applies, answer Yes. The Trip Start Date/Trip End Date are business related travel. If the flight dates are different from the conference dates you would list that in the expense type fields.	Any personal time is not allowed reimbursement for meals, lodging, etc. You can deduct this from the expense report.
Expense Reports (Reimbursement Vouchers) exceed 10%	Please be sure to enter all expense items you feel you will claim for reimbursement. If you have missed any items you will not need to do an amended (extension of) Request (TA).	When you are creating the expense report, please include all expenses that were originally on the approved Request (even if they are P-Card paid or Travel issued payment). If the expense report exceeds the 10%, it will automatically route to the budget index approver for approval (for this reason you will not have to amend a TA).