

STUDENT TRAVEL ASNC

NC BUSINESS SERVICES 11/18/2025

NORCO
COLLEGE

STUDENT TRAVEL

The process of creating a travel request that involves students and/or is funded through Associated Students or Trust Account funds is similar to creating a regular travel request.

Field trips or excursions are trips conducted in connection with courses of instruction or instructional-related social, educational, cultural, athletic, or musical activities for students to and from places in California, or any other state, the District of Columbia, or a foreign country.

All travel should be processed through Concur.

FIELD TRIP PROCESS

1. **Faculty** must complete a [Field Trip Request Form](#) at least six (6) weeks prior to the trip (unless extenuating circumstances exist) which will include:
 - a. Date of request
 - b. Number of students attending
 - c. Date of field trip
 - d. Course/Club name
 - e. Time of departure & return
 - f. Destination
 - g. Transportation method
 - h. Approved driver(s), if any
2. A [Student Excursion Contract](#) must be filled out and signed by the student, or their guardian, in the case of a minor.
3. **Students** must also complete and sign the following:
 - a. [Emergency Information Form](#)
 - b. [Release and Waiver of Liability, Assumption of Risk and Indemnity Form.](#)
4. Travel request must be created in **Concur**. Attach approved field trip request from step 1 above.
 - a) **Please Note:** Expense Reports **must be submitted within 30 days** from the end date of the trip.
5. Once travel is approved, completed forms are emailed to faculty advisor/chaperon and approving Dean.
 - a. Emergency Information Form
 - b. Release and Waiver of Liability, Assumption of Risk and Indemnity Form
6. Each party traveling must be provided with the District's [Board Policies and Administrative Procedures on Nondiscrimination \(6410\)](#) and [Prohibition of Harassment \(6430\)](#).
7. Each traveler must be informed that if they need a disability accommodation, they should notify the person making the arrangements.
 - a) If an accommodation is needed the instructor/administrator/director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.
8. Student club/organization advisors shall also follow the rules and guidelines for club travel listed on the RCCD Student Excursion Contract.

FORMS REQUIRED

Faculty Advisor/Chaperone Forms	Student Forms
1. Field Trip Request (submit at least 6 weeks prior to the trip)	1. Field Trip RCCD Emergency Information Form
2. RCCD Travel Card Acknowledgement Form	2. Field Trip Release and Waiver of Liability Form
3. Travel Pay By Check Form (Only needed when agency does not accept credit card payments)	3. Field Trip RCCD Student Excursion Contract

Travel Request – Concur Student Travel Checklist

After Field Trip Request Form has been approved.

1. Obtain Colleague budget or Galaxy Budget.
2. Create a Travel Request (TR) in Concur.
3. Submit TR for approval in Concur.
4. When TR is approved in Concur, the requestor will receive an email from AutoNotifications@concursolutions.com
5. Once you receive the approval confirmation email, email purchasingtravel@rccd.edu with the following information:
 - a) Travel request/trip ID number in the subject header. Please do this for all communications regarding travel.
 - b) Traveler's name
 - c) Traveler's mobile number (necessary for issuing the Bank of America Card)
6. Book Travel (Conference registration, book flight, book hotel, etc.)
7. Attend student conference or field trip.
 - a) *Please make sure that a **sign-in sheet** is created and filled out with the following information:*
 1. Student name
 2. Student ID number
 3. Student signature

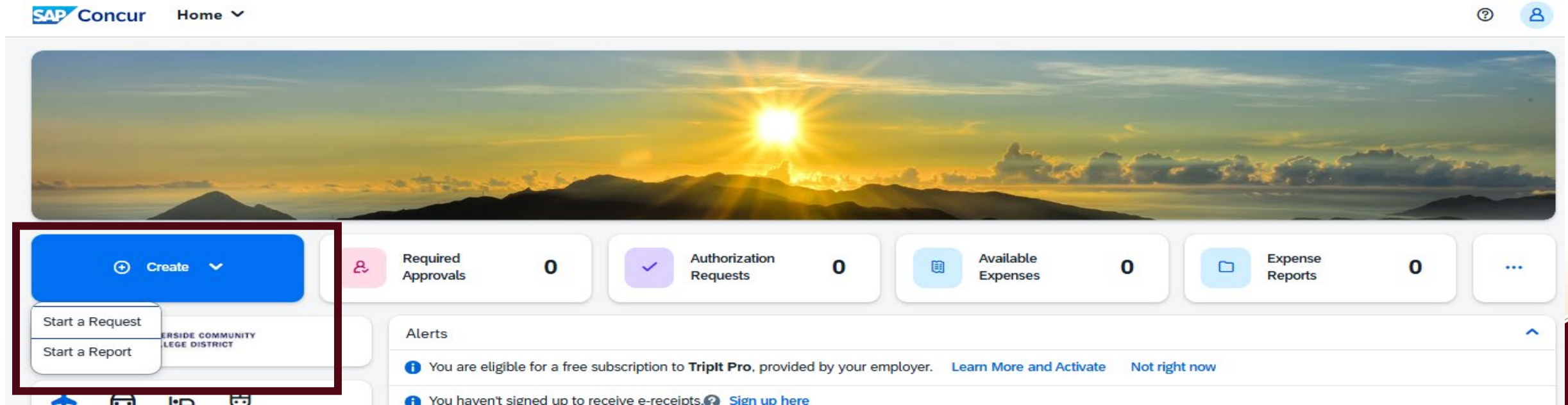
Note: You may upload receipts to Concur by downloading and using the Concur App.

Please keep in mind:

1. When requesting quotes for field trips please review for terms and conditions.
2. Some hotels will require a signed contract before reserving rooms for group travel.
3. **Important:** All College contracts need approval from the College President regardless of funding source.
4. All contracts need to follow the Contract Transmittal Form process. Please reach out to your area Dean for administrative support to process a Contract Transmittal Form.

Creating a Travel Request in Concur

- Step 1 – Create Travel Request



Creating a TR in Concur

- Step 2 – Determine how you will book your travel

Create New Request

Request/Trip Name *

Business Trip End Date *
MM/DD/YYYY

Destination City *

How will you book your travel? *

Search by Text

- 01. Book online - Concur Travel
- 02. Book with Agent - Cal Travel
- 03. Book outside of Concur and Cal Travel

Business Trip Start Date *
MM/DD/YYYY

Paid for by an outside entity? *

Destination Country

Traveler Type *
Staff

Does this trip contain personal travel? *

Personal Dates of Travel

Additional Information 0/500

Fund *
(11) 11 - UNRESTRICTED GENERAL FUND

School *
(EDB) BUSINESS OPERATIONS - NORCO

Resource *
(1000) 1000 - GENERAL FUND

Project Year *
0

Goal *
2

Function *
3

Cancel Create Request

How will you book your travel?	Add Expected Expenses and/Or Travel Plans
01. Book Online –Concur Travel	(Via Travel Store) <ul style="list-style-type: none"> • Air Ticket • Hotel Reservation • Car Rental
02. Book with Agent –Cal Travel	(Via Travel Store) <ul style="list-style-type: none"> • Group Travel -Air tickets, Hotel Reservation and Car Rental. (Student travel) • Multiple Stops and other complicated variations • Personal travel dates
03. Book Outside of Concur and Cal Travel	All travel arrangements Outside of Concur. (Conferences where Group rates have been previously arranged) Airfare (Not Booked In Concur) Hotel (Not Booked in Concur) Car Rental (Not Booked in Concur)

Creating a TR in Concur

- Step 3 – Enter trip information- Traveler Type: Non-Employee (guest/Chaperone).

Create New Request

* Required field

Request/Trip Name *	How will you book your travel? *	Business Trip Start Date *
Bronco Roundup	02. Book with Agent - Cal Travel X v	07/31/2025
Business Trip End Date *	Request/Trip Purpose *	Paid for by an outside entity? *
07/31/2025	Field Trip X v	No X v
Destination City *	Out of State and beyond 500 miles? * ?	Destination Country
Norco, California X v	No X v	UNITED STATES (US)
Traveler Type *	Does this trip contain personal travel? *	Personal Dates of Travel
Non-Employee (Guest/Chaperone) X v	No X v	
Additional Information 23/500		
11 EZK 1000 0 6960 0501		

In the Additional Information field, add the ASNC Budget or Trust Account you will be using for the respective travel.

Creating a TR in Concur

- Step 4 – Enter funding information – **Always use Function 0501 for ASNC trips.**

Create New Request

Traveler Type *
Non-Employee (Guest/Chaperone) X v

Does this trip contain personal travel? *
No X v

Personal Dates of Travel
[Empty field]

Additional Information 24/500
11 EZK 1000 0 6960 0501

Fund * 1
(11) 11 - UNRESTRICTED GENERAL FUND X v

School * 1
(EZK) STUDENT ACTIVITIES - INTRAMURALS-NORCO X v

Resource * 2
(1000) 1000 - GENERAL FUND X v

Project Year *
0 X v

Goal * 2
(6960) STUDENT ACTIVITIES - INTRAMURALS-NORCO X v

Function * 3
Code v Search by Code Q
(0501) 0501- ASNC
(0501.92000) 92000 ASNC Holding
(0501.92123) 92123 Ops Mileage
(0501.92305) 92305 ICC Activities Travel
(0501.92601) 92601 Soccer, Men
(0501.92606) 92606 Soccer, Women
(0501.92639) 92639 NC Athletics Operations

Group
NC

Comment
Add additional trip information

0/500

Cancel Create Request

Last signed in: 07/31/2025 09:40 a

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Creating a TR in Concur

- Step 5 – After all required fields are completed, click create report to move onto next step.

Create New Request ×

Additional Information 24/500

11 EZK 1000 0 6960 0501

Fund * 1 (11) 11 - UNRESTRICTED GENERAL FUND × ▼

School * 1 (EZK) STUDENT ACTIVITIES - INTRAMURALS-NORCO × ▼

Resource * 2 (1000) 1000 - GENERAL FUND × ▼

Project Year * 0 × ▼

Goal * 2 (6960) STUDENT ACTIVITIES - INTRAMURALS-NORCO × ▼

Function * 3 (0501) 0501- ASNC × ▼

Group
NC

Comment 0/500

Cancel Create Request

Creating a TR in Concur

- Step 6 – Add the following documents that were submitted for trip approval.
 - Agenda
 - Approved Field Trip Request Form
 - Attach quotes
 - Most common type of quotes include transportation (i.e. buses)

Manage Requests

Home / Requests / Manage Requests / Bronco Roundup

Alerts: 2

REQUEST

✖ Error: Please contact PurchasingTravel@rccd.edu and request Vendor ID Setup. [View](#)

⚠ Warning: NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name, Cell Phone Number, Approved TR#, and Worksite Location to PurchasingTravel@rccd.edu [View](#)


Bronco Roundup

Not Submitted | Request ID: 4DFV

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES [Attach Documents](#)

[Add](#) [Edit](#) [Delete](#) [Allocate](#)



No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

Creating a TR in Concur

- Step 7 – Add expected expenses to TR.
- Please note: Quotes with terms and conditions need to be approved by the college president, regardless of funding.
- Please reach out to your area Dean for administrative support to process a Contract Transmittal Form.

Bronco Roundup

Not Submitted | Request ID: 4DFV

[Submit Request](#)[Copy Request](#)[Edit Approval Flow](#)[Delete Request](#)

[Request Details](#) [Print/Share](#) [Attachments](#) 

EXPECTED EXPENSES

[+ Add](#) [Edit](#) [Delete](#) [Allocate](#)



No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

Creating a TR in Concur

- Step 7 cont. – Add expected expenses to TR.
 - Note: All expenses related to student travel **must** be added using the options listed under **09. Non-Employee (Student, Guest) Expenses**

The screenshot displays the SAP Concur interface for adding expected expenses to a travel request. The main window shows a request titled 'Bronco Roundup' with a status of 'Not Submitted' and a request ID of '4DFV'. A modal dialog titled 'Add expected expenses and/or travel plans' is open, showing a search bar and a list of expense categories. The categories listed are: Ground Transportation (Uber, Taxi, Bus), Parking, Train, 03. Mileage, 04. Meals, 05. Fees, 06. Other Travel Expenses, and 09. Non-Employee (Student, Guest) Expenses. The '09. Non-Employee (Student, Guest) Expenses' category is highlighted with a red box, indicating it is the correct choice for student travel. Below the list, there is a section titled 'No Expected Expenses' with a message: 'Add expected expenses and/or travel plans to this request to submit for approval.'

Creating a TR in Concur

- Step 7 cont. – Add expected expenses to TR.
 - Example for meals
 - Calculating meal estimates
 - Use estimated number of attendees
 - Estimate the cost of meals
 - Plan for increase cost for flight and hotels.

Manage Requests

[Home](#) / [Requests](#) / [Manage Requests](#) / [Bronco Roundup](#) / [New Expense: Non-Employee Meals](#)

New Expense: Non-Employee Meals

[Save](#) [Cancel](#)

 [Allocate](#)

Request/Trip Start Date *

08/29/2025

Request/Trip End Date

08/29/2025

Paid for by an outside entity? *

No

* Required field

Description

47/64

Lunch & Dinner for 10 students and 2 chaperons.

Transaction Amount *

600.00

Currency *

US, Dollar (USD)

Comment

163/2000

Lunch for 10 students and 2 chaperons from Subway.
12 attendees x \$20 = \$240.00
Dinner for 10 students and 2 chaperons from Panera.
12 attendees x \$30 = \$360.00

[Save](#) [Cancel](#)

Creating a TR in Concur

- Step 7 cont. – Add expected expenses to TR.
 - Example for bus transportation
 - Use 'Non-Employee Charter Bus' option
 - For bus transportation you **must** get a quote from one of the approved vendors on the dropdown menu.
 - Add as much information in the 'Comment' Section

Manage Requests

Home / Requests / Manage Requests / Bronco Roundup / New Expense: Non-Employee Charter Bus

New Expense: Non-Employee Charter Bus

[Allocate](#)

Request/Trip Start Date * 08/29/2025

Request/Trip End Date 08/29/2025

Paid for by an outside entity? * No

Description 37/64
Bus transportation for Bronco Roundup

Transaction Amount * 2,000.00

Currency * US, Dollar (USD)

Comment
Bus transportation for 10 students and 2 chaperons.
Pickup: 8/29/2025 at 7:00 AM from Norco College
Destination: Bronco Stables Community Center
Return: Depart from Bronco Stables Community Center at 5:00 PM
Scheduled return: 8/29/2025 Arrive back to Norco College at 6:00 PM

[Save](#) [Cancel](#)

[Save](#) [Cancel](#)

Approved Vendor? *

Search by Text

This field is missing required information.

- AVALON TRANSPORTATION, LLC
- BEST-VIP CHAUFFEURED WORLDWIDE
- CALIFORNIA COAST CHARTER, LLC
- CARRERAS TOURS LLC
- CERTIFIED TRANSPORTATION SERVICES, INC.
- CHARTERUP, LLC
- GULF COAST TOURS
- H & I CHARTER COMPANY, INC.

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SAP Concur

Travel Policy

Submitting a TR in Concur for Approval

- Step 8 cont. – Review your expenses and Submit Travel Request for Approval.

Bronco Roundup \$2,600.00
Not Submitted | Request ID: 4DFV
[Request Details](#) [Print/Share](#) [Attachments](#)

Submit Request

Copy Request

Edit Approval Flow

Delete Request

EXPECTED EXPENSES

☐

Alert

☐

☐

Comment

Expense type

Non-Employee Meals

Non-Employee Charter Bus

Details

Lunch & Dinner for 10 students and 2 chaperons.

Bus transportation for Bronco Roundup

Date

08/29/2025

08/29/2025

Amount

\$600.00

\$2,000.00

Requested

\$600.00

\$2,000.00

\$2,600.00

Book Travel

1. After TR has been fully approved, email purchasingtravel@rccd.edu to request funds to be loaded to the Bank of America Card.
1. Book your travel.
 1. Get confirmation for registration, air travel, bus charter, hotel, etc.,

If option 2. Book with Agent- Cal Travel Store was selected, call **CI AZUMANO Travel store at 877-454-8785** to book airfare for all attendees.

- Have the approved TR number ready.
- Have the students' names and last names.
- Have students birth dates ready when calling CalTravelStore.

Expense Report – Concur Student Travel Checklist

After Field Trip Has Concluded

District requires an expense report to be submitted **within 30 days** of end of travel date.

1. Create Expense Report
2. Attach itemized receipts related to the TR
 - a. These can be found in the “Available Expenses” tab in Concur
 - b. Please note that all receipts must be itemized.
 - c. If a receipt is lost, please fill out the [missing receipt affidavit](#) and attach it as you would a receipt for the expense.
3. Create a miscellaneous expense line for \$0.00 and attach the following:
 - a. Agenda for the event/trip
 - b. Completed sign-in sheet
 - i. Student name
 - ii. Student ID number
 - iii. Student Signature
4. Submit Expense Report for approval.

Expense Reports reminders

Do not use BofA card for personal expenses, if this happens please refer to process on how to return funds for Non-allowed Expenses paid with BofA District credit card.

5. Do not use BofA card to purchase gas, unless the gas is for a college van and the expense was included in the travel request.

How to return funds for Non-Allowed Expenses Paid with Bank of America District Credit card.

Used this process to:

1. Repay for unallowed purchase (alcohol or personal expenses).
 - a) Paid in full with BofA.
2. Repay for unallowed purchase (department did not approve, above allowed food limit)
 - b) Paid in full with BofA.

How to return funds for Non-Allowed Expenses Paid with Bank of America District Credit card.

Process for Return of Funds to RCCD

1. Select Expense Type: BofA Personal Use of Card.
2. Include NEGATIVE amount on expense line.(Food, conference, etc)
3. Payment Type: Out of Pocket.
4. Add in the comments the reason why funds are being returned.
5. Please work with NC Business office to get validation of total amount that needs to be returned.
6. Write a check to RCCD for the amount returned.
7. Take check to cashier's office.
8. Write GL account on check, funds need to be deposited back to the account they came from.
9. Upload miscellaneous receipt to Concur to show returned funds.
10. Submit expense report.

The screenshot shows a Concur expense report form. The 'Expense Type' dropdown is set to 'BofA Personal Use of Card'. The 'Transaction Date' is '07/20/2025'. The 'Report/Trip Purpose' is 'Conference Attendee'. The 'Additional Information' field contains 'Puente Summer Institute'. The 'City of Purchase' is 'Norco, California'. The 'Amount' field is highlighted with a yellow circle and contains '-10.00'. The 'Payment Type' is 'Out of Pocket'. The 'Currency' is 'US, Dollar (USD)'.

Need Help with Concur?

Please email the Norco College Concur Team
ConcurQuestions@norcocollege.edu

You can also visit

www.norcocollege.edu/concurtraining

for training materials.



SAP Concur

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