

Concur Overview



What is Concur?

- The Texas A&M University System has contracted with Concur to provide travelers with a best-in-class end to end travel solution. It allows organizations to book travel and track expenses from booking to reimbursement. Therefore, allowing TAMUS to better manage the travel and the reimbursement accounting process.
- For managers, department heads, and travel approvers, the system will automatically route employee travel requests which will allow for online approval from the pre-trip to post-trip reimbursement cycle. Email notifications will assist with making approvers aware of pending items.
- Corporate Travel Planners (CTP) has been contracted to provide travel agent services to support TAMUS traveler bookings and itinerary changes.



Concur is Accessed Through SSO

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

Home My Managers My Employees My Roles Profile Log Blocked Countries Contact

Applications you have access to

Name : UIN : ADLOC :

SSO Menu

- ▶ AggieBuy
- ▶ BusinessObjects CMC
- ▶ Canopy (Training)
- ▶ DW Report Portal
- ▶ HRConnect Legacy
- ▶ MyEvide
- ▶ ServiceNow
- ▶ TrainTraq
- ▶ Workday Help
- ▶ BusinessObjects
- ▶ Canopy
- ▶ Concur
- ▶ File Depot
- ▶ Maestro
- ▶ PATH Portal Access Total HR
- ▶ Time & Effort
- ▶ Workday

Manage Menu Refresh Menu

My Links

FAMIS Reports Laserfiche
Oversight

Manage Links

Recent Logon Activity Help

Date/Time	Activity
<input type="checkbox"/> 06/14/2021	Successful Logon.
<input type="checkbox"/> 06/12/2021	Successful Logon.
<input type="checkbox"/> 06/12/2021	Successful Logon.
<input type="checkbox"/> 06/12/2021	Successful Logon.
<input type="checkbox"/> 06/10/2021	Successful Logon.

View Security Log
What should I report?
Report Problem

Go to sso.tamus.edu. Then using your UIN and password login to get to the Single Sign On (SSO) menu page.



Concur Home Page

SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration | Help

Profile 

 THE TEXAS A&M UNIVERSITY SYSTEM

Hello, CLINTON

+ New	00 Required Approvals	03 Authorization Requests	00 Available Expenses	02 Open Reports	00 Cash Advances
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TRIP SEARCH

Selection of Funding Source

Booking for myself | Book for a guest

Choose Funding Source First

Flight Search

Round Trip | One Way | Multi City

From

Departure city, airport or train station Find an airport | Select multiple airports

To

Arrival city, airport or train station Find an airport | Select multiple airports

[Show More](#)

COMPANY NOTES

The Chancellor has extended the travel guidelines beyond May 31st as originally outlined in his memo dated 03.10.2020, until further notice. System Risk Management will consider all International travel extreme risk and not approved. The current mandate is in effect until further notice. The only exception to this would be any mission-critical COVID-19 related assistance or health-critical exceptions and these exceptions must be approved in advance by Executive Leadership.

For current information and policies from the airlines, car rental companies, and hotel chains, visit: <https://ctp-travel.com/coronavirus/>

[Read more](#)

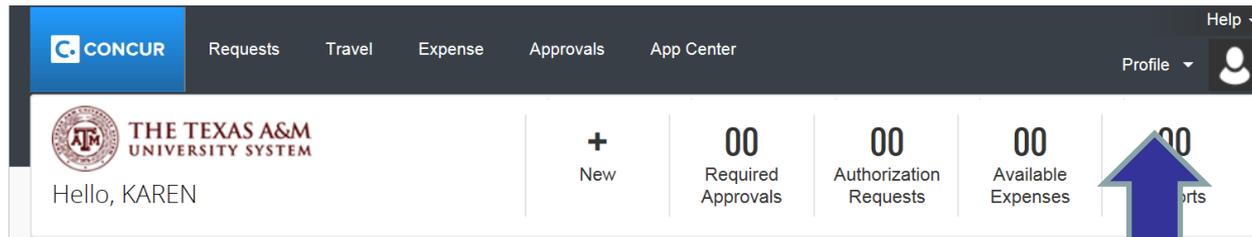
MY TASKS

00 Required Approvals → Great! You currently have no approvals.	00 Available Expenses → You currently have no available expenses.	02 Open Reports → 06/08 Orlando, FL \$930.80 06/08 June 2021 #6900 \$103.84
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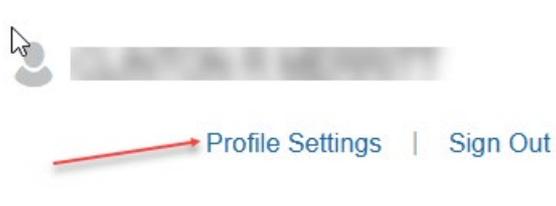


Profile

- Click on “Profile” in the upper right



- Select “Profile Settings”



- Once on the Profile Settings page, look at tabs on left side
(Be sure to scroll down the page to see all choices)

Profile

SAP Concur  Administration 

Requests Travel Expense Approvals Reporting  App Center Profile

Profile Personal Information  System Settings Concur Mobile Registration Travel Vacation Reassignment

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)
- [Emergency Contact](#)
- [Credit Cards](#)

Travel Settings

- [Travel Preferences](#)
- [International Travel](#)
- [Frequent-Traveler Programs](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)

Profile Options

Select one of the following to customize your user 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 re-enter it each time you purchase an item or service.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates

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

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration

Set up access to Concur on your mobile device.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Company Car

Company Car



Profile

- Under Personal Information, verify your name (needs to match your passport / travel document name) and UIN. Complete addresses and contact information if desired.
- Email Address – it will start off like below as “Not Verified.” Click “Verify” and follow the instructions to enter verification code.

Email Addresses Go to top

Please add at least one email address. **[Required]**

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	c-merritt@tamu.edu	<input checked="" type="checkbox"/> Not Verified	Verify	Yes	



Profile

- Travel Preferences and Frequent Traveler Programs
 - Assign Air, Hotel and Car Rental preferences in the event of an agent-assisted booking.
 - Add all of your frequent travel/reward programs to ensure you receive the benefits for using those vendors.

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences

Seat: Aisle | Seat Section: Don't Care | Special Meals: Regular Meal | Ticket Delivery: E-ticket when possible

Preferred Departure Airport: | Other Air Travel Preferences: | Medical Alerts:

Hotel Preferences

Room Type: Don't Care | Smoking Preference: Non-smoking | Foam pillows | Rollaway bed | Crib | Message to Hotel Vendor:

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

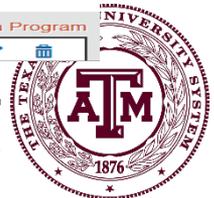
Car Type: | Smoking Preference: Don't Care | Car Transmission: Automatic | In-car GPS system Ski rack

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs

 Hertz Hertz Gold Plus Rewards Search this vendor 66169491 [Add a Program](#)



Profile

- The below website has instructions for many tasks within Concur.
 - <https://it.tamus.edu/concur/documentation/userguides/>
 - Please review the one titled, “Entering Credit Cards into your Concur Profile”.
 - Credit cards entered can be University/Agency cards and/or personal credit cards. The preference is to use the University/Agency cards when possible.
 - Reminder: If a personal card is used then reimbursement for the expenses cannot occur until after the trip.
 - It is recommended that all employees use a University/Agency Travel Card. To request a travel card, click [here](#)



Profile

- Assigning expense delegates allows someone to prepare expense reports, travel requests or book travel on your behalf.
- Instructions for setting up an expense delegate can be found under [Concur User Guides](#). Please see “**How to Add a Delegate.**”



Delegates

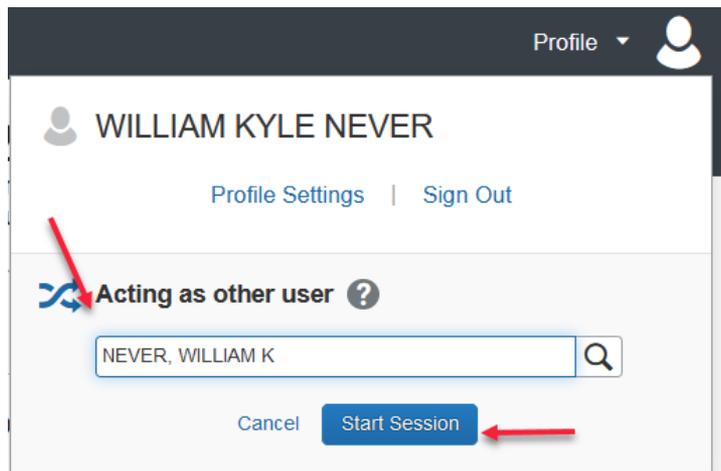
If you have been assigned delegate permissions by another employee, you can switch to that person's profile for roles such as expense report/travel request creation and travel arrangement.

- While delegates can prepare expense reports, they cannot submit them on behalf of others. The traveler must do that themselves.
- When making reservations for someone else, make sure you are logged in as a delegate for them – otherwise ticket / reservation will be created in your name instead of the traveler.



Delegates

- To act as a delegate (if role has been given to you), under profile “administer for another user...”, select the appropriate user, and click “Start Session.”

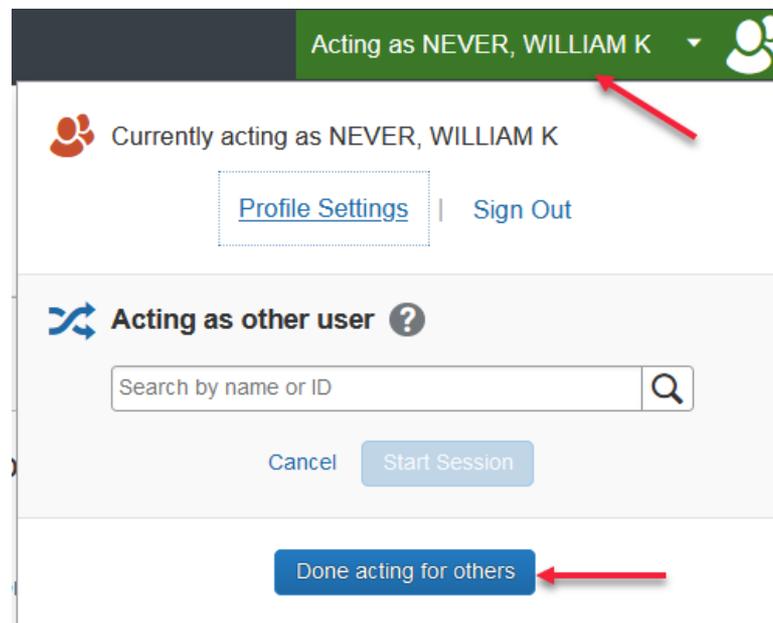


Then



Delegates

- Once done acting as the other click on the green box and then click “Done acting for others” to return to your own profile.



Delegate Video

- Many topics throughout this training have short videos created for them. All videos can be accessed on the website:

<https://it.tamus.edu/concur/training/>

- Watch video: “[How to Delegate Into Another User’s Profile in Concur](#)” for more information.



Travel Requests

Before reviewing the next slides, please watch the two videos below:

[How to Create a Domestic Travel Request in the New Concur UI](#)

[How to Create a Foreign Travel Request in the New Concur UI](#)



Travel Request

- Depending on policy within your university or agency for domestic travel, a Travel Request may be necessary prior to travel.
- All system members require a Travel Request be submitted and approved prior to foreign travel. This type of travel requires further evaluation through export control and risk management review and approval. This can depend on the country and risk of traveling to that country determined by System Risk Management.



Travel Request

To start a Travel Request hover over “New” and then click “Start a Request”

The screenshot displays the SAP Concur mobile application interface. At the top, a dark navigation bar contains the following menu items: Requests, Travel, Expense, Approvals, and App Center. Below this, the A&M STEM logo is visible on the left. The main content area features a row of five summary cards: a '+ New' button, '00 Required Approvals', '27 Authorization Requests', '15 Available Expenses', and '16 Open Reports'. A red arrow points to the '+ New' button. Below the '+ New' button, a dropdown menu is open, listing the following options: 'Start a Request', 'Start a Report', 'New Cash Advance', 'Enter New Reservation', and 'Upload Receipts'. Another red arrow points to the 'Start a Request' option. To the left of the dropdown menu, there is a search bar with the text 'Look for a guest' and a search icon. Below the search bar, there is a graphic of a hand interacting with a smartphone. In the background, a black banner contains white text: 'Administrators' and 'Changes to the SAP Concur mobile sign-in experience. We'll be removing the mobile PIN, expanding biometrics, and more.'



Travel Request

Fill in the required fields (red lined) and hit save.

SAP Concur  Requests Travel Expense Approvals App Center Administration | Help Profile 

Manage Requests Create New Quick Search

Request ULGY

Cancel Save Attachments Print / Email Delete Request Submit Request Status: Not Submitted

Trip Name/Destination: Concur Conference
Trip Purpose & Benefit: test

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination Concur Conference	Trip Start Date 06/30/2021	Trip End Date 07/01/2021	Travel Classification Employee-In State	Traveler Type Staff
Student Travel Activity Type No	Contracts/Grants No	Trip Purpose & Benefit Attend Concur Conference	GSA Meal Rate No	Personal Travel Included No

Non-Employee/Student Traveler (Last Name, First Name)
Notes

Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4
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System TRAVEL	System Member (02) TEXAS A&M UNIVERSITY	Department/SubDepartment (FISC OPS) FMO - ACCOUNTING OPER	Account (210410 22000) FMO - ACCOUNTS PAYA	Account Attribute (L) LOCAL
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Department Reference Number



Travel Request

Add estimated expenses if required by system member or department.

The screenshot shows the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Profile' with a user icon. The main header shows 'Request ULGY' with buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The request details are: 'Trip Name/Destination: Concur Conference' and 'Trip Purpose & Benefit: test'. The 'Expenses' tab is active, showing a table with columns 'Date', 'Expense Type', 'Amount', and 'Requested'. The table is currently empty. A red arrow points to the '+ New Expense' button. Below the table, the totals are: 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'. On the right, there is an 'Expense Type' input field and a list of expense categories. A red arrow points to the 'Meals' category in the list. The list includes: Communications, Phone, Export Controls Information, Individual Meals, Business Meal, Business Meal-Alcohol, Meals, Meals-Non-Overnight, Lodging, Hotel, Hotel Tax, Rent-Apartment/House, Other, Conference Registration, Dues, Educ Books < \$5k, Gifts, Incidentals, Internet, Laundry, Rental of Space, Services-Other than Travel, Supplies, Travel Agent Fees, Personal Car - Mileage, Transportation, Airfare, Airfare Ticket Tax, Airline Fees, Airline Ticket Change Fee, Boat, Bus/Shuttle, Car Rental, Gasoline, Limousine, Mileage Single Engine Aircraft, and Mileage Turbo Aircraft.

Request ULGY

Trip Name/Destination: Concur Conference
Trip Purpose & Benefit: test

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

Date	Expense Type	Amount	Requested
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TOTAL AMOUNT \$0.00 | TOTAL REQUESTED \$0.00

Expense Type:

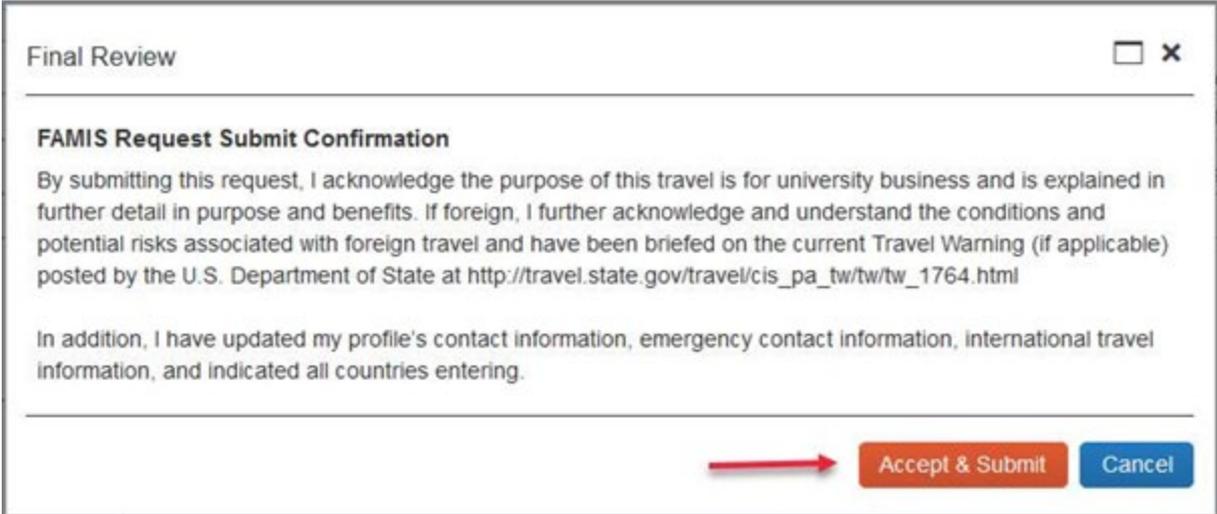
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Communications
- Phone
- Export Controls Information
- Individual Meals
- Business Meal
- Business Meal-Alcohol
- Meals
- Meals-Non-Overnight
- Lodging
- Hotel
- Hotel Tax
- Rent-Apartment/House
- Other
- Conference Registration
- Dues
- Educ Books < \$5k
- Gifts
- Incidentals
- Internet
- Laundry
- Rental of Space
- Services-Other than Travel
- Supplies
- Travel Agent Fees
- Personal Car - Mileage
- Transportation
- Airfare
- Airfare Ticket Tax
- Airline Fees
- Airline Ticket Change Fee
- Boat
- Bus/Shuttle
- Car Rental
- Gasoline
- Limousine
- Mileage Single Engine Aircraft
- Mileage Turbo Aircraft



Travel Request

Click “Submit Request” in the top right-hand corner of the screen and then “Accept & Submit”.



The screenshot shows a window titled "Final Review" with a close button (X) in the top right corner. Below the title bar, there is a section titled "FAMIS Request Submit Confirmation". The text in this section reads: "By submitting this request, I acknowledge the purpose of this travel is for university business and is explained in further detail in purpose and benefits. If foreign, I further acknowledge and understand the conditions and potential risks associated with foreign travel and have been briefed on the current Travel Warning (if applicable) posted by the U.S. Department of State at http://travel.state.gov/travel/cis_pa_tw/tw_1764.html". Below this text, it says: "In addition, I have updated my profile's contact information, emergency contact information, international travel information, and indicated all countries entering." At the bottom of the dialog, there are two buttons: "Accept & Submit" (orange) and "Cancel" (blue). A red arrow points to the "Accept & Submit" button.



Travel Request

- Some members/departments require an amount, while others will accept a zero dollar amount.
- If you do estimate expenses on the Travel Request, when it feeds to FAMIS (accounting system), it will encumber against the account listed on the expense report.



Travel Request

If you would like Travel Requests to route to additional approvers outside of the pre-defined approval path, you can manually add them to the approval flow.

To learn about this topic, please watch the video:

[How to Add an Approver to Request Routing in New Concur UI](#)



Booking Travel through Concur

- Concur's booking tool is similar to other reservation tools (Expedia, Orbitz, etc.). Travelers are not required to book reservations through Concur. However, it is strongly encouraged as it is the most seamless way to use Concur.
- Concur provides contract rates which will be equal to or less than rates found outside Concur (conference hotel registration rates is an exception).
 - TAMUS has negotiated airline discounts that are automatically applied if booked through Concur. Contracts with the below airlines are not available if booking outside of Concur/CTP.
 - United Airlines
 - American Airlines
 - Southwest Airlines



Booking Travel through Concur

- TAMUS car rental contracts are also easily accessed through Concur.
 - Enterprise
 - National
 - Hertz
 - Avis
 - Budget

PICK UP: (CLL) ON TUE, JUL 13 12:00 PM
RETURN: WED, JUL 14 12:00 PM

Show as USD ▾

Hide matrix Print / Email

All 49 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Full-size Van	Intermediate SUV	Standard SUV	Full-size SUV
AVIS	44.98	44.98	46.21	47.43	47.43	--	--	64.54	65.76	--
Preferred	←									
enterprise	48.99	48.99	51.45	51.45	53.89	--	121.11	74.67	74.67	114.
Preferred	←									
National	48.99	48.99	51.45	51.45	53.89	--	121.11	74.67	74.67	114.
Preferred	←									
Budget	56.72	56.72	57.94	59.16	60.38	94.60	--	198.48	86.05	--
Preferred	←									



Booking Travel through Concur

- Rental car contracts are applied automatically when making reservations through Concur.
- Contracts include CDW/LDW and Liability insurance built into the rate you see
- If a contract rental is unavailable and you must rent off-contract, please accept the CDW/LDW and Liability insurance offered by the rental company
- Contracts do not extend to foreign countries
 - If traveling to a foreign country you should accept all insurance coverages offered



Booking Travel through Concur

- On the Concur Home Screen choose your funding source (Local, Federal or State)

TRIP SEARCH

Selection of Funding Source

Booking for myself | Book for a guest

Choose Funding Source First

Flight Search

Round Trip | One Way | Multi City

From
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

Show More

Booking Travel through Concur

- Enter your travel search parameters
 - If only booking car rental, click on the car tab
 - If only booking hotel, click on the hotel tab
- If you do not already have a card in your profile, you will be prompted to provide a card number when checking out
- When checking out, make sure to proceed through the final checkout screens until Concur displays “Finished” on the screen with your itinerary
 - Your trip will be automatically cancelled within 72 hours if this step is not completed.
- For further guidance on booking in Concur please see:
<https://it.tamus.edu/concur/documentation/userguides/>



Expense Reports

- An expense report is submitted after the trip to post expenses to accounts
 - If the employee is out of pocket for any expenses this will generate a reimbursement payment.
 - If the University/Agency travel card was used, expenses will be properly allocated.
 - Expense reports should be submitted within 30 days of the end date of travel (remember, taxation starts at 90 days).
- The expense report should be created as soon as the trip incurs expenses. This can be prior to travel, such as conference registration or airfare purchased prior to the departure date.



Expense Reports

- An expense report is created differently depending upon whether a travel request was created first.

Watch these videos for instructions:

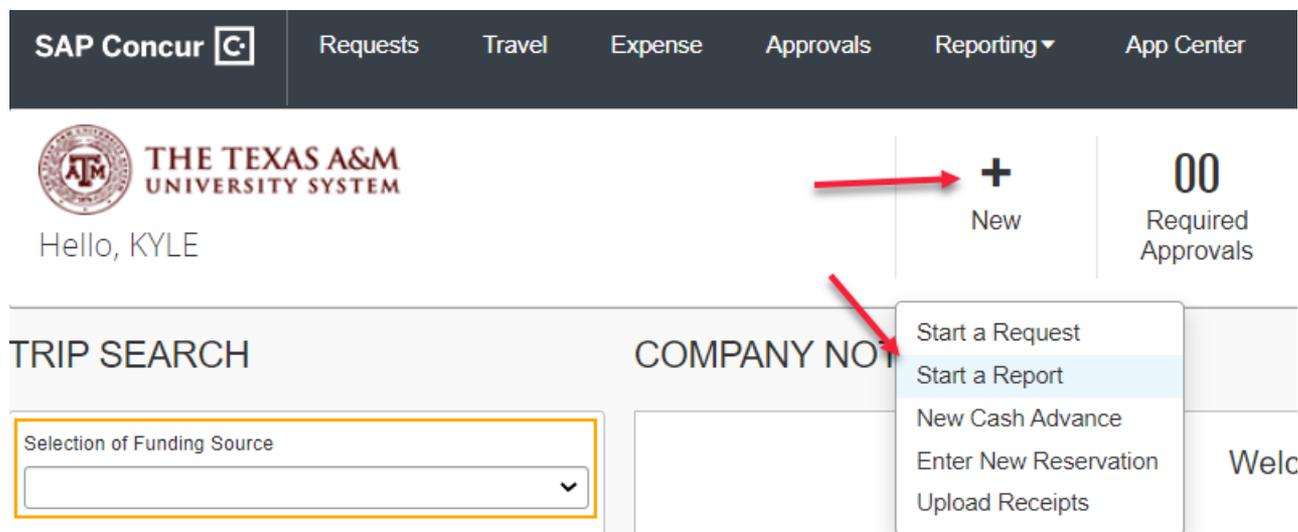
[How to Create an Expense Report without a Request](#)

[How to Create an Expense Report from an Approved Request](#)



Expense Reports

- To create an expense report without an approved request
 - On the Concur Homepage, hover your cursor over “New” and click “Start a Report”

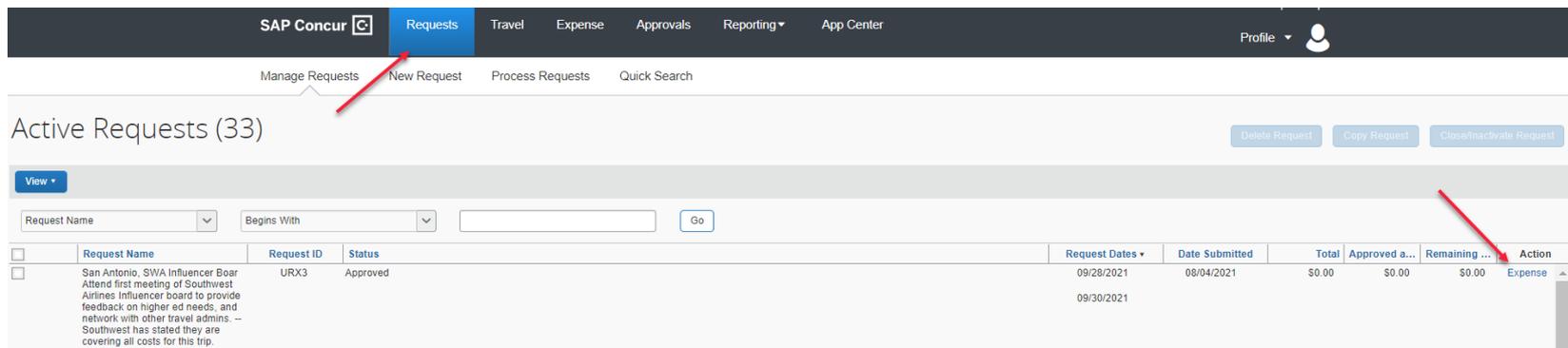


The screenshot displays the SAP Concur homepage interface. At the top, a dark navigation bar contains the 'SAP Concur' logo and several menu items: 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below this, the user's name 'Hello, KYLE' is visible next to the 'THE TEXAS A&M UNIVERSITY SYSTEM' logo. A red arrow points to a '+' icon labeled 'New'. A second red arrow points to the 'Start a Report' option in a dropdown menu that also includes 'Start a Request', 'New Cash Advance', 'Enter New Reservation', and 'Upload Receipts'. Other elements on the page include a 'TRIP SEARCH' section with a 'Selection of Funding Source' dropdown, and a 'COMPANY NOTIFICATION' section with a 'Welc' label.



Expense Reports

- To create an expense with an approved request attached
 - Locate the request under the “Request” tab
 - Click “Expense”
 - Concur will create the expense report header



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are links for 'Manage Requests', 'New Request', 'Process Requests', and 'Quick Search'. The main content area is titled 'Active Requests (33)' and includes a 'View' dropdown menu. Below this, there is a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. The main table displays a list of requests with columns for 'Request Name', 'Request ID', 'Status', 'Request Dates', 'Date Submitted', 'Total', 'Approved a...', 'Remaining ...', and 'Action'. A red arrow points to the 'Expense' button in the 'Action' column of the first row.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	San Antonio, SWA Influencer Boar Attend first meeting of Southwest Airlines Influencer board to provide feedback on higher end needs, and network with other travel admins. -- Southwest has stated they are covering all costs for this trip.	URX3	Approved	09/28/2021 09/30/2021	08/04/2021	\$0.00	\$0.00	\$0.00	Expense



Expense Reports

- As the video explained, fill out all fields marked in red and then select next.
 - Can also create an expense report by clicking on the Travel Request as well or select the “add” button to add the Travel Request to the Expense Report.

CONCUR | Requests | Travel | **Expense** | Approvals | Reporting | App Center | Administration | Help | Profile | User

Manage Expenses | View Transactions | Process Reports

Create a New Expense Report

Report Header

Destination | Trip Start Date | Trip End Date | Report Date | Policy | Purpose & Benefit | Report Key

System Member | Department / Sub-Department | Account | Account Attributes | Personal Travel Included? | Department Reference Number | Travel Classification

Student Travel Type | Notes | Auth. Request Encumbrance Release | Famis External VID

GSA RATES | 0.00

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaini
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Add Remove



Expense Reports

- While the “GSA Meal Rate” field is not marked as required, if you are expensing meals this field must be populated.
 - The amount entered should only include the **meal rate** from the [GSA website](#), not the hotel amount.
 - For local funds, when meals on a single day exceed the [GSA rate](#) for that location, all meal expenses for that day must be substantiated.
 - Substantiation includes an imported Travel Card charge or a receipt.
 - If meal expenses for a single day do not exceed the GSA rate then no further substantiation is required.



Expense Reports

- Each expense, card transaction or out of pocket, must be listed as a separate line item on the expense report.
- Out-of-pocket meals may be summarized by day.
- Use the mileage calculator for miles driven or upload your point to point as a receipt (i.e., attach it to your mileage claim).
- Hotels must be itemized by nightly rate and by hotel tax for each day. This can be done with the “nightly lodging expense” tab.



Expense Reports

- Attaching Receipts to Expenses
 - Concur Mobile should be used to capture receipt images as expenses are incurred
 - These images will automatically generate expense entries and be loaded into your Concur profile as available expenses
 - Other options for loading receipts are:
 - Email the receipt image into Concur
 - Manually scan and attach receipt image to expense entry

[Concur Mobile App Receipt Capture and Report Creation](#)



Expense Reports

- There are several more videos that you need to watch to understand preparation of expense reports.

[How to Itemize an Expense](#)

[How to Mark an Expense as Unallowable](#)

[How to Allocate an Expense](#)

[How to Reimburse a Guest](#)



Expense Reports

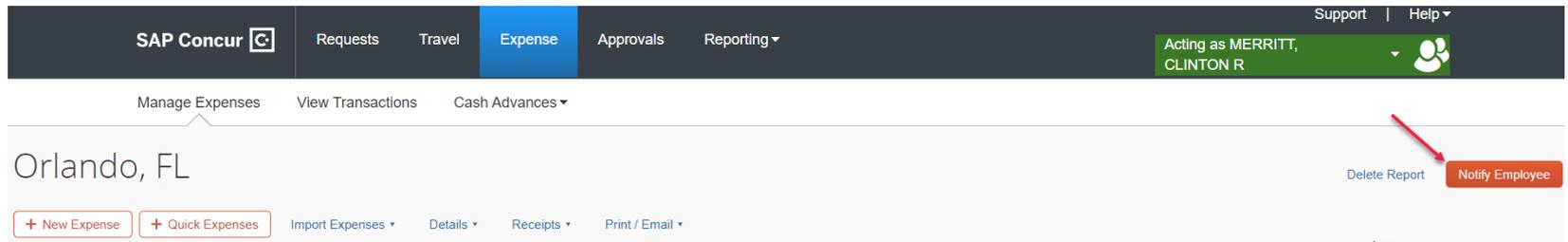
- Once all expenses are added and the required receipts attached, you are ready to click the “submit” button. You’ll find it at the top right of your expense report.

The screenshot displays the SAP Concur interface for an expense report. The top navigation bar features the SAP Concur logo and several menu items: Requests, Travel, Expense (which is the active menu), Approvals, Reporting, and App Center. On the right side of the navigation bar, there are links for Administration and Help, and a Profile dropdown menu. Below the navigation bar, there are several sub-navigation options: Manage Expenses, View Transactions, Cash Advances, Process Reports, and Administer Authorization Requests. The main content area shows a report titled 'Test Travel'. On the right side of this area, there is a 'Submit Report' button, which is highlighted by a red arrow. Other buttons and links in this area include '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', 'Print / Email', 'Delete Report', and 'Hide Exceptions'.



Expense Reports

- If you are creating this report as a delegate on behalf of another traveler then you will see the “notify employee” button. The traveler must submit the expense report themselves.



The screenshot displays the SAP Concur web interface. At the top, the navigation bar includes 'SAP Concur' with its logo, and menu items for 'Requests', 'Travel', 'Expense' (highlighted in blue), 'Approvals', and 'Reporting'. On the right side of the navigation bar, it shows 'Support | Help' and a user profile for 'Acting as MERRITT, CLINTON R'. Below the navigation bar, there are sub-menu items: 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main content area shows 'Orlando, FL' and a 'Delete Report' link. A red arrow points to an orange 'Notify Employee' button located next to the 'Delete Report' link. Below this, there are several action buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'.

- Each traveler should submit their expenses on a report within their own Concur profile.



Expense Report Routing

- The report will route to the appropriate department approvers for approval before arriving in the back office for review and processing.
- If an SRS account was used on the expense report, it will route to SRS for approval prior to arriving in the back office.



Expense Report Routing

If you would like an Expense Report to route to other approvers, in addition to the ones defined in FAMIS, you can manually add them to the workflow.

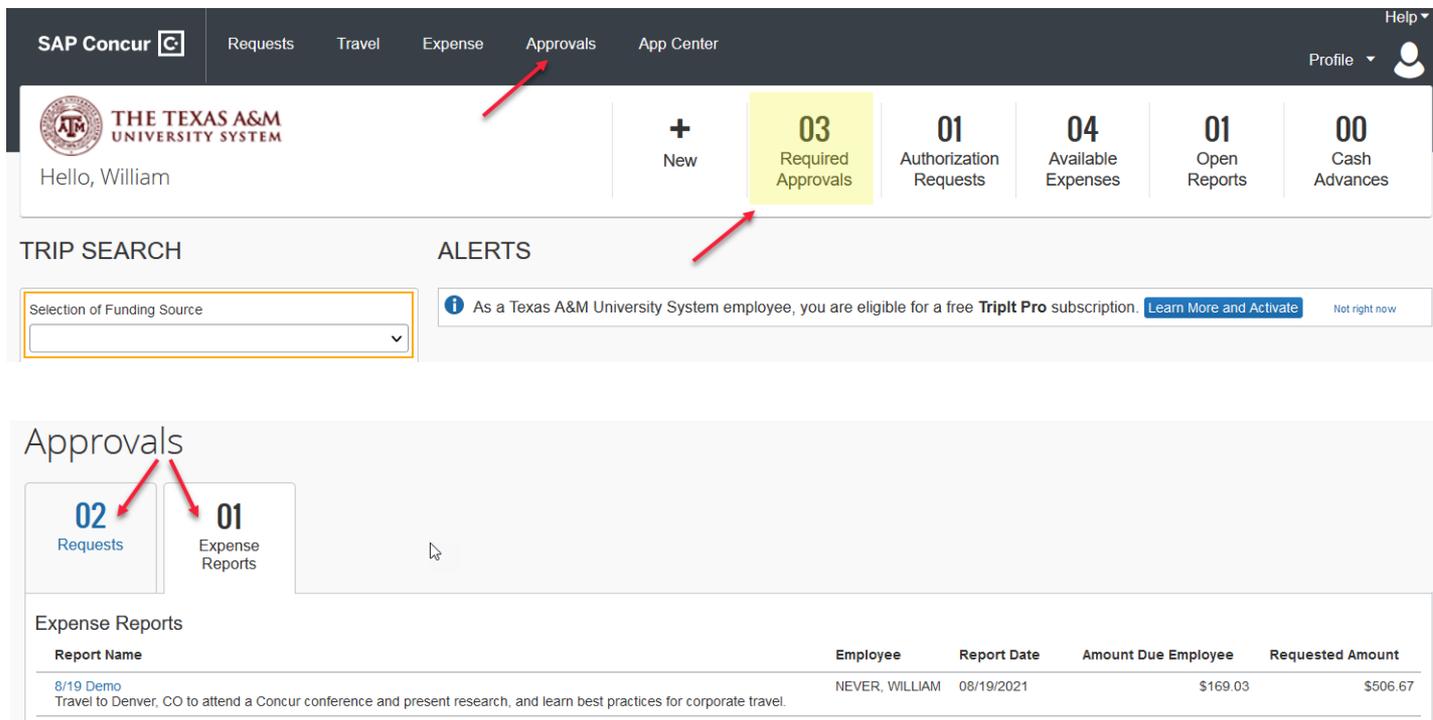
To learn about this topic, please watch the video:

[How to Add Approvers to an Expense Report](#)



Approval

- To approve a request or report, access the Approval Queue by clicking on the “Approvals” tab at the top of the page or on the “Required Approvals” tile. The approval queue is separated into Requests and Expense Reports and each tab will indicate how many are awaiting approval

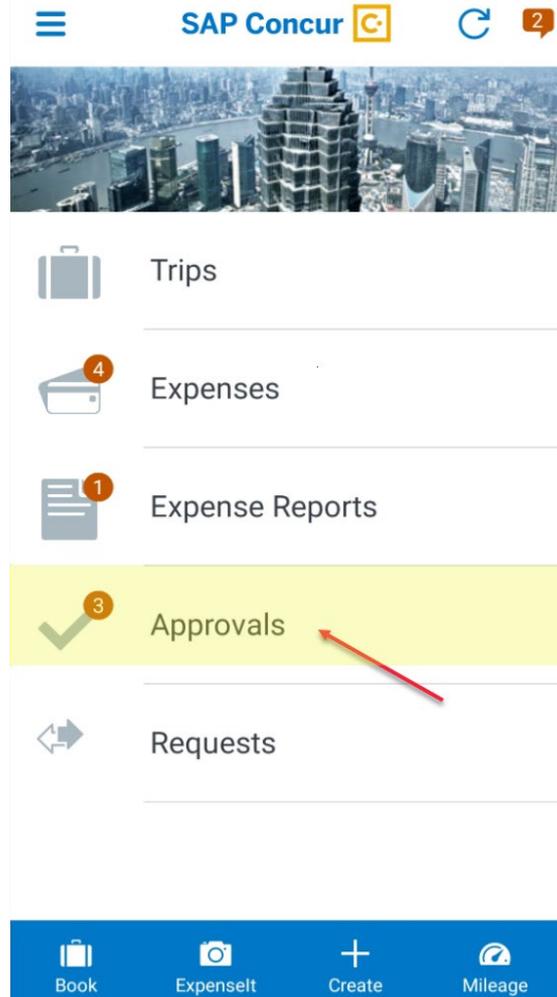


The screenshot shows the SAP Concur interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Approvals' tab is highlighted with a red arrow. Below the navigation bar, the user's name 'Hello, William' is displayed. A dashboard shows several metrics: '+ New', '03 Required Approvals' (highlighted with a red arrow), '01 Authorization Requests', '04 Available Expenses', '01 Open Reports', and '00 Cash Advances'. Below this, there are sections for 'TRIP SEARCH' and 'ALERTS'. The 'Approvals' section is expanded, showing '02 Requests' and '01 Expense Reports'. Below this, the 'Expense Reports' section contains a table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
8/19 Demo Travel to Denver, CO to attend a Concur conference and present research, and learn best practices for corporate travel.	NEVER, WILLIAM	08/19/2021	\$169.03	\$506.67



Approval



- The approval queue can also be accessed within Concur Mobile



How to Approve a Travel Request

- Request approvals may be completed through Concur Mobile or by logging into Concur through SSO

To learn about this topic, please watch the video:

[How to Approve an Authorization Request in New Concur UI](#)



How to Approve an Expense Report

- Expense Report approvals may be completed through Concur Mobile or by logging into Concur through SSO

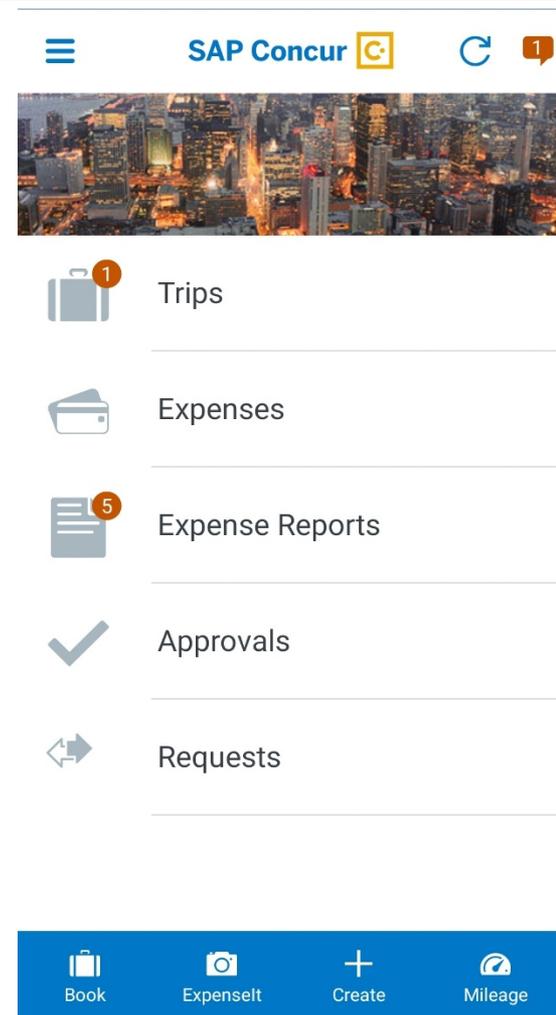
To learn about this topic, please watch the video:

[How to Approve an Expense Report in Concur](#)



Mobile Apps

- Concur Mobile Allows
 - Travelers to capture receipt images which will automatically generate expense entries
 - Full report creation
 - Approvers to approve both expense reports and requests
 - Mobile travel reservation booking platform
- Your LoginID for Concur Mobile will be the verified email address you set up in your Concur profile



Mobile Apps

- It is important to download and use the Concur Mobile app to assist travelers with the travel and report creation process
- For additional information on how to download and use Concur Mobile please click the link below.

[Concur Mobile Receipt Capture and Report Creation](#)



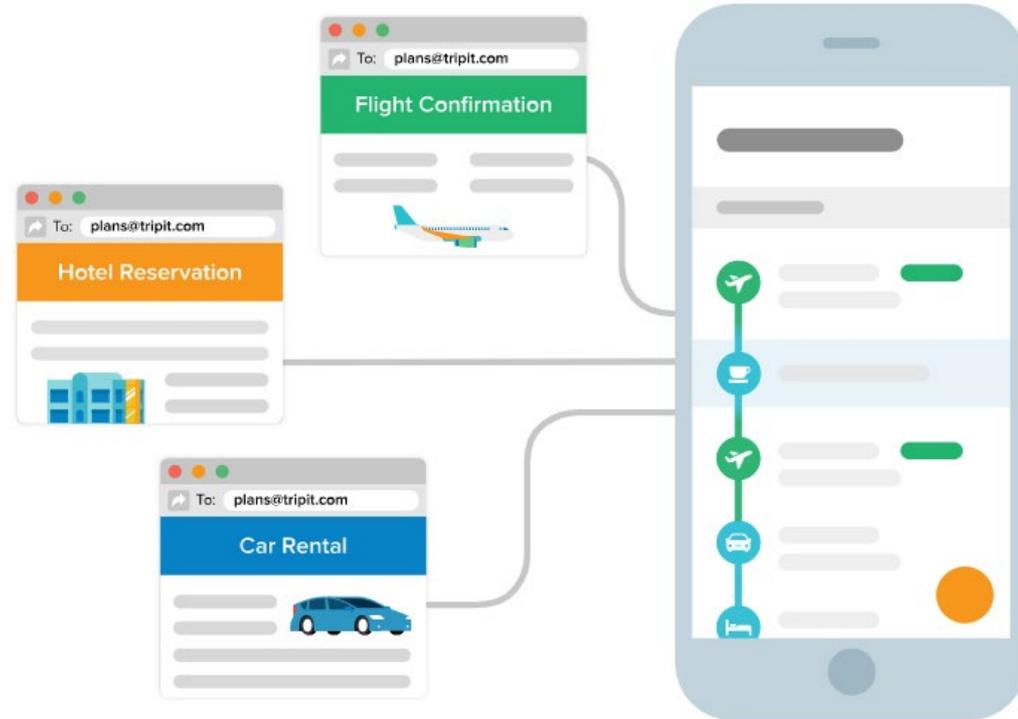
Mobile Apps

- Can a delegate use Concur Mobile on behalf of another traveler?
 - Not directly. However, a delegate can email a receipt image from their verified email address to receipts@expenseit.com and use the traveler's verified email address as the subject. Concur will process the image and will send it to the traveler's profile.
 - Both the delegate and the traveler must have a verified email address in their profile.



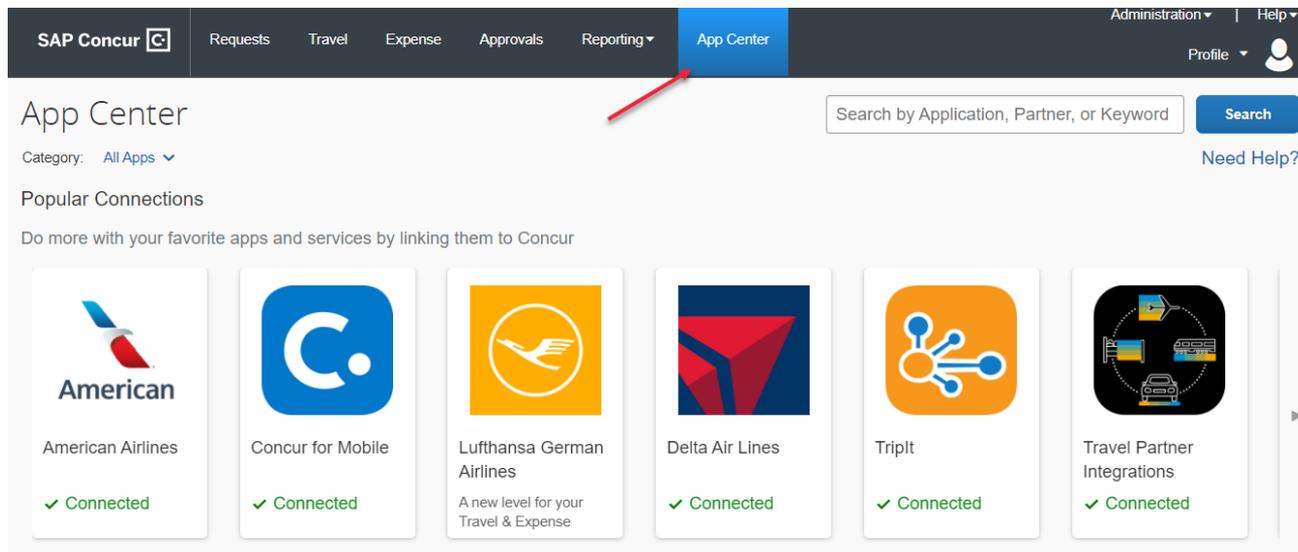
Mobile Apps

- Triplt
 - Syncs with Concur to pull all travel reservations into one seamless itinerary
 - Provides updates while on trip
 - Gate changes, flight cancellations
 - Directions to hotel
- Download the FREE version of Triplt from the AppStore or Google Play. Once you connect to your Concur profile, you will be upgraded to Triplt Pro for free.



Mobile Apps

- Other 3rd party applications can connect directly with Concur to enable automatic import of expenses into your Concur profile
- Visit the “App Center” tab in Concur to view these other applications and connect your account



The screenshot displays the SAP Concur App Center interface. The top navigation bar includes tabs for Requests, Travel, Expense, Approvals, Reporting, and App Center (highlighted with a red arrow). The App Center page shows a search bar, a category dropdown set to 'All Apps', and a 'Need Help?' link. Below this, a section titled 'Popular Connections' lists six applications, each with a logo, name, and a green checkmark indicating a 'Connected' status:

- American Airlines
- Concur for Mobile
- Lufthansa German Airlines
- Delta Air Lines
- Triplt
- Travel Partner Integrations

Resources

Below are additional resources available.

- [System Concur Information](#)
- [Travel Office Contact Information](#)
- [Tutorials](#)
- [Other Resources](#)
- There are also resources available in the “Company Notes” box of the Concur Homepage

