

STUDENT TRAVEL ASNC

NC BUSINESS SERVICES 7/31/2025

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.

STUDENT TRAVEL

All travel should be processed through Concur.

A Concur travel request is required for field trips or excursions whether there is a cost associated with the trip or not.

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

If **overnight** travel is involved, a [Student Excursion Contract](#) must be filled out and signed by the student, or their guardian, in the case of a minor.

2. **Students** must also complete and sign the following:

- a. [Emergency Information Form](#)
- b. [Release and Waiver of Liability, Assumption of Risk and Indemnity Form.](#)

3. Travel request must be created in **Concur**. Attach approved field trip request from step 1 above.

- a) If there is no cost at all, the request can be closed (not cancelled) once it has been completed

4. Once travel is approved, two copies of the following **completed** forms must be made for each attendee:

- a. Emergency Information Form
- b. Release and Waiver of Liability, Assumption of Risk and Indemnity Form

- a. *One set will accompany the instructor/supervisor on the trip. The other set will remain in the office of the Dean of Student Services or the Dean of Instruction, depending on the nature of the trip.*

5. Each party traveling must be given a copy of the District's Board Policies and Administrative [Procedures on Nondiscrimination \(6410\)](#) and [Prohibition of Harassment \(6430\)](#).

6. 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.

7. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained in the Club Advisor's Guide

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 (For overnight travel)

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:
 - 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.

Expense Report – Concur Student Travel Checklist

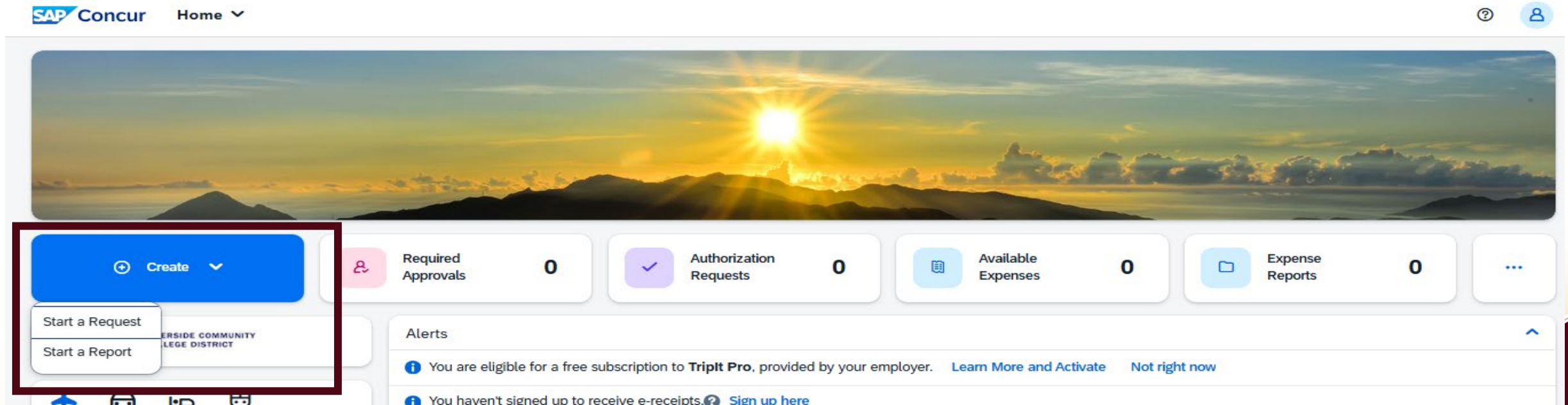
After Field Trip Has Concluded

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

1. Create Expense Report
2. Attach 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

Creating a TR 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

Creating a TR in Concur

- Step 3 – Enter trip information

Create New Request

Request/Trip Name *
Bronco Roundup

Business Trip End Date *
07/31/2025

Destination City *
Norco, California

Traveler Type *
Non-Employee (Guest/Chaperone)

Additional Information 23/500
11 EZK 1000 0 6960 0501

How will you book your travel? *
02. Book with Agent - Cal Travel

Request/Trip Purpose *
Field Trip

Out of State and beyond 500 miles? *
No

Does this trip contain personal travel? *
No

Business Trip Start Date *
07/31/2025

Paid for by an outside entity? *
No

Destination Country
UNITED STATES (US)

Personal Dates of Travel

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

Create New Request

Traveler Type *

Non-Employee (Guest/Chaperone) X v

Does this trip contain personal travel? *

No X v

Personal Dates of Travel

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

Cancel

Create Request

okie Preferences

okie Statement

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

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Creating a TR in Concur

- Step 5 – 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 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 (0501) 0501- ASNC X v

Group NC

Comment 0/500

Cancel Create Request

Creating a TR in Concur

- Notes regarding funding
 - Once the TR is created, the next step will be to add the expected expenses that will be incurred for the trip.
 - Each item that is added will require a manual adjustment to link the funding entered when creating the TR to that specific item.
 - Traveler/delegate must update the request header budget string and each individual expense to reflect GL account [11-EZK-1000-0-6960-0501](#) (or whichever funding line is approved).
- After all expected expenses are added, you will submit the TR for approval.
 - The required approvals are based on the funding that is used for the TR.
 - The accounts below have a preset approval flow in Concur and will be routed automatically.
 - EZK-6960-0501.92000 ASNC Holding
 - EZK-6960-0501.92123 Ops Mileage
 - EZK-6960-0501.92305 ICC Activities Travel
 - EZK-6960-0501.92601 Soccer, Men
 - EZK-6960-05.01.92606 Soccer, Women
 - EZK-6960-0501.92639 NC Athletics Operations

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 (ie. Busses)

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.


Bronco Roundup


Submit RequestCopy RequestEdit Approval FlowDelete Request

Not Submitted | Request ID: 4DFV

Request Details ▼Print/Share ▼Attachments  ▼

EXPECTED EXPENSES

 AddEditDeleteAllocate



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, featuring 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 section is highlighted with a red box, showing sub-options: Non-Employee Airfare, Non-Employee Charter Bus, Non-Employee Lodging, Non-Employee Meals, and Non-Employee Other Travel Expenses. Below the dialog, a message states "No Expected Expenses" and "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**
 - Example for meals
 - Calculating meal estimates
 - Use estimated number of attendees
 - Estimate the cost of meals

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)

X v

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.
 - Note: All expenses related to student travel **must** be added using the options listed under **og. Non-Employee (Student, Guest) Expenses**
 - 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 for 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

SAP Concur

Travel Policy

* Required field

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.

Submitting a TR in Concur for Approval

- Step 8 cont. – Submit TR 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

☐

Details

Non-Employee Meals

Lunch & Dinner for 10 students and 2 chaperons.

Non-Employee Charter Bus

Bus transportation for Bronco Roundup

08/29/2025

\$600.00

\$600.00

08/29/2025

\$2,000.00

\$2,000.00

\$2,600.00

STUDENT TRAVEL

Step 9 – Book travel

1. After TR has been fully approved, email purchasingtravel@rccd.edu to request for funds to be loaded to Bank of America Card.
2. 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.

Notes on Student Travel

Something to anticipate while planning your student travel.

1. When requesting quotes, please review for terms and conditions.
2. Some hotels will require a signed contract before reserving rooms for group travel.
3. 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 ask your department for help with this process or student life?)