

CONCUR TRAINING

SAP Concur 



NORCO
COLLEGE

NC CONCUR TEAM:
LISA MYERS
LORENA ROSITAS
ESMERALDA ABEJAR
LENNY RILEY

AGENDA

A stylized, geometric illustration of a horse's head and neck, rendered in a light beige color. It is positioned on the right side of the slide, partially overlapping the dark red header. The horse is facing left, with its head turned slightly towards the viewer. The style is modern and angular, using flat colors and sharp lines.

■ TRAVEL REQUESTS

1. HOW TO ACCESS CONCUR
2. CONCUR UPDATES
3. UPDATING YOUR TRAVEL PROFILE
4. CREATING/SUBMITTING TRAVEL REQUESTS
5. BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS
6. BOOKING TRAVEL

■ EXPENSE REPORTS

7. CREATING AND SUBMITTING EXPENSE REPORTS
8. MONTHLY MILEAGE REPORT
9. NEED HELP WITH CONCUR?

TRAVEL REQUESTS

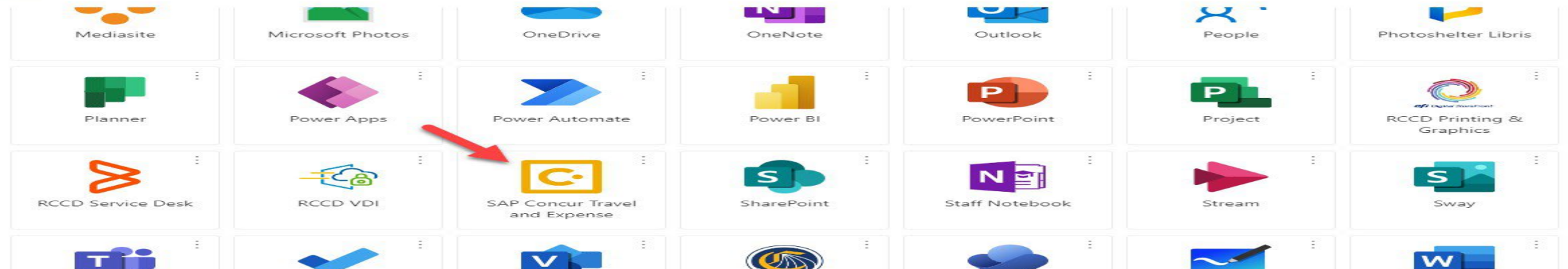
1. HOW TO ACCESS CONCUR

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

Apps dashboard

Apps

Add apps Create collection Customize view



2. CONCUR UPDATES

CI AZUMANO TRAVEL - BUSINESS TRAVEL 877-454-8785

The screenshot displays the SAP Concur user interface. On the left, a navigation menu is open, showing options like Home, APPLICATIONS (Requests, Travel, Expense, Approvals, Reporting, Travel Reports, Intelligence, Intelligence - BI Manager, App Center), and ADMINISTRATION (Company, Company Admin, Tools, Request, Expense). The main dashboard features a header with the SAP Concur logo and a 'Home' dropdown. Below the header is a large banner image of a sunset over mountains. The dashboard includes several widgets: a 'Home' widget, an 'Authorization Requests' widget with a checkmark icon and a count of 0, a 'View Trips' widget with a calendar icon and a count of 0, an 'Available Expenses' widget with a document icon and a count of 0, and an 'Expense Reports' widget with a folder icon and a count of 0. Below these widgets is a section titled 'CI AZUMANO BUSINESS TRAVEL' with a welcome message and a link to 'RCCD Travel Restriction Information'. The bottom of the page contains a 'Flight Search' section with fields for 'From' (SNA - Santa Ana Airport - Santa Ana, CA) and 'To' (Arrival city, airport or train station), and a 'Search' button.

SAP Concur Home ▾

Home

ADMINISTRATION

- Company
- Company Admin
- Tools
- Request
- Expense

APPLICATIONS

- Requests
- Travel
- Expense
- Approvals
- Reporting
- Travel Reports
- Intelligence
- Intelligence - BI Manager
- App Center

0

✓ Authorization Requests 0

📅 View Trips 0

📄 Available Expenses 0

📁 Expense Reports 0

CI AZUMANO BUSINESS TRAVEL

Welcome to Concur, Managed by CI Azumano Travel

Terms of Use: Concur is for official business use only. Booking personal travel on this site is prohibited.

RCCD Travel Restriction Information

Effective immediately and through Summer 2021, Riverside Community College District is lifting COVID-19 pandemic restrictions on all travel within the State of California. The necessity of out-of-state travel will need to be evaluated and approved, on a case-by-case basis, by the traveler's respective College President, Vice Chancellor or Chancellor.

It is anticipated that ALL COVID-19 pandemic restrictions for RCCD travel will be lifted effective Fall 2021, depending on the status of the pandemic. Additional notification will be provided closer to the beginning of the Fall term.

Contact Information for CI Azumano Travel:

To reach a travel counselor for questions or assistance regarding a reservation: (877) 454-8785

Travel counselors are available 24/7/365

Concur Information and Guides:

[Concur FAQs](#)

Flight Search

Round Trip One Way Multi City

From 📍
SNA - Santa Ana Airport - Santa Ana, CA
[Find an airport](#) | [Select multiple airports](#)

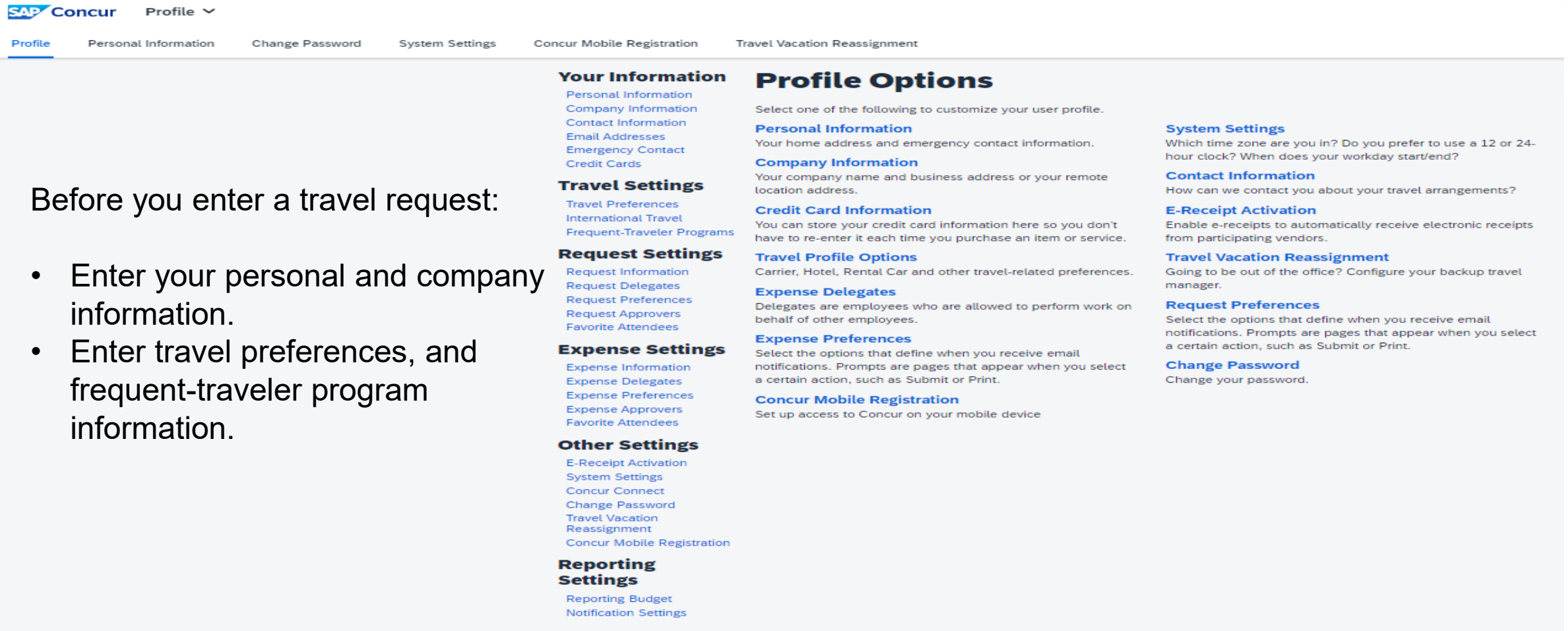
To 📍
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

3.UPDATING YOUR TRAVEL PROFILE

Before you enter a travel request:

- Enter your personal and company information.
- Enter travel preferences, and frequent-traveler program information.



The screenshot displays the SAP Concur 'Profile' page. The top navigation bar includes 'SAP Concur' and a 'Profile' dropdown menu. Below this, a horizontal menu lists several options: 'Profile' (highlighted), 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is divided into two columns. The left column contains a list of settings categories: 'Your Information' (with links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards), 'Travel Settings' (with links for Travel Preferences, International Travel, and Frequent-Traveler Programs), 'Request Settings' (with links for Request Information, Request Delegates, Request Preferences, Request Approvers, and Favorite Attendees), 'Expense Settings' (with links for Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, and Favorite Attendees), 'Other Settings' (with links for E-Receipt Activation, System Settings, Concur Connect, Change Password, Travel Vacation Reassignment, and Concur Mobile Registration), and 'Reporting Settings' (with links for Reporting Budget and Notification Settings). The right column is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' followed by links and descriptions for 'Personal Information', 'Company Information', 'Credit Card Information', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', 'Concur Mobile Registration', 'System Settings', 'Contact Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'Request Preferences', and 'Change Password'.

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.

Change Password
Change your password.

3. UPDATING YOUR TRAVEL

My Profile - Personal Information

Jump To:

To see the Notice on Collection for details on how the Statewide Travel Program collects, uses, and shares personal information you provide through this form, please follow this link: <https://www.dgs.ca.gov/OFAM/Travel>

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.



Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name [Required]	Preferred Name	Last Name	Suffix
<input type="text" value="Ms"/>	<input type="text" value="Esmeralda"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Abejar"/>	<input type="text"/>
		<input checked="" type="checkbox"/> No Middle Name			

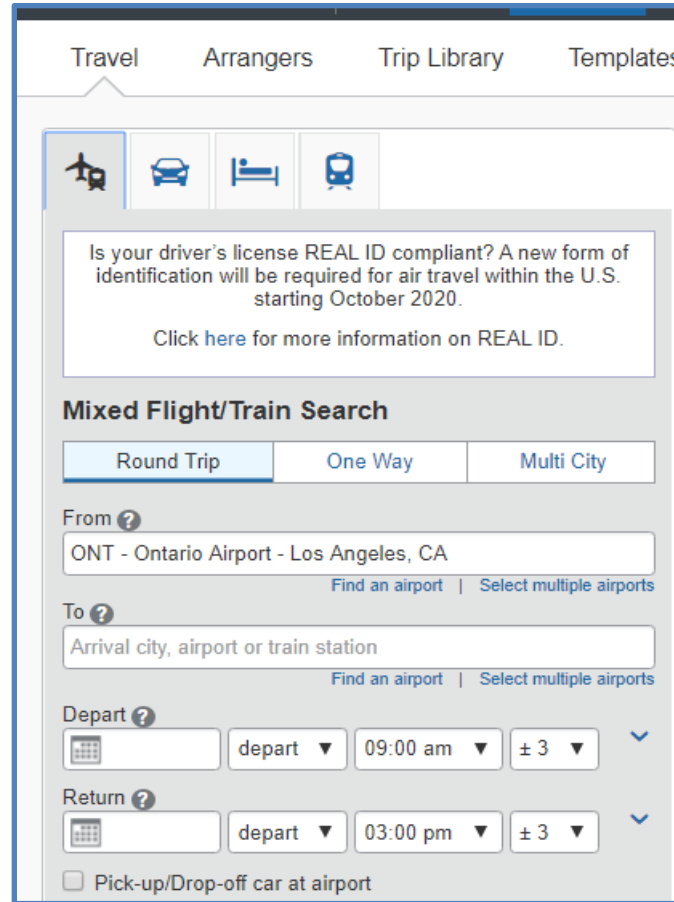
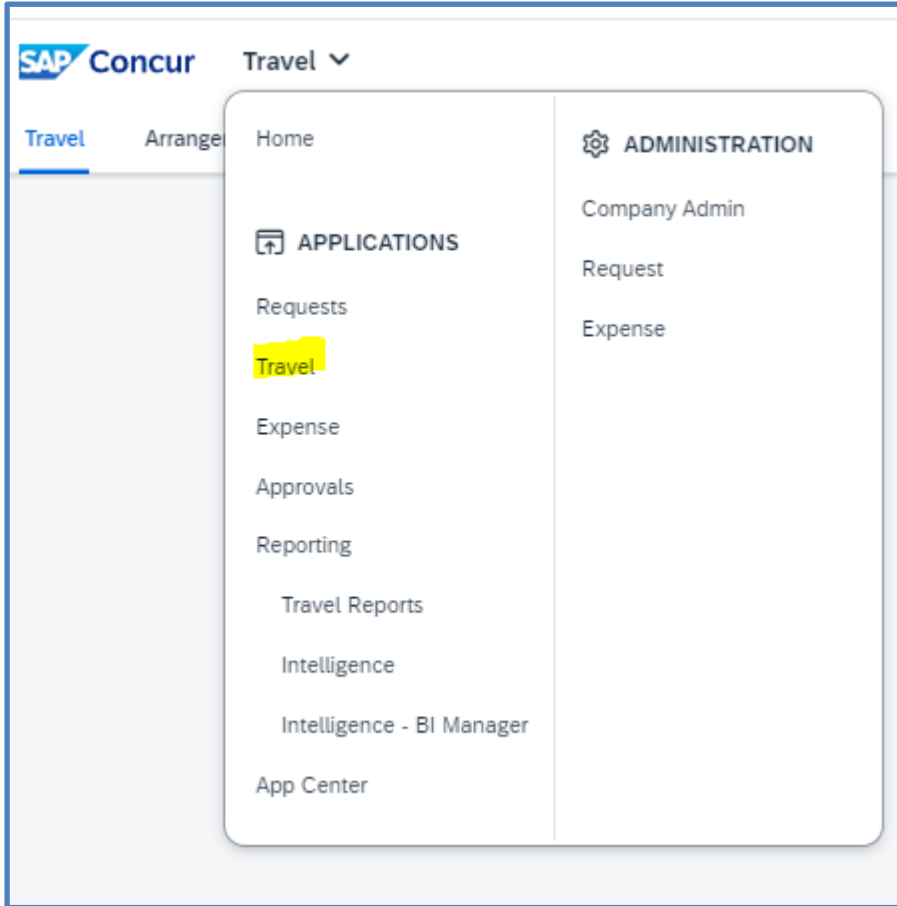
- Verify your Personal Information.
- Make certain that the first, middle, and last names shown are identical to those on the photo ID that you will be presenting at the airport.
- If it is incorrect, contact your local Concur administrator, Lenny Riley, if it needs to be updated.
- Add contact information.
- Verify email address.
- Add Travel Preferences.
- Do not add credit card information.

4. CREATING/SUBMITTING TRAVEL REQUESTS

BEFORE YOU START A TRAVEL REQUEST

- Verify funding is available.
- Get an agenda and attach it to the TR.
- Add all estimated conference cost to the travel request.
- Are you flying or driving? (District will pay the lowest transportation cost).
- How much is the conference registration?
- Are meals included in the conference registration cost? If not, make sure to include it.
- How much is the hotel reservation?
- What about rental car, or Uber/Lift services?
- Will parking and/or toll roads cost be incurred?
- Mileage reimbursement. (Do not use the BofA credit card for gas purchases).
- Gas purchases are allowed for field trips when driving college vans. (include gas cost in your estimated expenses).
- Submit your travel request for approval.

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.)

4. CREATING/SUBMITTING TRAVEL REQUESTS

DOES THIS REQUEST INCLUDE OUT OF STATE TRAVEL?

Follow existing Out of State Travel approval process.

All out of state travel requests must be approved by the Board of Trustees at their Regular meeting prior to the date of travel.

1. Obtain immediate manager approval via email
2. Once manager approval is obtained, forward up the chain of command to the Dean/VP to obtain President's written approval via email prior to submitting in Concur.
3. VP's should forward requests to President with CC to Denise Terrazas.
4. Once approval is obtained, enter the request in Concur.
5. Travel requests should be fully approved through the college chain and Concur before the Out of State Travel deadline (first Friday of the month).
6. President's office will add TR to the board report.

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

- Mr./Ms. NAME, TITLE, DEPARTMENT, to travel to CITY, STATE,
- 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
Denise.Terrazas@norcocollege.edu

Note to traveler: Please attach president approval to the request along with the Agenda.

4.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) <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)

4.CREATING/SUBMITTING TRAVEL REQUESTS

HOW WILL YOU BOOK YOUR TRAVEL?

01. Book Online- Concur Travel –

- The Flight will be paid with the District credit card (Citi Card)
- Hotel **will be reserved** with the District Credit card
 - After booking is complete in Concur, traveler needs to contact the hotel and request a Credit Card Authorization (CCA) Form, *only If the hotel requires one.*
 - Complete the form using [your Bank of America credit card information](#) and forward the CCA form back to the hotel.
 - When checking in, make sure the hotel has the traveler **Bank of America Card** on file. *(to avoid duplication of charges).*
- Car Rental **will be reserved** with District Credit card in Concur.
 - Make sure you provide your BofA card when picking up your car rental.
- Meals and Other expenses will be paid with Traveler BofA credit card.

HOW WILL YOU BOOK YOUR TRAVEL?

02. Book with Agent-Cal Travel Store -

- The Flight will be paid with the District credit card (Citi Card)
- Hotel will be reserved with the District Credit card
 - After booking is complete in Concur, traveler needs to contact the hotel and request a Credit Card Authorization (CCA) Form, *only If the hotel requires one.*
 - Complete the form using *your Bank of America credit card information* and forward the CCA form back to the hotel.
 - When checking in, make sure the hotel has the traveler **Bank of America Card** on file. (*to avoid duplication of charges*).
- Car Rental will be reserved with District Credit card in Concur.
 - Make sure you provide your BofA credit card when picking up your car rental.
- Meals and Other expenses will be paid with Traveler Bank of America credit card.

HOW WILL YOU BOOK YOUR TRAVEL?

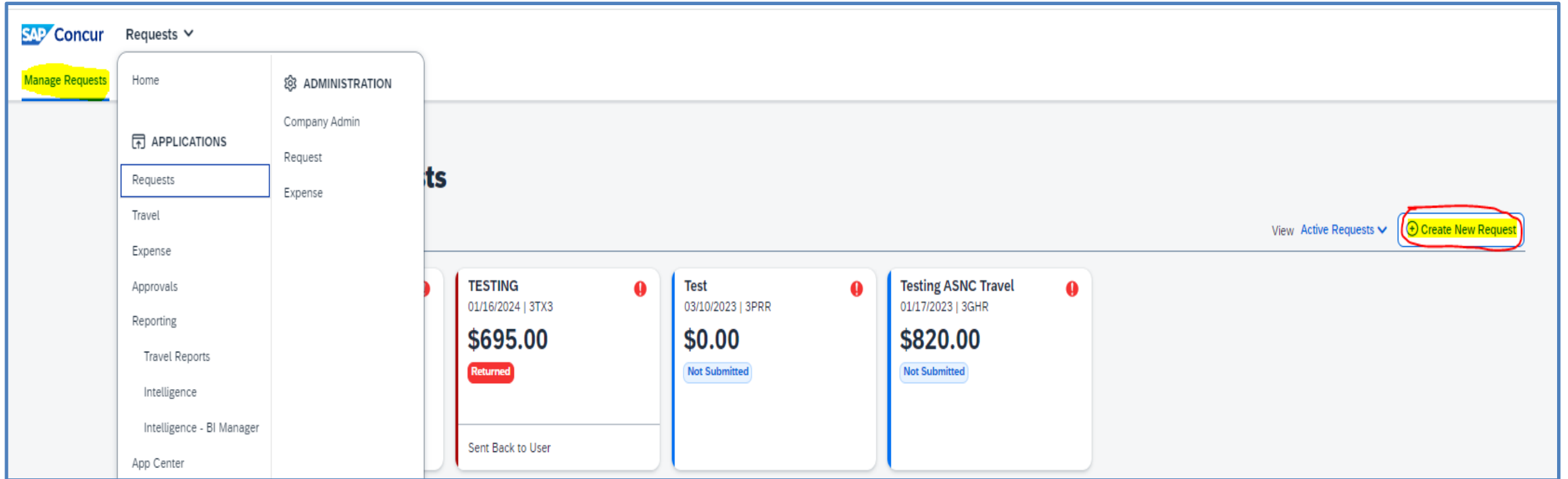
NOTE: The Bank of America credit card assigned to the traveler by the District, will be used by the traveler to pay for **all travel related expenses** when booking is done Outside of Concur and Cal Travel.

03. Book Outside of Concur and Cal Travel:

- *The Flight will be paid with the traveler BofA credit card.*
- *Hotel will be reserved with the traveler BofA credit card.*
 - *Complete the credit card authorization form using [your BofA credit card information](#) and forward the CCA form back to the hotel.*
 - *When checking in, make sure the hotel has the traveler BofA credit card on file.*
- *Car Rental will be reserved with traveler BofA credit card.*
 - *Make sure you provide your BofA credit card when picking up your car rental.*
- *Meals and Other expenses will be paid with Traveler BofA credit card*

TO CREATE A NEW TRAVEL REQUEST

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




4. 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.

SAP Concur Requests

Create New Request

Request/Trip Name * 
This field is missing required information.
MM/DD/YYYY

Destination City *

Traveler Type *
Staff

Additional Information 0/500

How will you book your travel? *
None Selected

Request/Trip Purpose *
None Selected

Out of State and beyond 500 miles? * ?
None Selected

Business Trip Start Date *
MM/DD/YYYY

Paid for by an outside entity? *
None Selected

Destination Country

Does this trip contain personal travel? *
None Selected

Personal Dates of Travel

* Required field

4.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.

After updating the gl account, verify the correct budget by running a report from Print/Share before submitting your request.

Fund *

1

(11) 11 - UNRESTRICTED GENERAL FUND

X

▼

School *

1

(EDB) BUSINESS OPERATIONS - NORCO

X

▼

Resource *

2

(1000) 1000 - GENERAL FUND

X

▼

Project Year *

▼

0

Goal *

2

(6729) BUSINESS OPERATIONS - NORCO

X

▼

Function *

3

(0000) CAMPUS ADMINISTRATIVE SERVICES

X

▼

Group

NC

Comment

0/500

Cancel

Create Request

Not Submitted | Request ID: 3GHR

Request Details ▼

Print/Share

Attachments ▼

EXPECTED EXPENSE

Add

RCCD Request Printed Report

RCCD Request Printed Report with Flow /Trail

☐ Expense type ↑↓

Det

☐ Parking

4.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 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)**.

Add expected expenses and/or travel plans

Search by expense type, category, description 

01. Travel Expenses

Air Ticket

Airfare (Not Booked In Concur)

Hotel (Not Booked in Concur)

Hotel Reservation

02. Transportation

Car Rental

Car Rental (Not Booked in Concur)

Car Rental Fuel

Ground Transportation (Uber, Taxi, Bus)

Parking

Train

03. Mileage

04. Meals

4.CREATING/SUBMITTING TRAVEL REQUESTS

ATTACHMENTS AND BUDGET

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

Alerts: 2

REQUEST

Please attach a flyer (conference schedule, agenda, registration etc...) before submitting. [ATTACH] View

NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rcdd.edu to have funds loaded onto your BofA Travel card. View

TESTING \$150.00

Not Submitted | Request ID: 3XFL

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/> Expense type↑	Details↑	Date↑	Amount↑	Requested↑
<input type="checkbox"/> Conference Registration Fees/Agenda	conference registration	07/01/2024	\$150.00	\$150.00

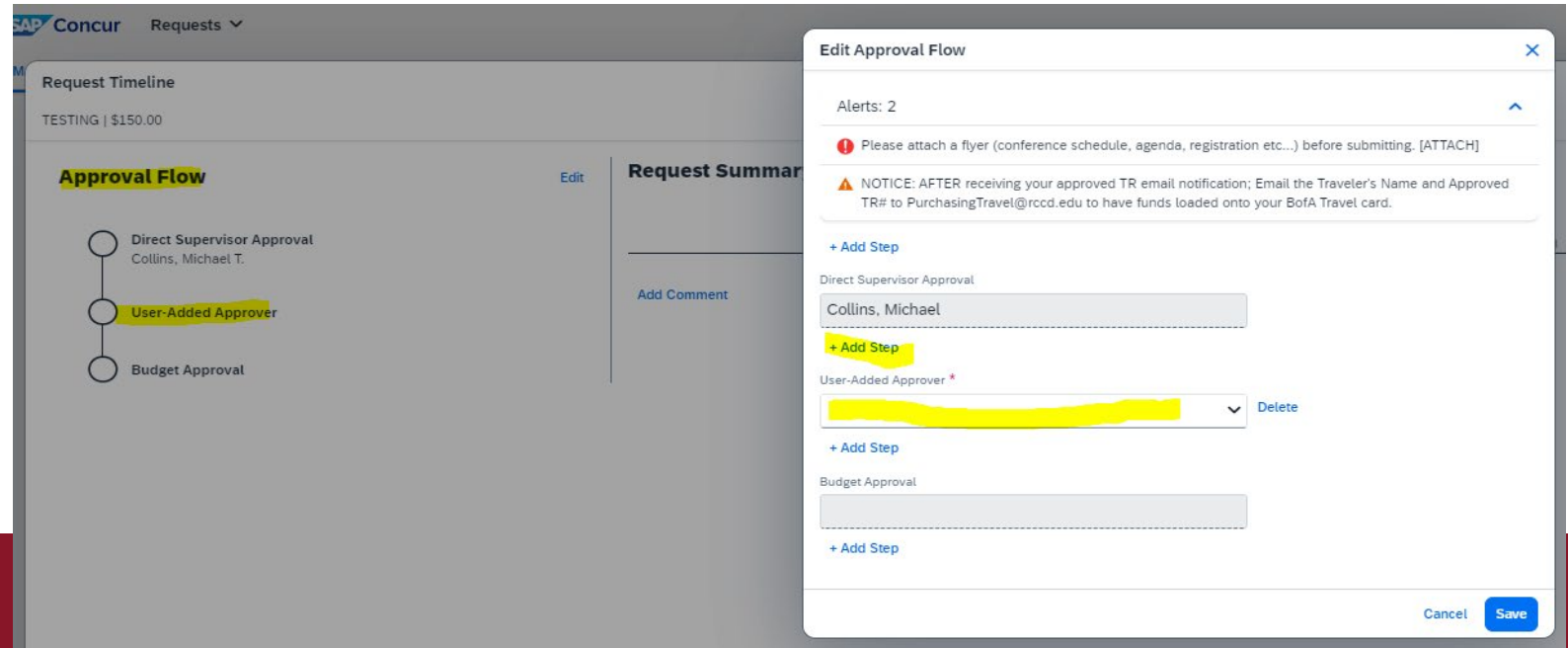
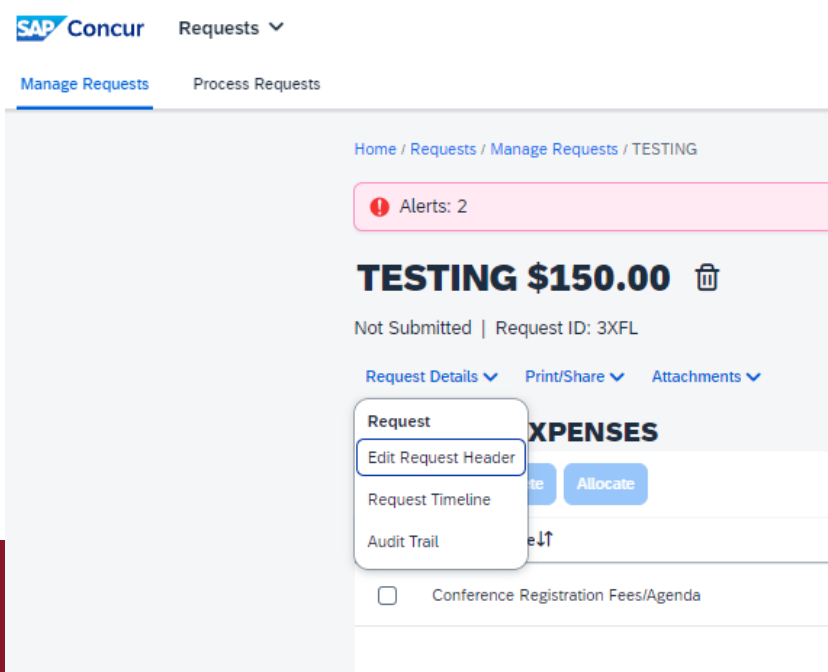
Be advised: **the red exclamation sign !** is a hard stop and won't let you submit the request until the issue is fixed.

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**.

4.CREATING/SUBMITTING TRAVEL REQUESTS

ADDED APPROVERS

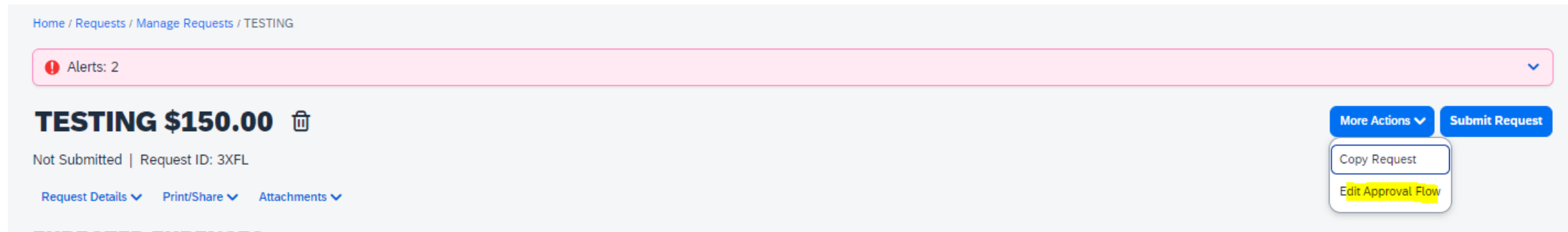
- Note the drop-down menu on Request Details > Request Timeline, allows to add approvers.
- Click Request Timeline > Edit > +Add Step>type approver name> Save.
- **Please note: Direct supervisor approval is already added to Concur, unless there was a recent supervisor change. Please notify Business services, we will work with HRER to make the update in Colleague.**



4. CREATING/SUBMITTING TRAVEL REQUESTS

ADDED APPROVERS CONT.

OR Click More Actions > Edit Approval Flow > + Add Step > Save Workflow



Approvers can also add user-added approvers to the Expense Report, this can only be done before the travel request is submitted.

4.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.

[Home](#) / [Requests](#) / [Manage Requests](#) / TESTING

Alerts: 2


REQUEST

!

Please attach a flyer (conference schedule, agenda, registration etc...) before submitting. [ATTACH] [View](#)

⚠

NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rccd.edu to have funds loaded onto your BofA Travel card. [View](#)

TESTING \$150.00 

[More Actions](#) [Submit Request](#)

Not Submitted | Request ID: 3XFL

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

4.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	05. 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 <i>this step may be skipped</i>	
3	Pending Booking <i>this step may be skipped</i>	

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@rood.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

Report can be printed, saved and emailed.

4.CREATING/SUBMITTING TRAVEL REQUESTS

5.BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS

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 with 5-7 business day.
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 flight in Concur (No BofA Card needed, if option 1. Book Online with Concur was selected).
7. Traveler or delegate can book Hotel, Car Rental and Conference In Concur (BofA credit card needed). When selecting option 3. Book outside of Concur.

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 received the following email.

5.BANK OF AMERICA CREDIT CARD ISSUANCE PROCESS

After the BofA credit card has been ordered, traveler will receive the following email from 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

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

2024 Vineyard Symposium \$2,050.00

Pending on-line Booking | Request ID: 3VJK

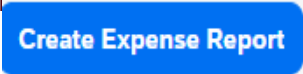
More Actions ▼

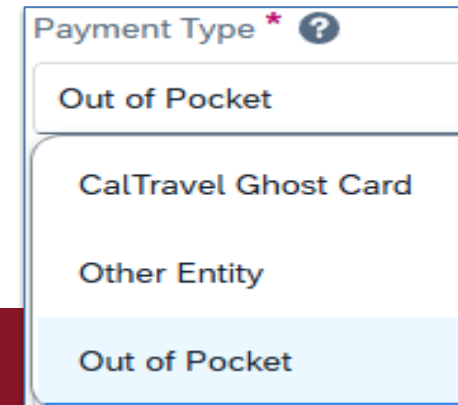
Book Travel

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

6. BOOKING TRAVEL

Things to consider when creating your Expense Reports:

1. Upload all receipts for the travel such as flight, car rental, hotel folio, conference registration, parking, meals, transportation expenses etc., to Concur.
2. Upload agenda to Concur.
3. When calculating mileage reimbursement **use the mileage calculator**.
 - Click the **deduct commute** box if traveler started the trip from home, (please note: the District does not reimburse for home to work mileage).
4. Verify the requested approved amount is greater than the actual expenses for the trip.
5. If actual total expenses exceeded the approved amount by more than 10% or more than \$200 then an additional TR for the amount exceeded is required.
6. Click , this will link the TR to the expense report.
7. All credit card transaction will be loaded to the traveler Concur Profile.
8. When the BofA credit card is used, BofA Travel card becomes the default payment type. (Payment type is grayed out and can not be changed).
9. Select the appropriate payment type when preparing your expense report.

A screenshot of a 'Payment Type' dropdown menu. The title 'Payment Type' is followed by a red asterisk and a question mark icon. The menu is open, showing four options: 'Out of Pocket', 'CalTravel Ghost Card', 'Other Entity', and 'Out of Pocket'. The bottom 'Out of Pocket' option is highlighted with a light blue background.

Payment Type * ?
Out of Pocket
CalTravel Ghost Card
Other Entity
Out of Pocket

EXPENSE REPORTS

7.CREATING/SUBMITTING EXPENSE REPORTS

SAP Concur

Expense

?

EA

Manage Expenses

Card Transactions

Process Reports

Home / Expense / Manage Expenses / ACBO 2024 Spring Conference

Alerts: 1

ACBO 2024 Spring Conference \$675.00

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: U58FIY

REQUEST

Approved

\$2,242.67

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

Alerts

Receipt

Payment Type

Expense Type

Vendor Details

Date

Requested

- Click on Add Expense
- You will see three options:
- Scan Receipt
- Manually Create Expense
- Select from Available Expenses

Add Expense

1

Available Expenses

+

Create New Expense

Paym...

Expens...

Expe...

Vend...

Date

Amount

7. CREATING/SUBMITTING EXPENSE REPORTS

When selecting the expense, different options become available, (Edit, Delete, Copy, Allocate, Move to).

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to ▾**

<input checked="" type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	New Report	Vendor D
<input checked="" type="checkbox"/>			BofA Travel Card	Conference Regis	Available Expenses	ACBO
					ACBO 2024 Spring Conference	Sacramento

Card Transactions- can be added to proper expense report.

SAP Concur Expense ▾

Manage Expenses **Card Transactions** Process Reports

Company Card Charges

Add Charges To **ACBO 2024 Spring Conference** **Add Selected**

Card Activity: All Cards ▾ Transaction Date: Last 60 Days ▾ ☐ Unused Only

TOTAL AMOUNT \$675.00

<input type="checkbox"/>	Date	Description	Expense Type	Amount
	04/23/2024	ACBO Sacramento, CA	Conference Registration Fees/Agenda	\$675.00

Used in report: ACBO 2024 Spring Conference

7.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.

The image shows two screenshots of an expense management system. The top screenshot displays a table of expenses with columns for Alerts, Receipts, Payment Type, and Expense Type. A yellow circle highlights the 'Payment Type' column, which shows 'BofA Travel Card' for a specific entry. The bottom screenshot shows the 'New Expense' form, which is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing fields for Expense Type (Parking), Transaction Date (04/23/2024), City of Purchase (Sacramento, California), Amount, and Comment. The 'Payment Type' dropdown menu is open, showing options: CalTravel Ghost Card, Other Entity, and Out of Pocket.

	Alerts↑	Receipt↑	Payment Type↑	Expense Type↑
<input type="checkbox"/>			BofA Travel Card	Conference Registration Fees/Agenda

New Expense

Details | Itemizations

Allocate

Expense Type * * Required field
Parking X v

Transaction Date *
04/23/2024 📅

Report/Trip Purpose *
Conference Attendee v

Additional Information

Enter Vendor Name

City of Purchase
Sacramento, California X v

Payment Type * ?
Out of Pocket v

CalTravel Ghost Card
Other Entity
Out of Pocket

Amount *

Comment

Save Expense Save and Add Another Cancel

7.CREATING/SUBMITTING EXPENSE REPORTS

REQUEST

Approved

\$2,242.67

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Add Expense

Edit

Delete

Manage Attachments

View Receipts in New Window

Missing Receipt Declaration

Expenses

Move to ▾



Alerts↓↑

Receipt↓↑

P

Expense Type↓↑



BofA Travel Card

Conference Registration Fees/Agenda

- 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.

7. CREATING/SUBMITTING EXPENSE REPORTS

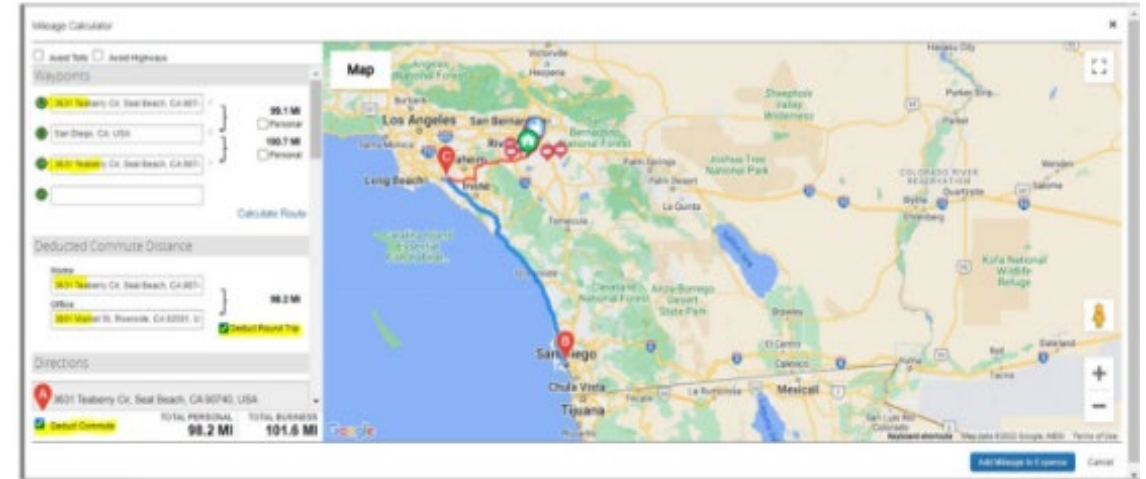
Adding Personal Car Mileage Expense

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.
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.

7. CREATING/SUBMITTING EXPENSE REPORTS

Monthly Mileage Expense

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

- Create one expense report for all mileage incurred during the month
- Enter a line entry for each day for Mileage (using Mileage Calculator)
- Enter Parking or Tolls related to the trips
- Attach receipts for Parking and/or Tolls

NoteDo Not select “Personal Car Mileage” as this Expense Type is specifically for mileage connected to a Travel Request.**

To create a monthly mileage report:

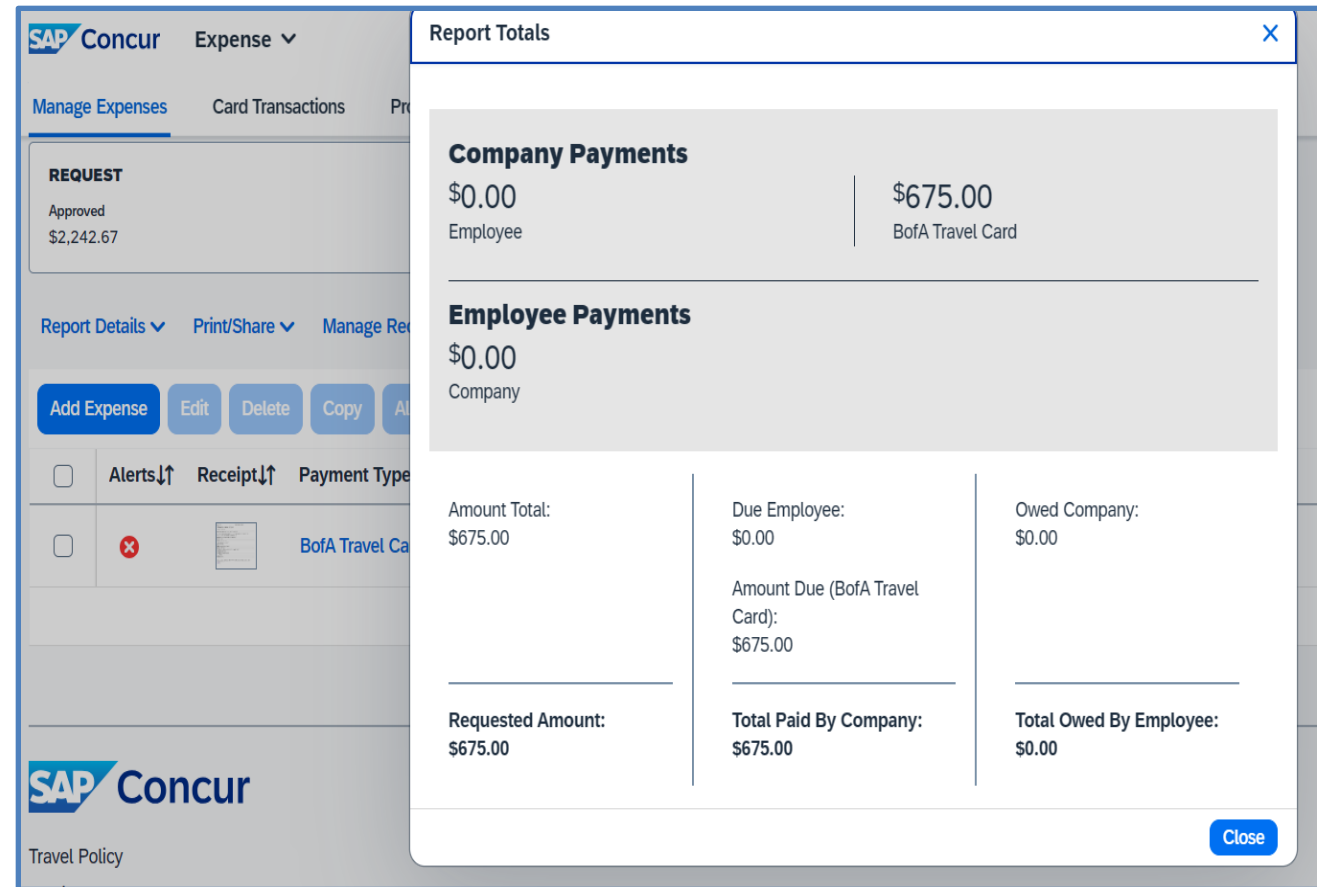
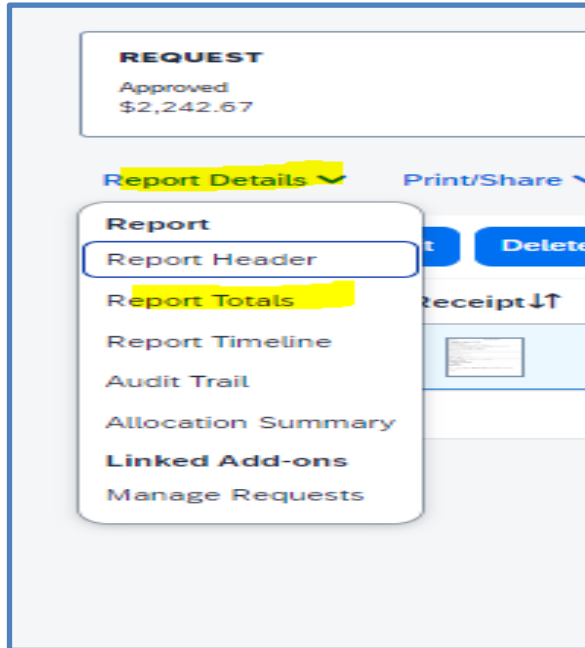
1. Click on the “Expense” tab on the ribbon at the top of your screen.
2. Click on “Create a new report”.
3. Complete all sections. For assistance in obtaining the appropriate budget string to charge, please contact your department.
 - Report/Trip Name - enter the month the report is for.
 - Start Date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

7.CREATING/SUBMITTING EXPENSE REPORTS

Before submitting expense report check the report totals.



7. CREATING/SUBMITTING EXPENSE REPORTS

SAP ConcurExpense

Manage ExpensesCard Transactions

REQUEST

Approved
\$2,242.67

Report Details

Print/Share

Manage Receipts

Add Expense

Edit

Delete

Copy

Alt

☐

Alerts

☐

Receipts

Payment Type

☐

BofA Travel Ca

SAP Concur

Travel Policy

RCCD- AP Detailed Report with Summary Data

Note: The sum of allocation amounts may not exactly match the expense amount

Report Total :

\$675.00

Personal Expenses :

\$0.00

Cash Advance Returns Amount :

\$0.00

Total Amount Claimed :

\$675.00

Amount Not Approved :

\$0.00

Amount Approved :

\$675.00

Company Disbursements

Amount Due User :

\$0.00

Cash Advance Utilized Amount :

\$0.00

Total Paid By Company :

\$675.00

Amount College Paid :

\$0.00

Amount Due College :

\$0.00

Amount Due College Card :

\$675.00

Amount Due Company Card :

\$675.00

Employee Disbursements

Amount Due College :

\$0.00

Total Paid By Employee :

\$0.00

Close

Run a report to verify GI accounts, total amounts and expense type.

Then submit expense report

7.CREATING/SUBMITTING EXPENSE REPORTS

8.NEED HELP WITH CONCUR?

Please email the Norco College Concur Team

ConcurQuestions@norcollege.edu

You can also visit

www.norcollege.edu/concurtraining



NORCO
COLLEGE