CONCUR TRAINING-FLEX WORKSHOP

NC CONCUR TEAM:

Fiscal and Technical Analyst, Jonnathan Duenas
Accounting Services Clerk Sub, Edward Jimenez
Director, Business Services-Esmeralda Abejar
Instructional Technology Specialist- Lenny Riley

ConcurQuestions@norcocollege.edu

AGENDA

TRAVEL REQUESTS

1. HOW TO ACCESS CONCUR
2. UPDATING YOUR TRAVEL PROFILE
3. CREATING/SUBMITTING TRAVEL REQUESTS
   a) OUT OF STATE TRAVEL UPDATED PROCESS
4. BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS
5. BOOKING TRAVEL

EXPENSE REPORTS

6. CREATING AND SUBMITTING EXPENSE REPORTS
   a) MONTHLY MILEAGE REPORT
7. MONTHLY MILEAGE EXPESE REPORT
8. NEED HELP WITH CONCUR?

1.HOW TO ACCESS CONCUR

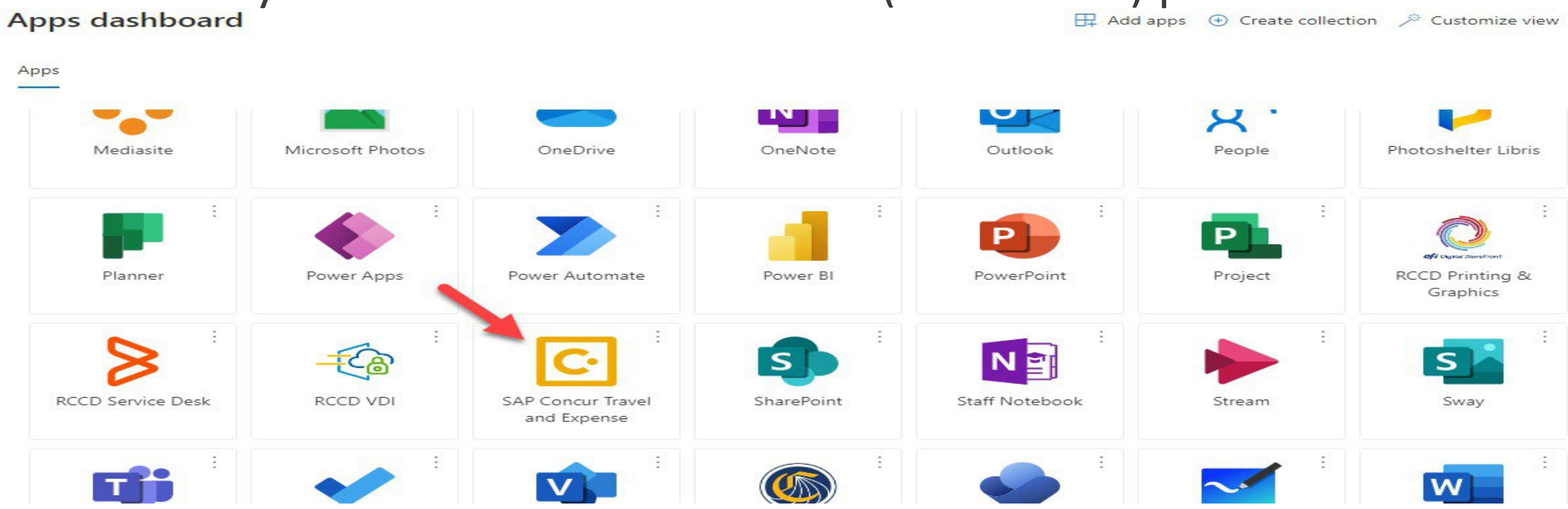
Esmeralda Abejar

NORCO
COLLEGE

TRAVEL REQUESTS

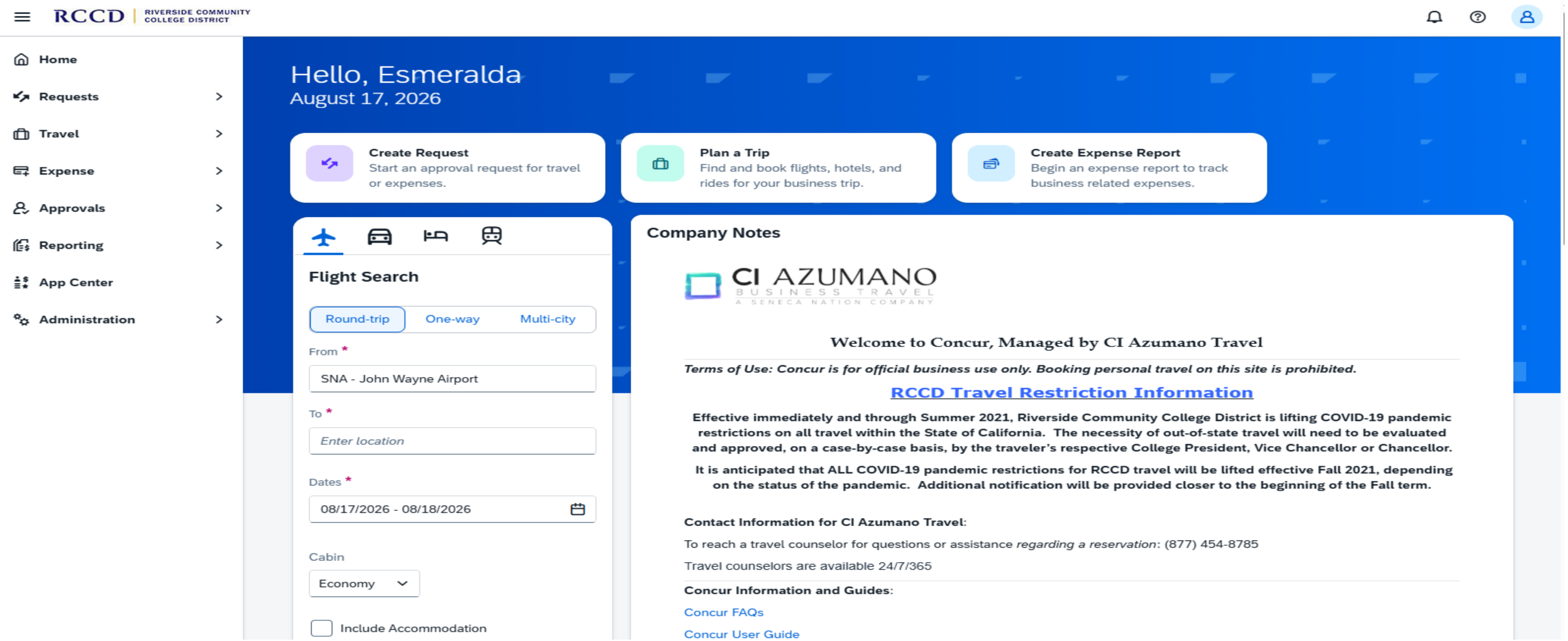
1. HOW TO ACCESS CONCUR

- MyApps Portal - Single Sign-On (SSO) Portal myapplications.microsoft.com OR go.rccd.edu
- College/District Email Address = FirstName.LastName@norcocollege.edu OR FirstName.Lastname@rccd.edu
- Password is the same as your Network and Email (Office365) password



1.HOW TO ACCESS CONCUR CONT.

CI AZUMANO TRAVEL - BUSINESS TRAVEL 877-454-8785



2.UPDATING YOUR TRAVEL PROFILE

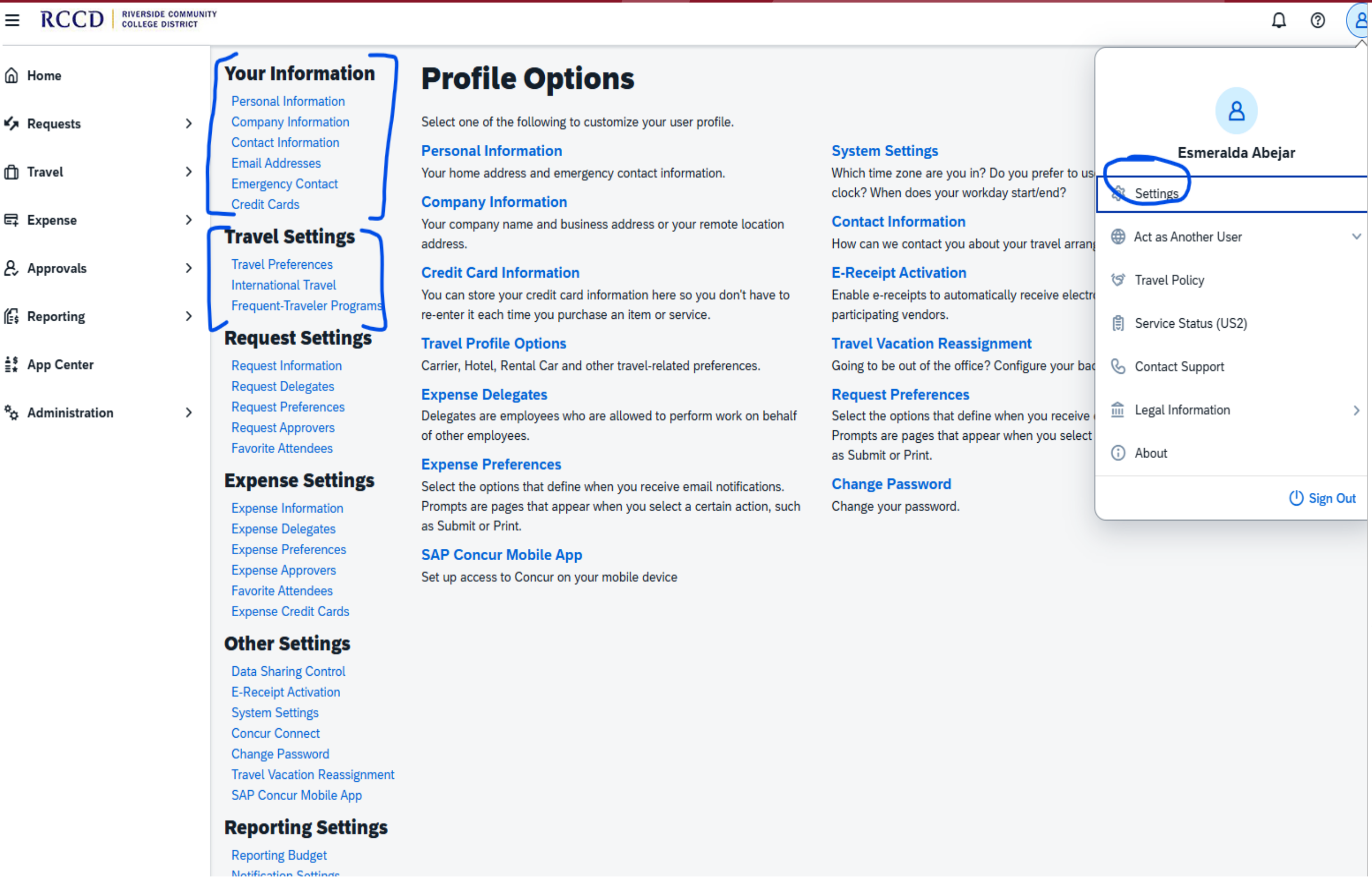
Esmeralda Abejar

NORCO COLLEGE

2.UPDATING YOUR TRAVEL PROFILE

Before you enter a travel request:

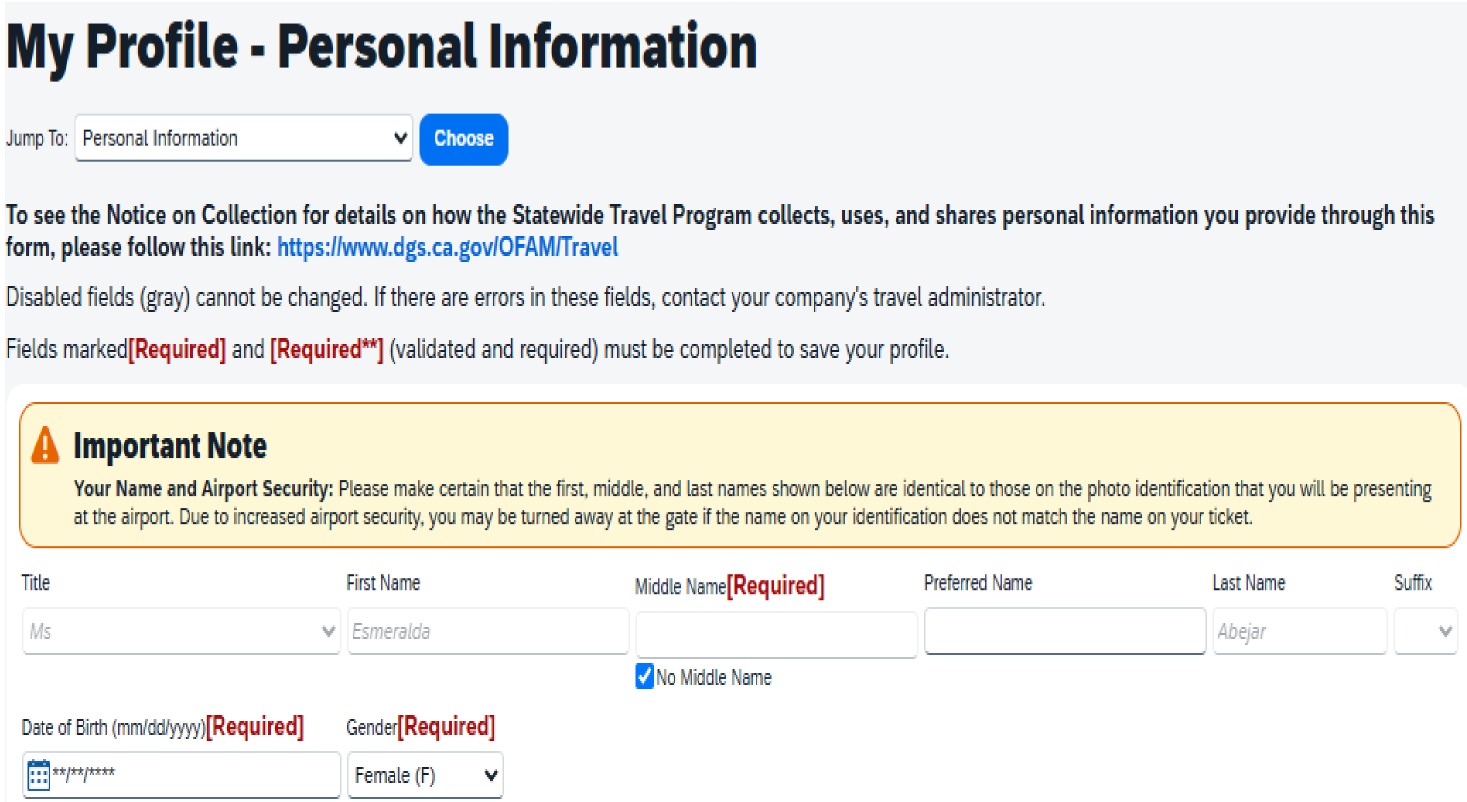
- Go to settings
- Enter **Your Information-** personal and company information [required]
- Enter travel preferences, and frequent-traveler program information.



2. UPDATING YOUR TRAVEL PROFILE CONT.

- Verify your Personal Information.

- Make certain that the first, middle, and last names shown are identical to those on the photo ID that you will be presenting at the airport.
- Is your driver's license REAL ID compliant? A new form of Identification will be required for air travel within the U.S starting May 7, 2025. Click here for more information on Real ID.
- Add contact information.
- Verify email address.
- Add Travel Preferences.
- **Do not add credit card information.**



3.CREATING/SUBMITTING YOUR TRAVEL REQUEST (TR)
OUT-OF-STATE TRAVEL
STUDENT TRAVEL

Jonnathan Dueñas

Creating a TR Process

Create TR in Concur

- Ensure that you know the account you will charge the travel to.

Fill out Request Header

- All employee's have a default account.
- Update this account to the account given to you for travel.

Add Planned Expenses

- Individually add planned expenses to the TR.
- Examples: registration, meals, hotel, mileage.

Attach Agenda

- Attach an agenda using the attachments button.

Review TR

- Ensure that all planned expenses are accounted for.

Submit for approval.

- Approval flow is based on the Request Header.

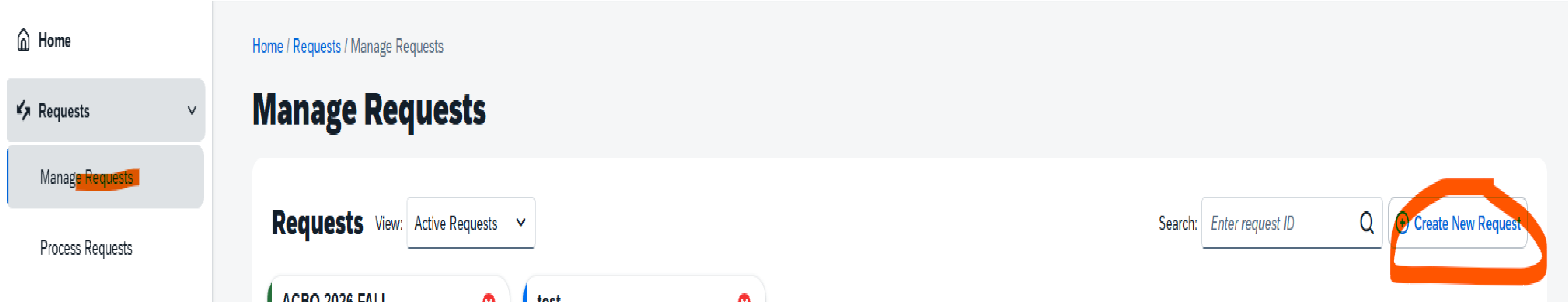
3.CREATING/SUBMITTING TRAVEL REQUESTS

Guiding questions to help with estimates:

1. Funding:
    a. Who is funding the TR?
    b. Is this a field trip or does it include student travel?
    c. Is this TR for out-of-state travel?
2. Registration, Hotel, & Meals:
    a. How much is the conference registration?
    b. Are meals included in the conference registration cost? If not, make sure to include it.
    c. How much is the hotel reservation?
3. Transportation:
    a. Are you flying or driving? (Please note: District will pay the lowest transportation cost).
    b. What about rental car, or Uber/Lift services?
    c. Will parking and/or toll roads cost be incurred?
4. Mileage:
    a. Mileage reimbursement, please use built in mileage calculator.
        i. Do not use the BofA credit card for gas purchases
    b. Gas purchases are allowed for field trips only when driving college vans or rentals. (Include gas cost in your estimated expenses)

TO CREATE A NEW TRAVEL REQUEST

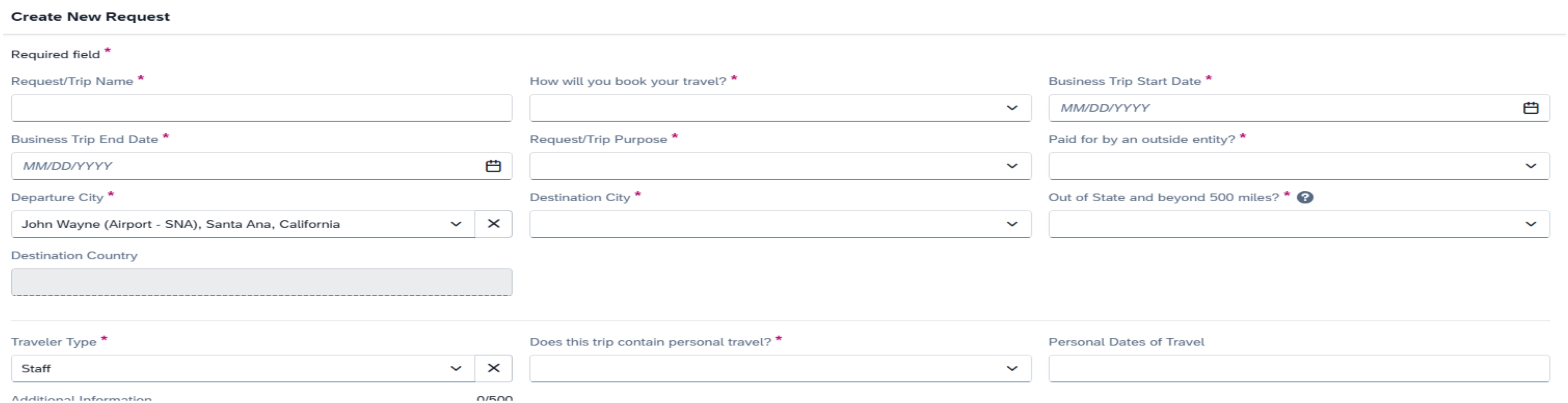
From the Manage Request tab, click on Requests > Create New Request.



3. CREATING/SUBMITTING TRAVEL REQUESTS

REQUEST HEADER

- If the entire conference name does not fit in the Request/Trip Name field, make sure to use the Additional Information or Comment fields, to add the complete conference title.
- Business Trip Start date to End Date, ***Include all travel days not just the date of the conference.***
- Fill out all required field.

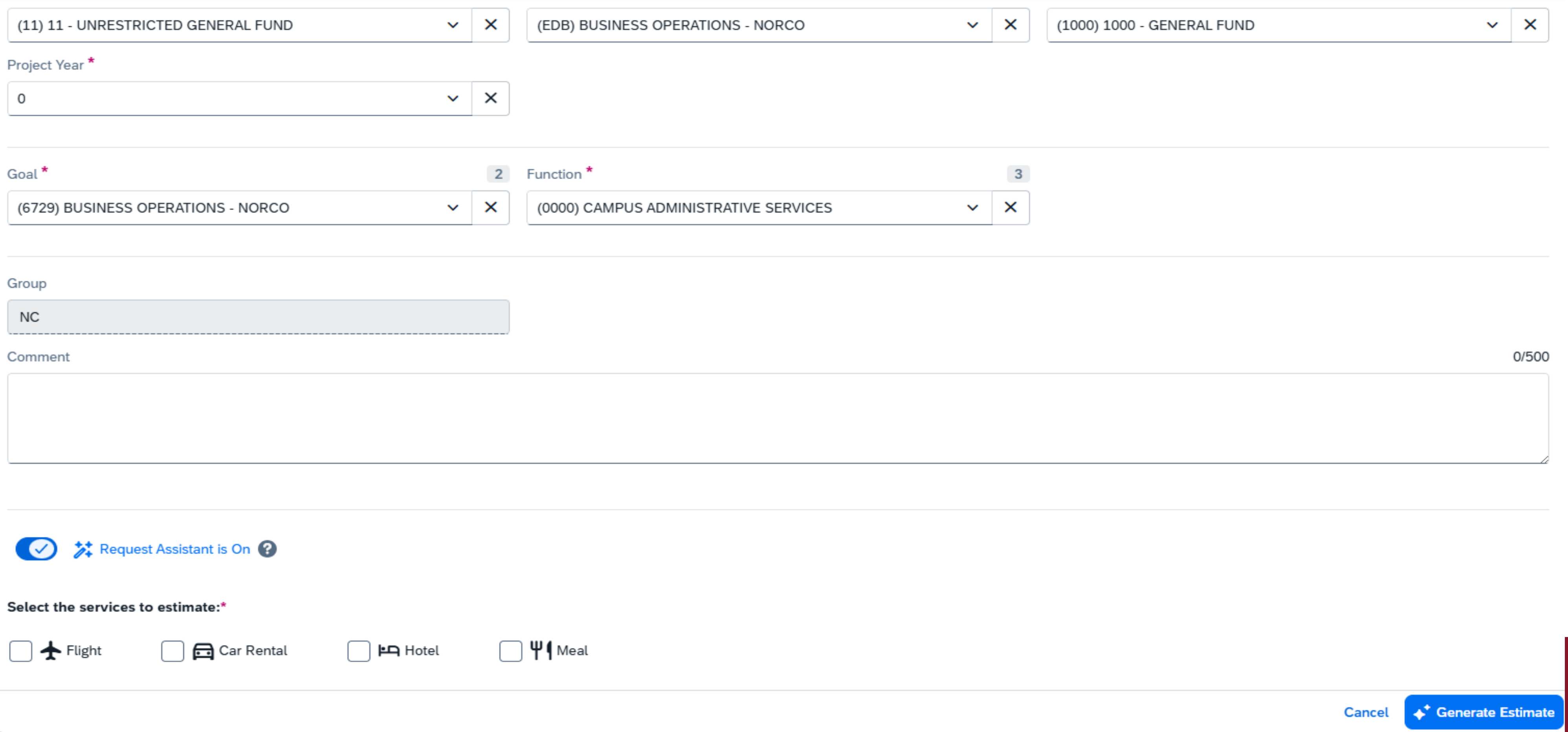


3.CREATING/SUBMITTING TRAVEL REQUESTS

REQUEST HEADER

If you are using a different budget other than the default budget, please update it in the Request Header.

Please note: The expense will be encumbered in Galaxy in this GL account.



The request assistant can be used to generate a travel estimate, or it can be turned off.

3.CREATING/SUBMITTING TRAVEL REQUESTS

HOW WILL YOU BOOK YOUR TRAVEL?

How will you book your travel?	ADD Expected Expenses and/or Travel Plans
01. Book Online –Concur Travel	(Via Travel Store CI Azumano Travel) • Air Ticket • Hotel Reservation • Car Rental
02. Book with Agent –Cal Travel	(Via Travel Store) • 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: (i.e. conferences where group rates have been previously arranged) • Airfare (Not Booked In Concur) • Hotel (Not Booked in Concur) • Car Rental (Not Booked in Concur)

3.CREATING/SUBMITTING TRAVEL REQUESTS

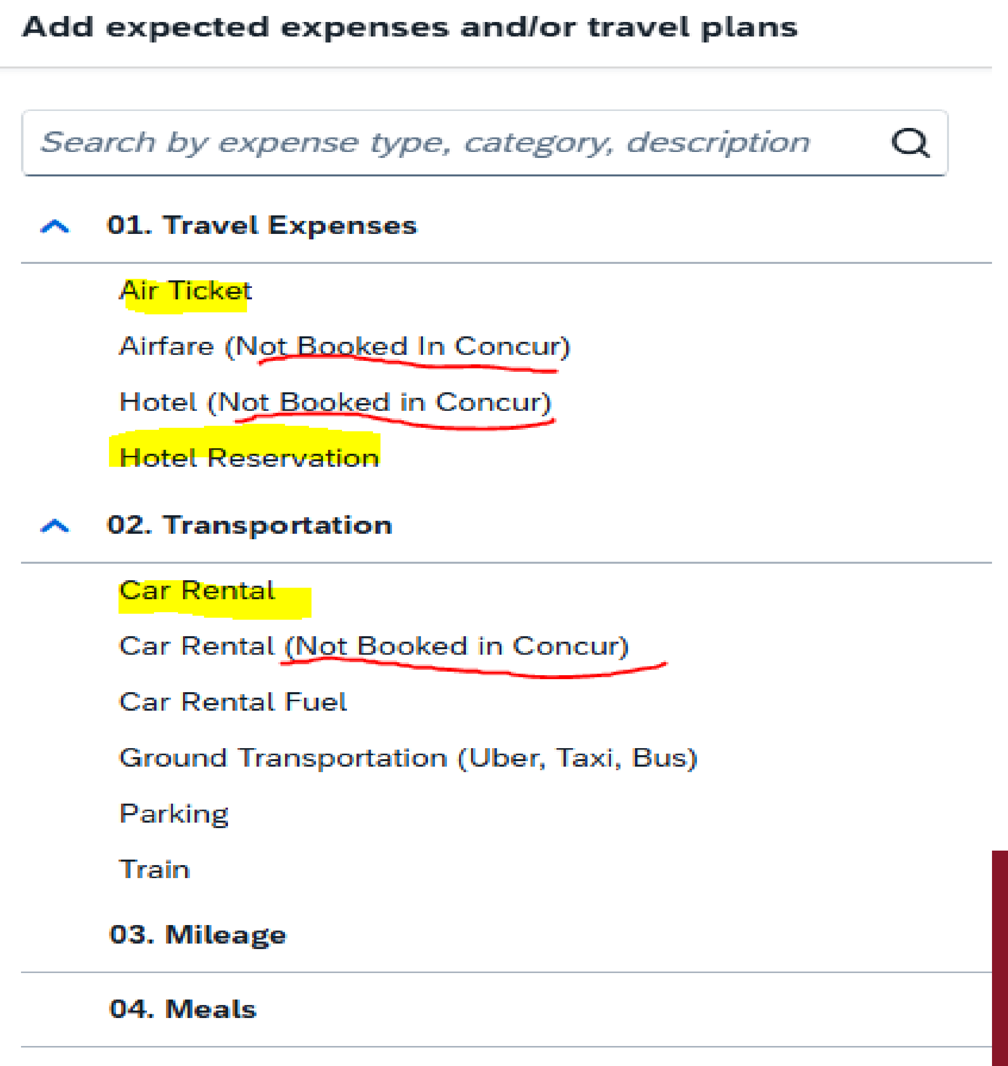
ADD EXPECTED EXPENSES AND/OR TRAVEL PLANS

When Adding expected Expenses, refer to the TR request header, **how will you book your travel field and match your selection.**

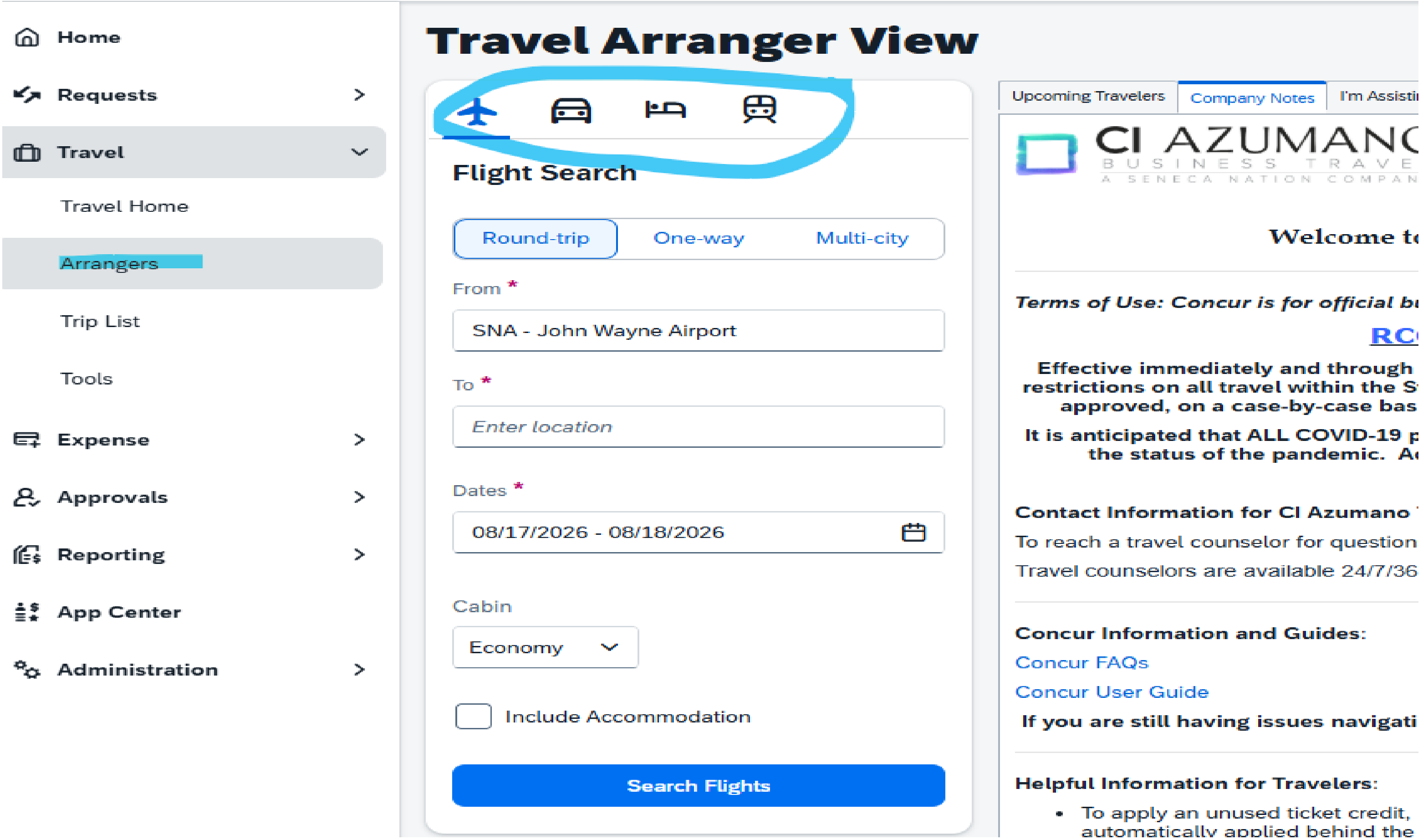
For option 01. Book online –Concur travel and
For option 02. Book with Agent –Cal Travel.

Choose the highlighted options:
(Air Ticket, Hotel Reservation and Car Rental).

For option 03. **Book Outside of Concur** and Cal Travel. Choose the options labeled (**Not Booked in Concur**).



TRAVEL TAB



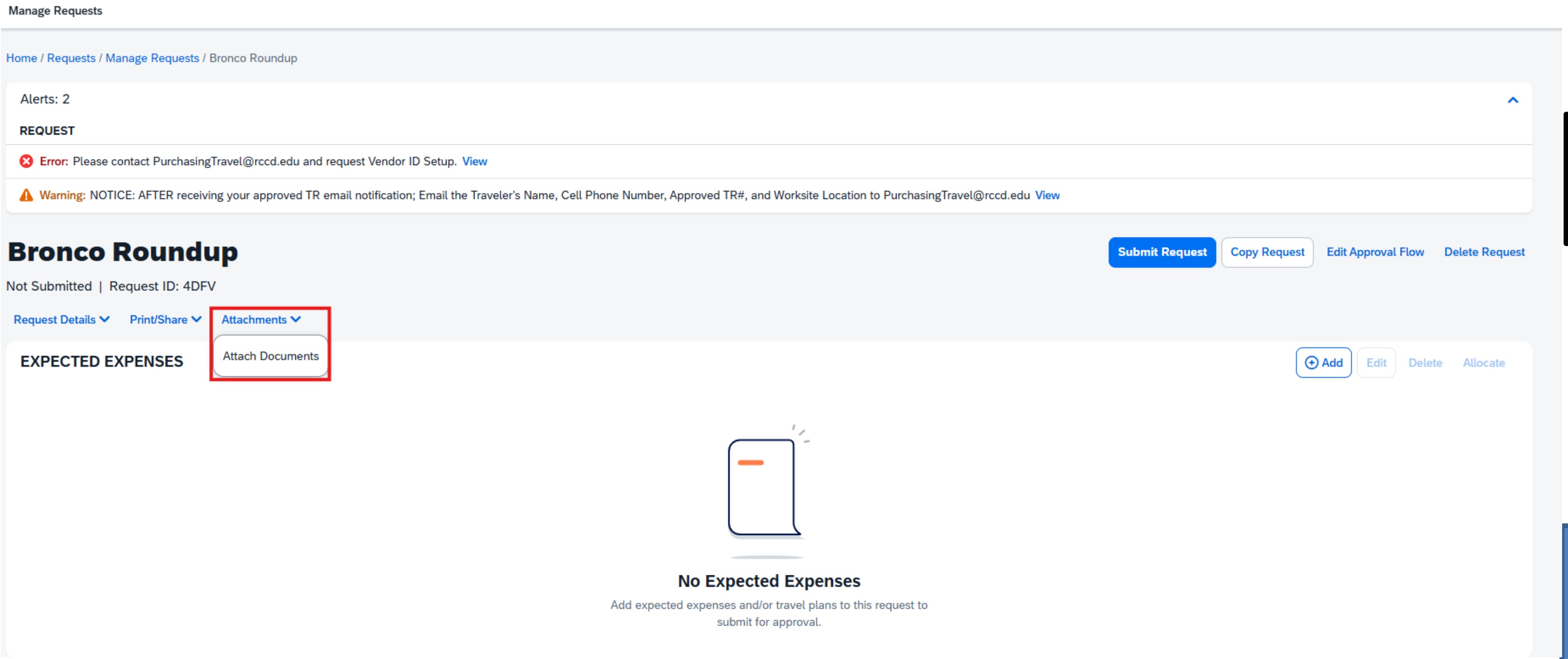
You can use the travel section to get estimates that you will enter on your request.

(NOTE: DO NOT BOOK from the Travel section.)

3.CREATING/SUBMITTING TRAVEL REQUESTS

ATTACHMENTS AND BUDGET

Please attach the agenda and adjust allocated budget (if necessary) before submitting.

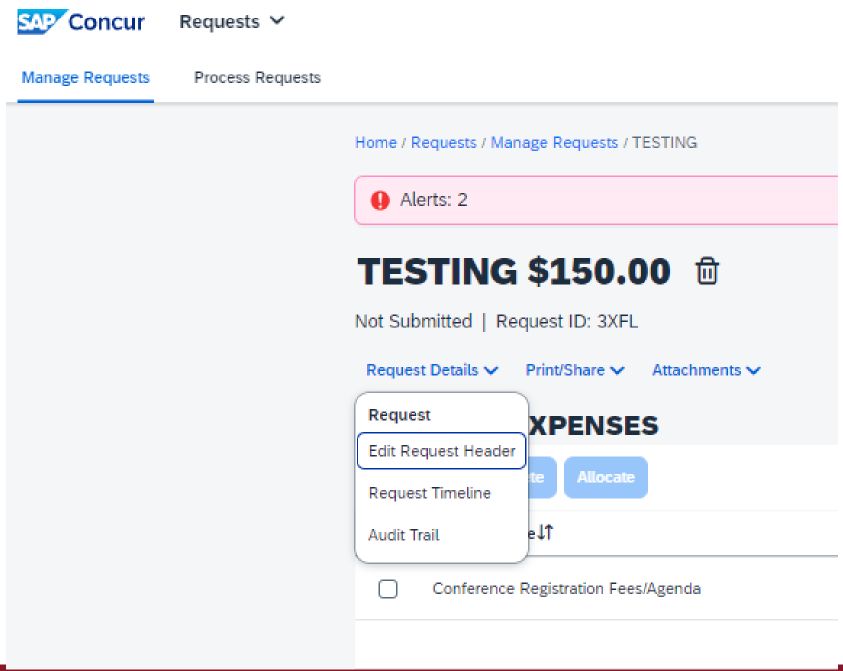


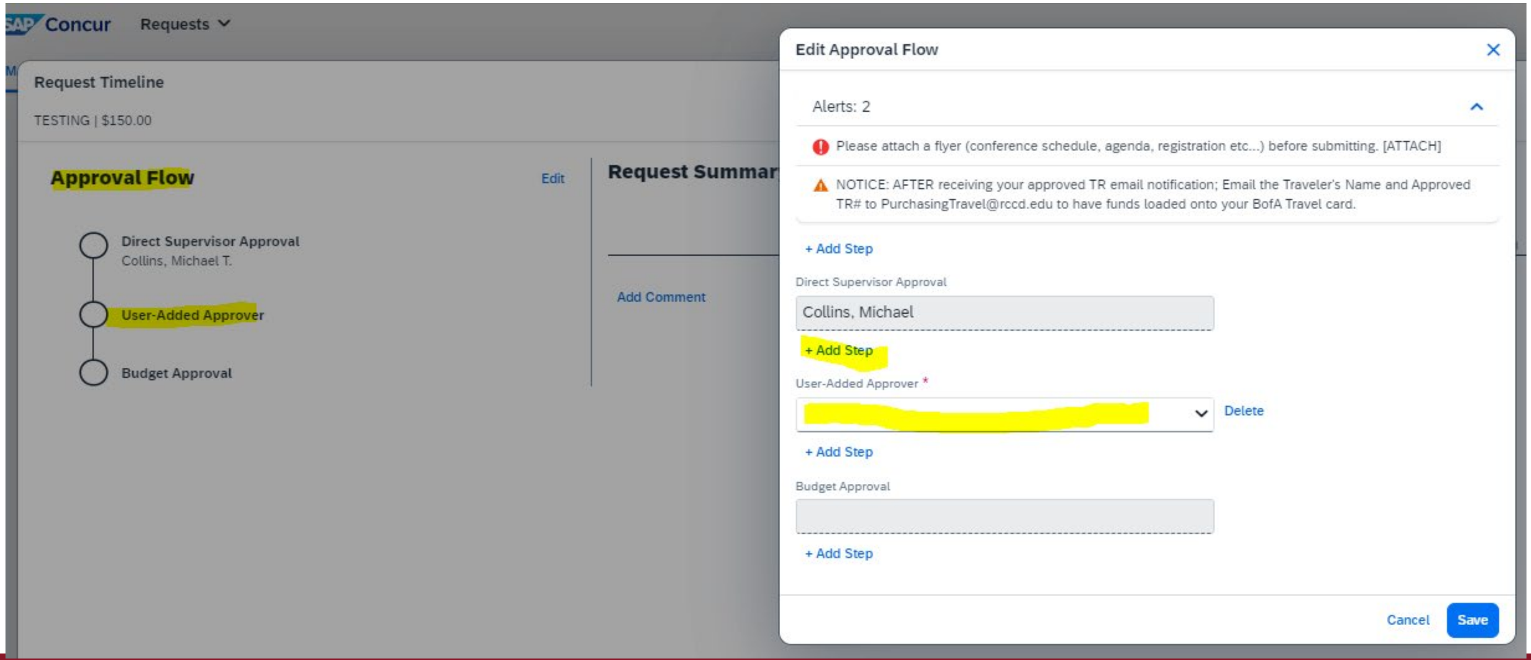
Be advised: the red exclamation sign ! is a hard stop and won't let you submit the request until the issue is fixed.

- Change budget string and percentages using the Allocate Blue Button for (Individual Expense).
- To update the budget for the whole TR go to Request Header.

Add Approver if not found:

- Note the drop-down menu on Request Details > Request Timeline, allows to add approvers
- Click Request Timeline > Edit > +Add Step>type approver name> Save

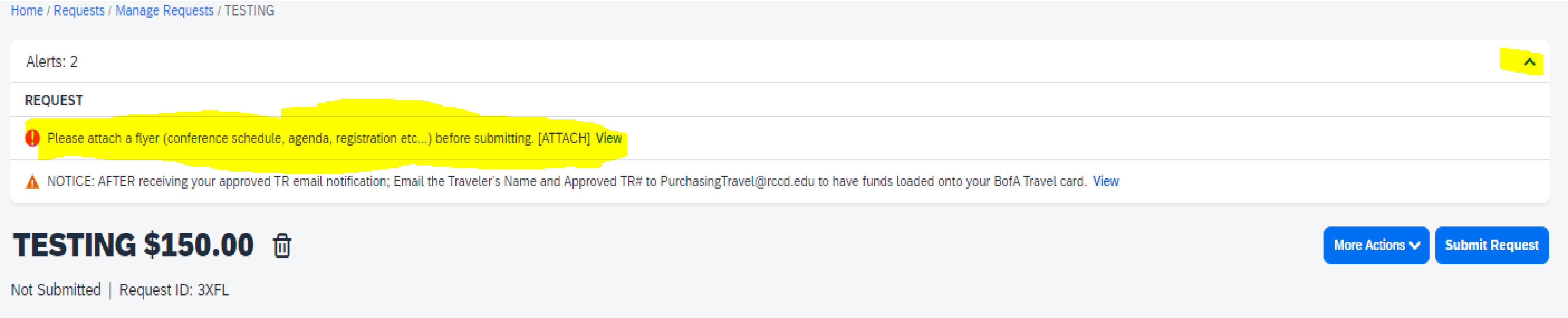




CREATING/SUBMITTING TRAVEL REQUESTS

REVIEW ALERTS

Once you've added all Expected Expenses, review your alerts and correct any issues. You can expand the ribbon to read them all.

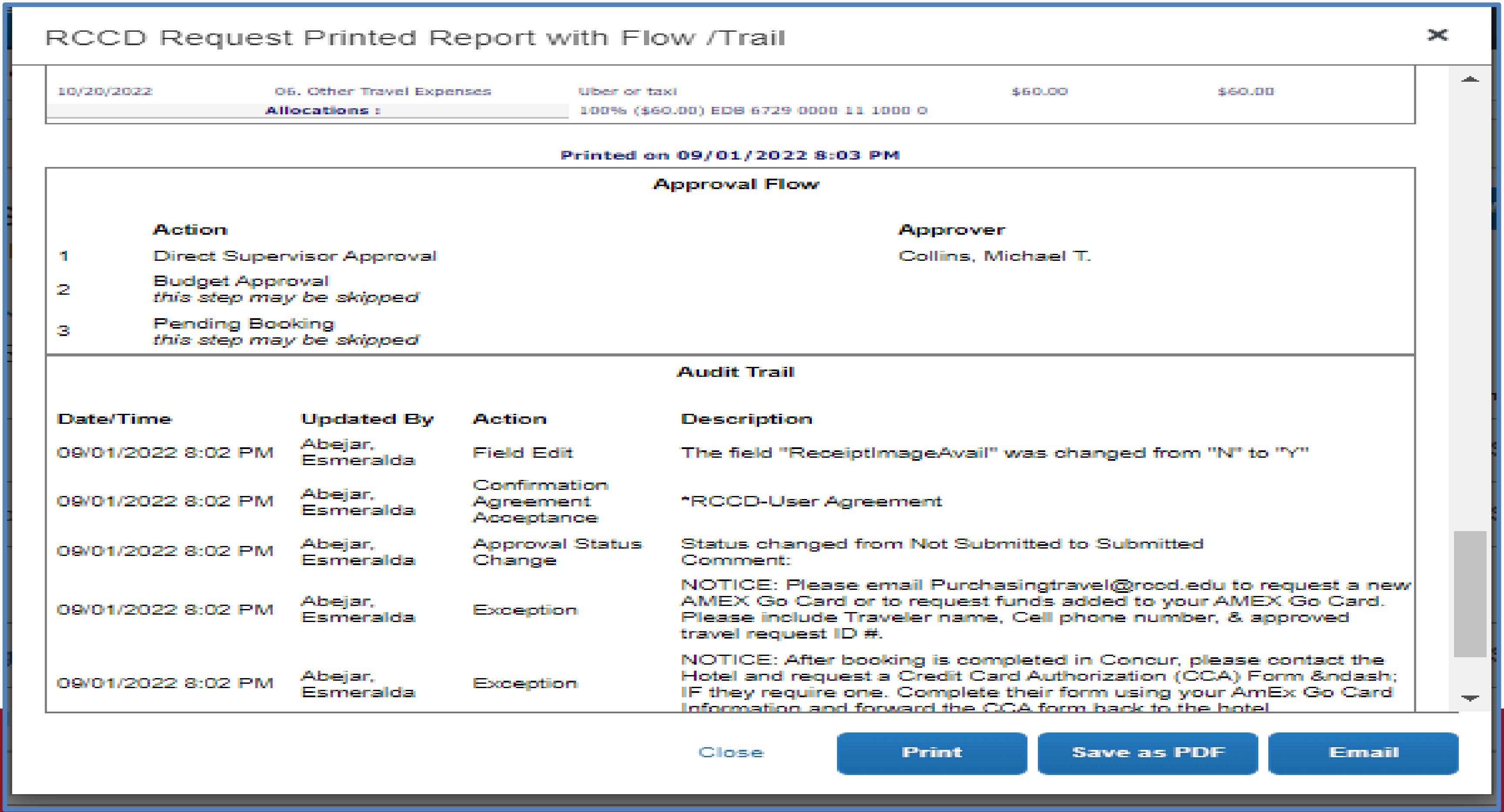


Red Exclamation ! Sign means hard stop. Concur will not let you submit request until all red exclamation signs are corrected.

3.CREATING/SUBMITTING TRAVEL REQUESTS

PRINT SHARE REPORTS

Print Share > RCCD Request Printed Report with Flow/Trail


RCCD Request Printed Report with Flow /Trail

10/20/2022	06. Other Travel Expenses	Uber or taxi	$60.00	$60.00
Allocations :		100% ($60.00) EDB 6729 0000 11 1000 0		

Printed on 09/01/2022 8:03 PM

Approval Flow

	Action	Approver
1	Direct Supervisor Approval	Collins, Michael T.
2	Budget Approval *this step may be skipped*	
3	Pending Booking *this step may be skipped*	

Audit Trail

Date/Time	Updated By	Action	Description
09/01/2022 8:02 PM	Abejar, Esmeralda	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
09/01/2022 8:02 PM	Abejar, Esmeralda	Confirmation Agreement Acceptance	*RCCD-User Agreement
09/01/2022 8:02 PM	Abejar, Esmeralda	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
09/01/2022 8:02 PM	Abejar, Esmeralda	Exception	NOTICE: Please email Purchasingtravel@rccd.edu to request a new AMEX Go Card or to request funds added to your AMEX Go Card. Please include Traveler name, Cell phone number, & approved travel request ID #.
09/01/2022 8:02 PM	Abejar, Esmeralda	Exception	NOTICE: After booking is completed in Concur, please contact the Hotel and request a Credit Card Authorization (CCA) Form – IF they require one. Complete their form using your AmEx Go Card information and forward the CCA form back to the hotel

Close | Print | Save as PDF | Email

Reports can be printed, saved and emailed.

3.CREATING/SUBMITTING TRAVEL REQUESTS

Out of State Travel Procedure

Effective immediately, an additional step to the process has been added:
the College President must now obtain pre-approval from the Chancellor with justification for the travel cost before the request can be placed on the Board agenda. This step requires additional lead time, so we are adjusting the internal submission deadline accordingly.

To ensure sufficient time for review and approval, all out-of-state travel requests must be submitted **at least 5 business days prior to the Tuesday deadline for the upcoming Board meeting to allow time for review and Chancellor's approval**.

Request via email → Concur TR Submission → Area VP Review → President Review → Chancellor Approval → Board Agenda → Final Concur Approval

3.CREATING/SUBMITTING TRAVEL REQUESTS

Out of State Travel: Process

Email Approval Process:

Request via email
- Email Area VP and **cc President's Executive Assistant** with travel details and justification.

Area VP Review
- Reviews request and forwards recommendation to the President

President Review
- Reviews request and submits it to the Chancellor.

Chancellor Approval
- Chancellor reviews and approves out-of-state travel request.

Board Agena
- President's Office places item on Board agenda and confirms authorization.

Final Concur Approval
- President approves Travel Request in Concur.

Concur Travel Request Process:

Submit Out-of-State Request in Concur
- Submit the TR at the same time the email is sent to area VP.

Concur Approval Flow
- The TR will be work its way though the approval flow in Concur.

Final Concur Approval
- President approves Travel Request in Concur.

OUT OF STATE TRAVEL EMAIL TEMPLATE:

Important: Emails should include the following information, rationale, and a meeting agenda.

Mr./Ms. NAME, TITLE, DEPARTMENT.
To travel to **CITY, STATE.**
From **MONTH, DAY, YEAR** through **MONTH, DAY, YEAR,**
To attend the **NAME OF EVENT.**
Estimated cost: **TOTAL AMOUNT SUBMITTED IN CONCUR.**
Funding Source: GENERAL FUND/GRANT NAME.
Please direct questions to Denise Terrazas at Denise.Terrazas@norcocollege.edu)

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.

Creating a TR Process for Student Travel

Field Trip Request Form

- Faculty must complete a Field Trip Request Form at least six (6) weeks prior to the trip (unless extenuating circumstances exist)

Create TR in Concur

- Ensure that you know the account you will charge the travel to.
- **All expenses for travel with students should be coded to 09. Non-Employee (Student, Guest) Expenses**

Fill out Request Header

- All employee's have a default account.
- Update this account to the account given to you for travel.
- **IF using ASNC funds please make sure to update the header with the correct account.**

Add Planned Expenses

- **Add planned expenses to the TR for all attendees.**
- Examples: registration, meals, hotel, mileage.

Attach Agenda/Flyer

- Attach an agenda using the attachments button.

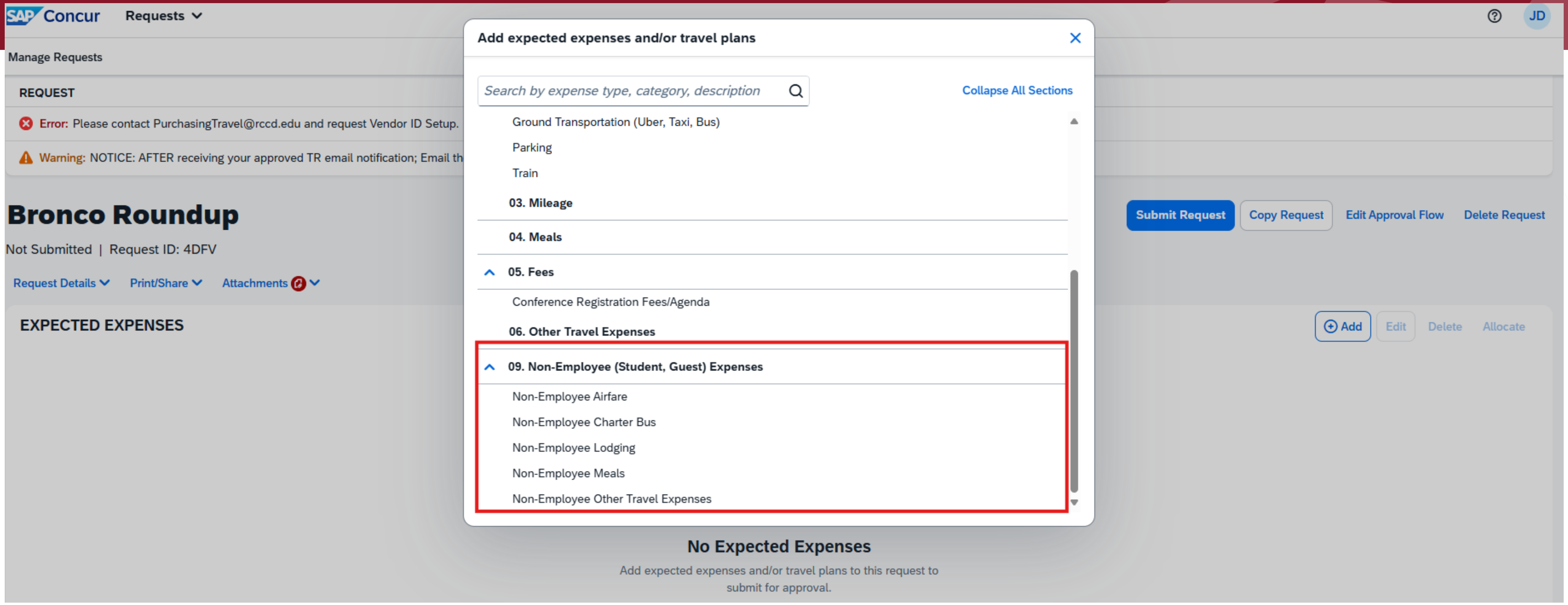
Review TR

- Ensure that all planned expenses are accounted for.

Submit for approval.

- Approval flow is based on the Request Header.

09. Non-Employee Expenses



Student Travel Note: Sign-in sheet is required for student travel.

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

4.BANK OF AMERICA ISSUANCE PROCESS

Esmeralda Abejar

4.BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS

Note to first time travelers: Purchasing will not issue a credit card without a fully approved Travel Request.

1. Traveler will fill out **Travel Credit Card acknowledgement form** (If BofA credit card has not been previously issued).

2. Purchasing will order credit card when form is received. BofA card will arrive within 5-7 business days.

3. Purchasing will send credit card to Cashier's office for traveler to pick up. (Picture ID is required).

4. Traveler emails purchasingtravel@rccd.edu to request funds to be loaded to BofA card when Travel Request is fully approved.

5. Proceed to book flight, hotel and pay conference registration when credit card is loaded with funds.

6. Traveler or delegate can book in Concur (No BofA Card needed)
   If option 1. Book Online with Concur was selected.
   You will need to provide you BofA card when checking in at the hotel.

7. Traveler or delegate can book hotel, car rental and pay conference registration (BofA credit card needed).
   If option 3. Book outside of Concur was selected.

ACKNOWLEDGEMENT FORM

Acknowledgement Form

As part of our web-based, integrated travel and expense management solution (Concur), Riverside Community College District will be issuing you a Bank of America Visa credit card specifically designated for travel-related expenses.

By signing this form, you understand and agree that:

1. **Authorized Use:**
   - The traveler will be expected to use the Travel Credit Card in accordance with the Riverside Community College District's Board Policy and Administrative Procedures, including BP/AP 5900
   - The Riverside Community College District Travel Credit Card is for approved travel expenses only. Personal use of the card is strictly prohibited.
2. **Expense Reporting:**
   - You are required to retain itemized receipts and supporting documentation for each transaction made using the loaded card. These documents must be submitted promptly for expense reporting and reimbursement purposes. Failure to provide supporting documentation may constitute an unallowed activity and require personal reimbursement.
3. **Card Security:**
   - You will be responsible for the safe keeping of the Travel Card issued to you and, if lost or stolen, will report its loss/theft immediately to Purchasing Department at PurchasingTravel@rccd.edu
4. **Card Termination:**
   - The travel credit card remains the property of Riverside Community College District and must be returned upon termination of employment or upon request.
5. **Unallowed transactions:**
   - The traveler will be personally liable for unallowed activity and will be required to reimburse Riverside Community College District. Unauthorized transactions are non-travel purchases, personal expenditures or unallowed items per Board policy.

Your personal credit will not be affected by any use of the Travel Card.

I hereby acknowledge that I have read, understood, and agreed to the terms and conditions outlined in this acknowledgment agreement. I also confirm that I will comply with all applicable policies and procedures related to the use of the travel card.

Print Cardholder/Employee Name: ______________________________

Cardholder/Employee Signature and Date: ______________________________

RETURN COMPLETED FORM TO PurchasingTravel@rccd.edu

Version 09/14/23

- When emailing the form to purchasing, please send your cell phone number, and the Approved TR #.
- You will then receive the following email.

4.BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS

Purchasing email

After the BofA credit card has been ordered, traveler will receive the following **email** form Purchasing Travel.

Your Bank of America Visa Travel Card has been ordered.

Your physical card will arrive at your work location in 5-7 business days.
Be prepared to show valid photo ID when signing for receipt of your card.
College Employees - After 7 Business Days, check with your campus Cashier's Office.
District Office Employees – You will receive an email when your card is ready to be picked up at the District's Lobby Reception desk.
Once you have your card in hand, follow the attached instructions and activate your account by visiting: www.bankofamerica.com/globalcardaccess

You will need to utilize your cell phone number as the one-time Verification ID.
For example: (951) 123-4567 would be entered in as 9511234567

The billing address, when requested by merchants, is listed below.
* Please Note: You may be asked for the billing zip code for some transactions.
3801 Market Street
Riverside, CA 92501

*The amount loaded on your card may include an additional amount to cover any transaction/processing fees or additional charges that may occur. Please check card balance for availability of funds.
Please be sure to continue to email PurchasingTravel@rccd.edu once you have a TR that is fully approved in Concur to request the funds be loaded.
Thank you,

Purchasing Travel Team

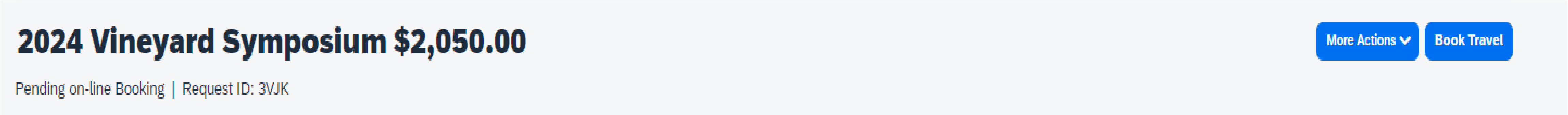
5.BOOKING TRAVEL

Jonnathan Dueñas

NORCO COLLEGE

Book Travel - There is no time limit on booking once a request has been approved. However, it is recommended that booking is done immediately (since prices for flights, hotel reservations and conference registration tend to increase rapidly)

Click Book Travel and follow the travel store booking process



Note: This only applies if option 1. Book Online- Concur Travel was selected in your travel request.

5.BOOKING TRAVEL

6. CREATING AND SUBMITTING EXPENSE REPORTS

Jonnathan Dueñas

NORCO COLLEGE

4. Creating and Submitting Expense Report

Gather Required Documentation

- Upload all **itemized receipts** (hotel, airfare, meals, parking, transportation, registration, etc.).
- Itemized receipts are required for all card transactions.
- Non-itemized receipt = missing receipt affidavit.

Create the Expense Report

- Open the approved Travel Request and select Create Expense Report.
- Link all expenses to the appropriate Travel Request.
- Attach agenda or you will get error.

Verify Expenses

- Confirm actual expenses do not exceed the approved Travel Request amount.
- If costs exceed the approved amount by more than 10% or $200, submit an additional Travel Request.

Add Mileage (If Applicable)

- Use the Mileage Calculator.
- Select Deduct Commute when travel begins from home. District reimbursement does not include normal commute mileage.

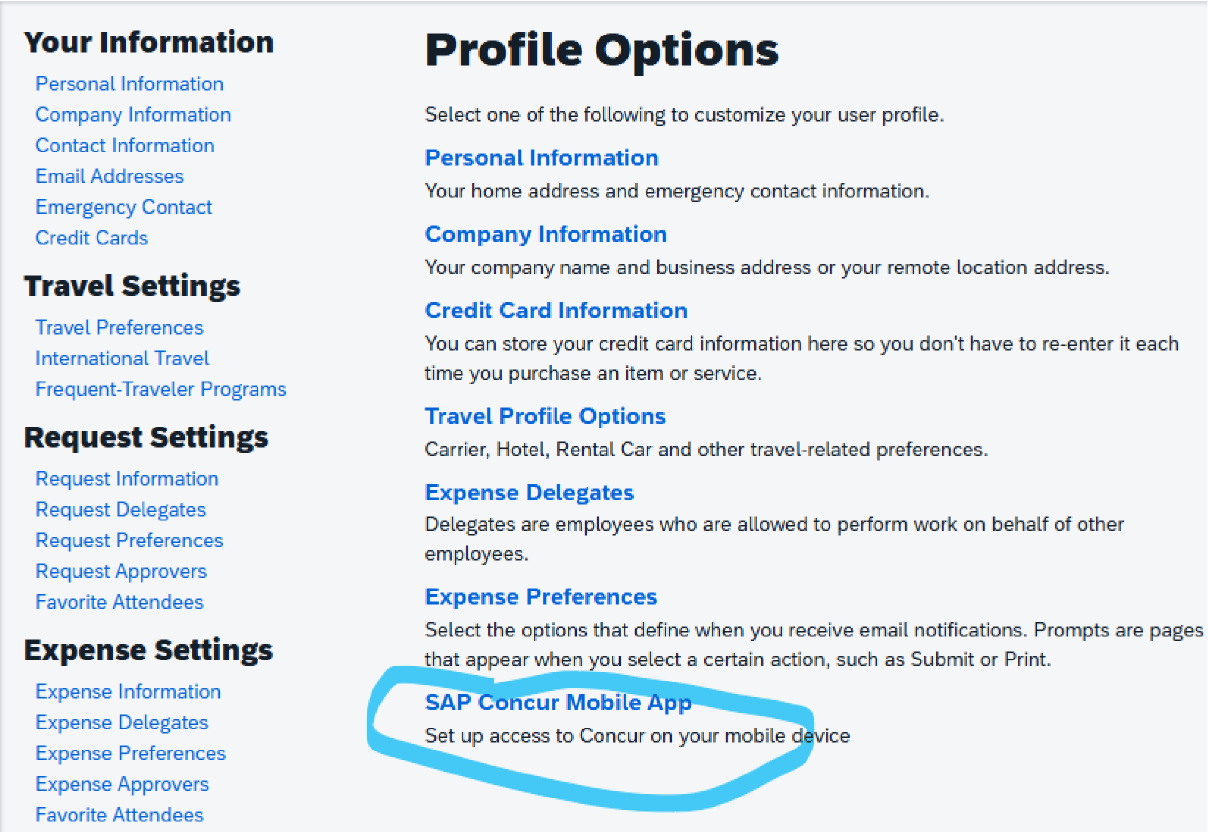
Add Personal Expenses

- If expenses for approved expenses on your TR were made using your personal credit card, please add them to the expense report to get reimbursed.

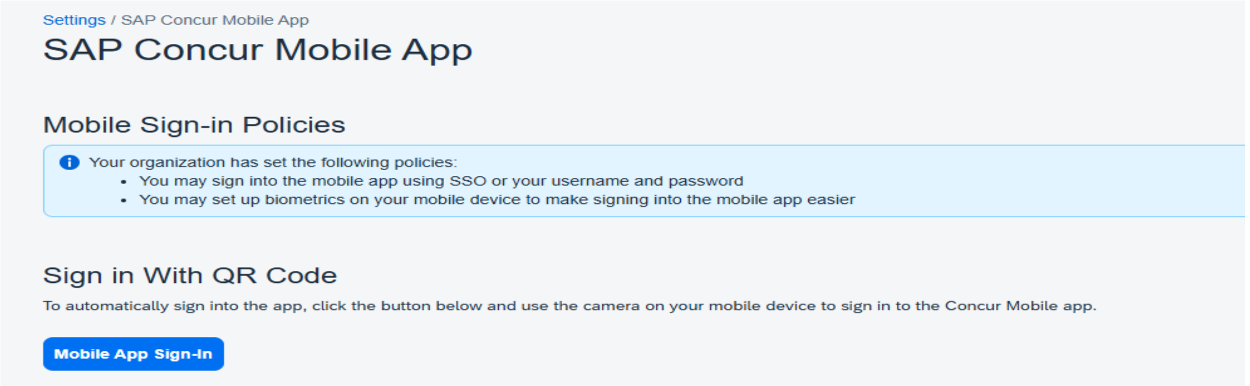
Submit the Expense Report

- Submit the report within 30 days of travel completion.

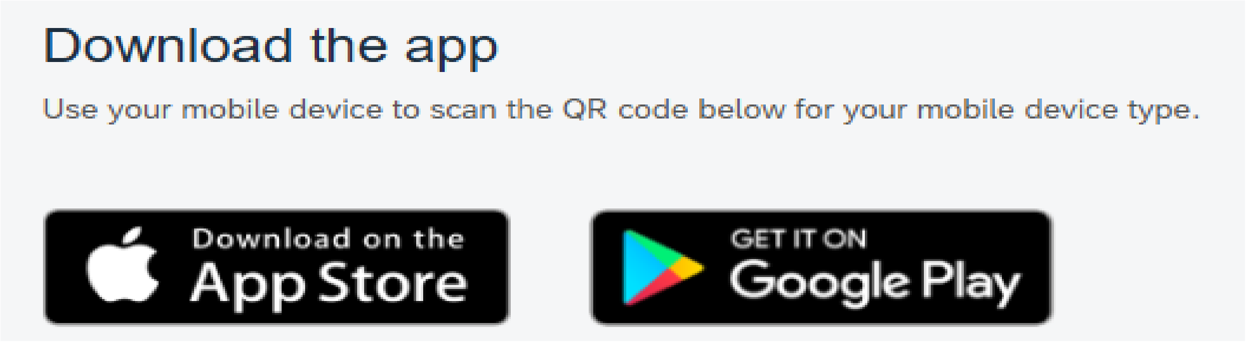
Download the SAP Concur App



Concur Profile settings>Profile options>Concur Mobile Registration

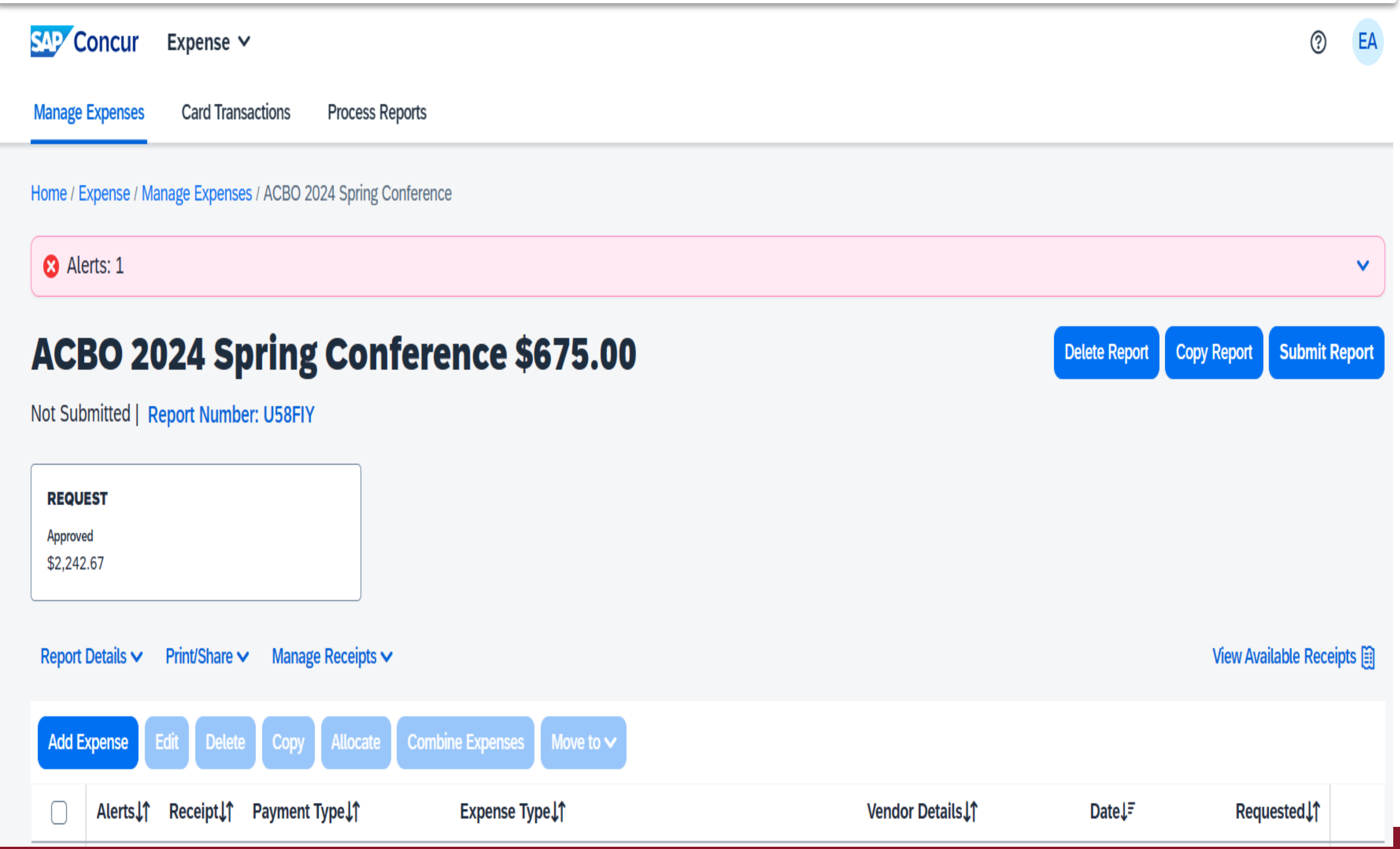


Download SAP Concur App> start taking pictures of your receipts.



6.CREATING/SUBMITTING EXPENSE REPORTS

ADD EXPENSES



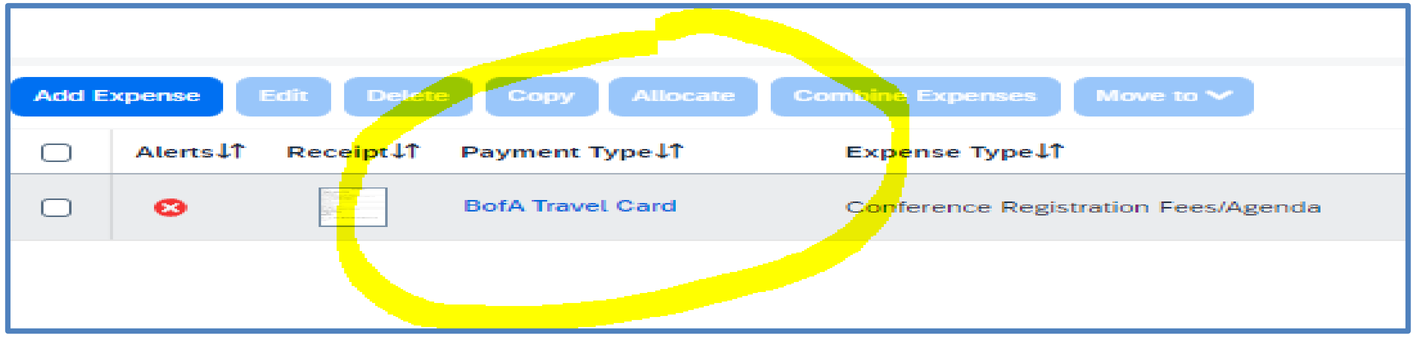
Click on Add Expense, you will see three options:

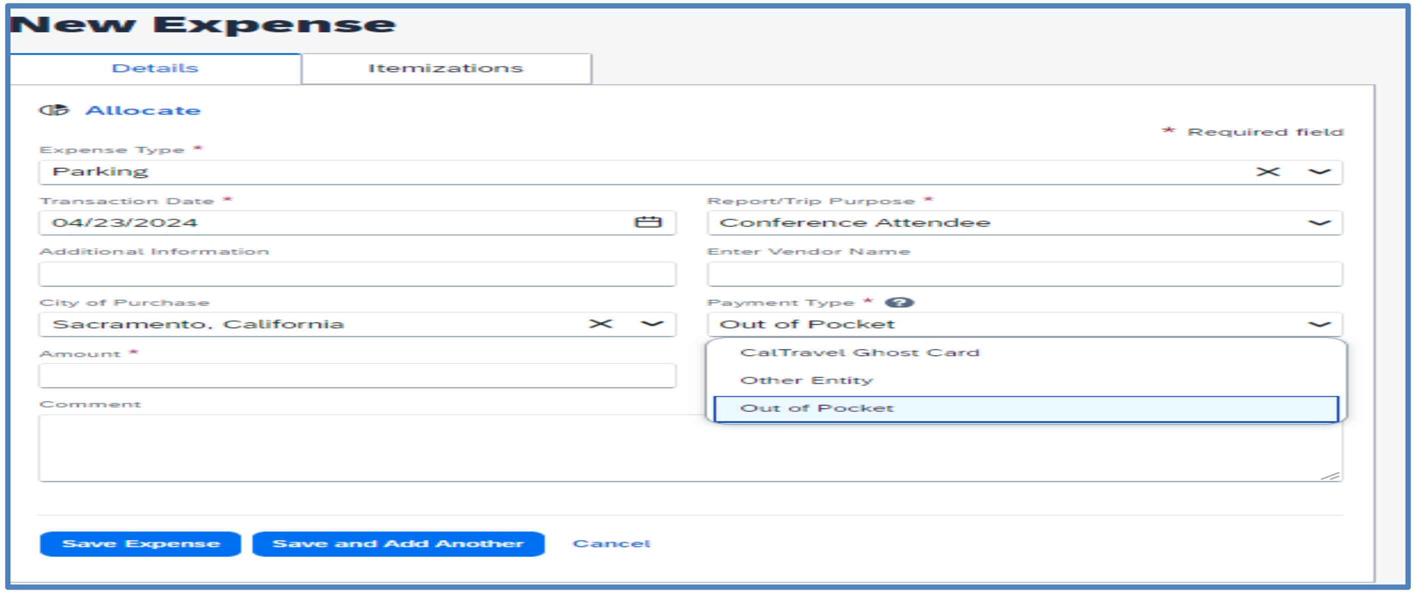
- Scan Receipt
- Manually Create Expense
- Select from Available Expenses

6.CREATING/SUBMITTING EXPENSE REPORTS

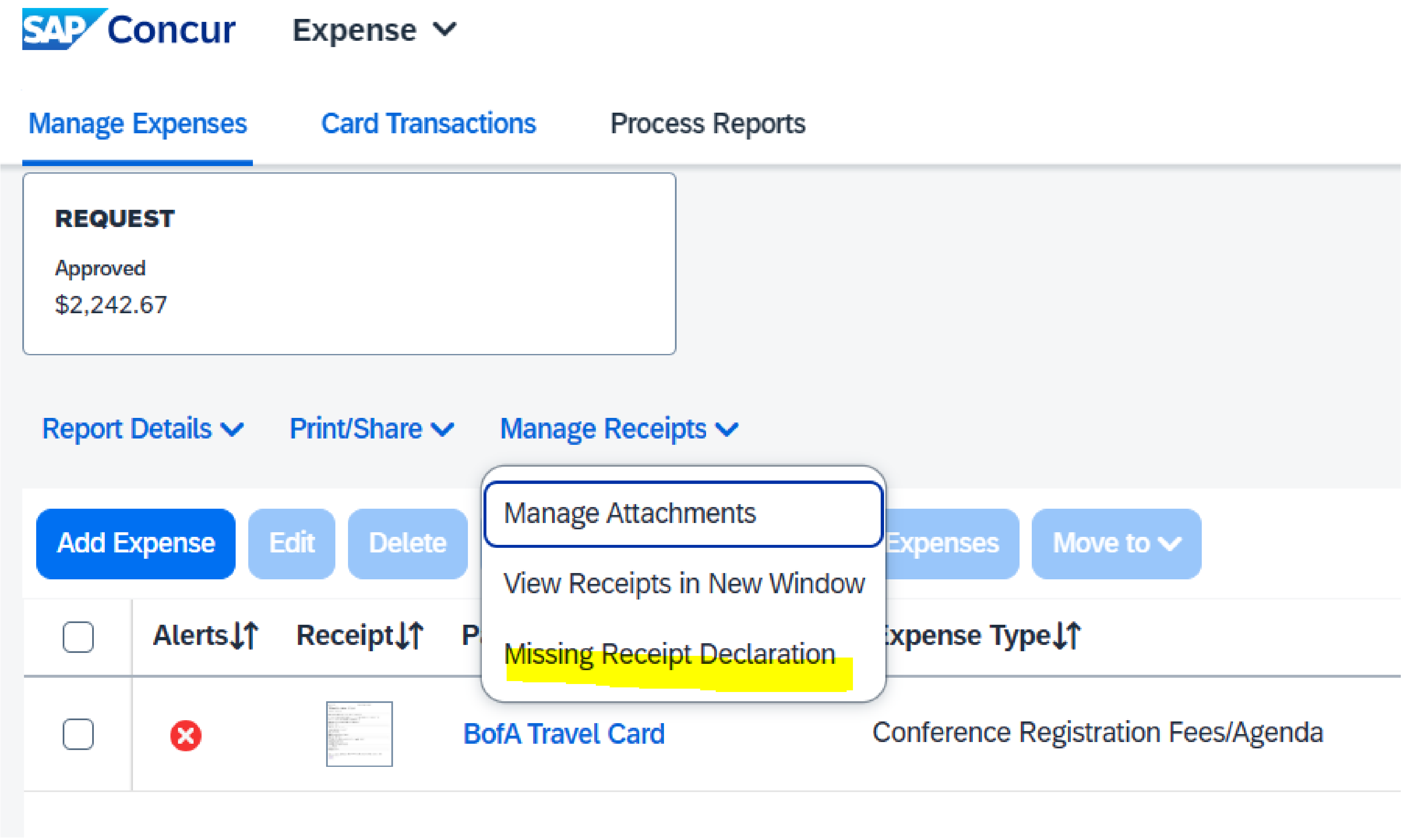
Payment Type

- Bank of America Travel Card- becomes the default payment type when card is used.
- CalTravel Ghost Card. Selected when booking was done through the travel store.
- Other Entity- Used when A/P sends check payment.
- Out of Pocket.





6.CREATING/SUBMITTING EXPENSE REPORTS



- All receipts must be itemized.
- Fill out Missing Receipt Declaration (If a receipt is lost).
- Missing Receipt Declaration is submitted and signed only by Traveler. Delegates don't have access to it.

6.CREATING/SUBMITTING EXPENSE REPORTS

Adding Personal Car Mileage Expense

Personal car mileage is reimbursed for miles driven above and beyond your normal daily commute to your work location.

When adding mileage to the expense report, select “personal car mileage.”

1.Click on “add expense.”
2. Select the “Personal Car Mileage” expense type.
3. Add the transaction date and note the purpose of the trip.
4. Now STOP! Do not manually add the “From” and “To” locations. Instead, click on the Mileage Calculator link to open the dialogue box.

Mileage Calculator

5.Under “Waypoints,” your home address should already appear in the “A” field if you completed your travel profile.
If you do not see your home address populated, add it here. **Please note: Point A should be the place where you started the trip.**
6. Add the destination address and click “Calculate Route”.
Note: If you traveled round trip on this day, click “Make Round Trip”.
7. Click “Deduct Commute” to deduct your normal daily commute.
8. Click “Add Mileage to Expense.” The mileage reimbursement amount will automatically be calculated using the annual standard IRS mileage reimbursement rate.
9. Click “Save” to complete the personal car mileage entry.

Add slide from A-team presentation

Use Mileage calculator
Selecting a Route
o When using mileage calculator, it is appropriate to select the route that matches the one the traveler actually took. Not necessary to select the shortest distance route

On Net Zero Mileage
o Even if a traveler does not expect to be reimbursed, they are advised to include the entry on their expense reports. For liability purposes, need to document when an employee uses their personal car for business.

NOTE: NOTE – if not deducting commute on a normal workday (M-F) then add a note to line to explain why.
The IRS rule is that employees are reimbursed for expenses (i.e. mileage) in excess of normal commute.

6.CREATING/SUBMITTING EXPENSE REPORTS

The following are examples of common mileage scenarios you may encounter and how to report them best.

Scenario 1 - Traveler drives from home to the event and returns home the same day.
Recommendation: One entry, deduct round trip commute.

Scenario 2 - Traveler drives from home to the event and returns a different day.
Recommendation: One entry per day, deduct commute each day.

Scenario 3 - Traveler drives from campus/location to the event and returns to campus/location the same day.
Recommendation: One entry, do not deduct commute.

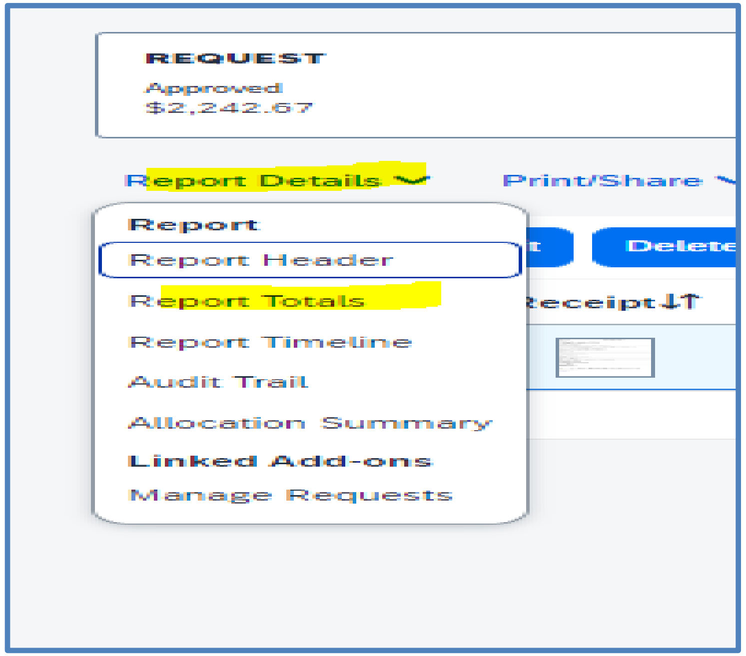
Scenario 4 - Traveler leaves from campus/location and returns the same day but drives home.
Recommendation: Two entries, do not deduct commute for the first leg, deduct commute for the second leg.

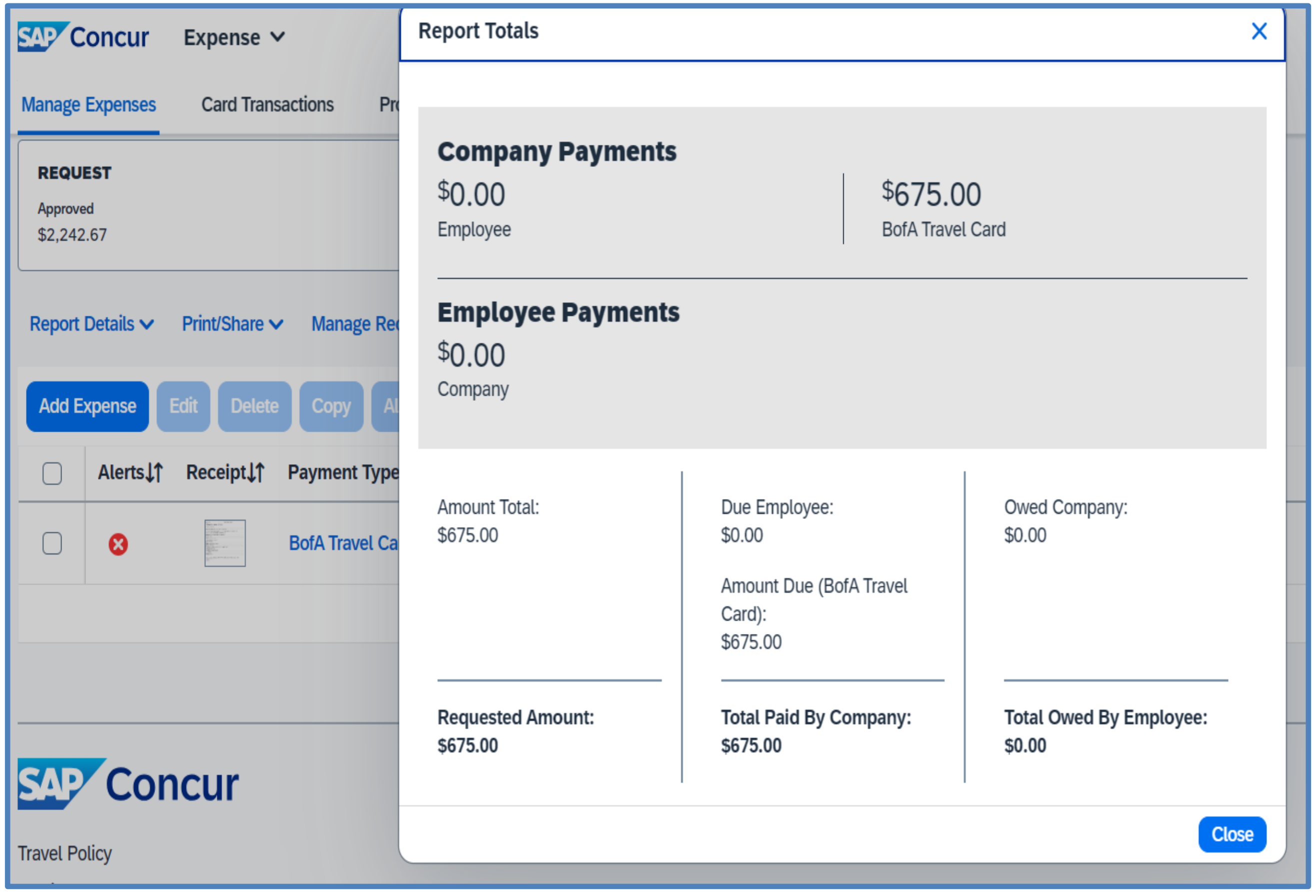
Scenario 5 - Traveler drives from home to the conference location on a regular working day but returns home on a non-working day.
Recommendation: Two entries, deduct commute for first day/leg, do not deduct commute for the second day/leg as this is a non-working day and traveler would not normally have a commute.

Scenario 6 - Traveler is driven to and from the airport/conference location and dropped off.
Recommendation: Two entries for each leg, deduct commute for both entries. Traveler would have driven their vehicle to the work location and is therefore still eligible to receive mileage reimbursement On Carpooling

Scenario 7 - Traveler's meet at a location and carpool to the event.
Recommendations:
1. Each traveler submits mileage to and from meet location, deducting normal commute.
2. Individual driving to the final location receives reimbursement from home, to meet up location, and then final destination, deducting normal commute.

Before submitting expense report check the report totals.





6.CREATING/SUBMITTING EXPENSE REPORTS

7. MONTHLY MILEAGE REPORT

Esmeralda Abejar

NORCO COLLEGE

Monthly Mileage Expense

Monthly Mileage Reports may be submitted for mileage reimbursement requests for local travel (<50 miles one way) without a Travel Request every month.

Create Mileage Expense Report
- Create one expense report for all mileage incurred during the month

Enter Mileage Expenses
- Enter a line for each day for Mileage (using the **Mileage Calculator**)

- Enter parking or tolls related to the trips
  - Attach receipts for parking and/or tolls

Submit for approval

To create a monthly mileage report:

1. Click on the “Expense” tab on the ribbon at the top of your screen.
2. Click on “Create a new report”.
3. Complete all sections. For assistance in obtaining the appropriate budget string to charge, please contact your department.
- Report/Trip Name - enter the month the report is for.
- Start Date – select the first day of the month
- End Date – select the last day of the month
- Complete all fields

Click “Create Report”
4. Select the “Monthly Mileage Report” expense type.
5. Follow the same steps as presented in the “Personal Car Mileage” slide.
6. Repeat these steps for each day you want to report mileage driven, then click “Save and Add Another.”
7. Once you have finished adding all of the dates, select “Save Expense”
8. Once done preparing your report, click “Submit Report”

a).MONTHLY MILEAGE REPORT

7.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.