



# CONCUR TRAVEL & EXPENSE

April 11, 2019

**RCCD** | RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

November 5<sup>th</sup>, 2019

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# AGENDA

User Profile Setup

Single Sign-On

Update Concur Profile

Request

Booking Travel

Expense

Posting and Payments  
(Galaxy)

Useful Links

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# USER PROFILE SETUP

# Profile Setup

## Initial Employee Profile Setup

All Permanent Budgeted Staff paid via payroll (except for Student Employees) will have profiles setup through nightly data feed to Concur.

\*\*\*\*\*Please note during Pilot the updates are processed weekly through manual uploads

Employee profile updates will capture any changes in employee data processed in Colleague and Galaxy.

- Colleague
  - Employee Name
  - Colleague ID
  - Email
  - Direct Supervisor
  - Location
- Galaxy
  - Galaxy Vendor ID
  - Galaxy Employee ID
  - Default Employee GL String for Prime Position (Highest Funded Position)

New Hire profiles should be available within 72 HRS of profile updates in Colleague. Issues with profile data should be reported to the College Super User.

•New Concur Users will need to sign into the Single Sign on Portal:

<https://go.rccd.edu/layouts/PG/login.aspx?ReturnUrl=%2f>

•Upon successful login, New Concur User can modify user Profile and add additional user profile information.

# Profile Issue Resolution

## Initial Employee Profile Setup

### Missing Direct Supervisor (does not apply to Faculty & Athletics)

- Concur warning message will be displayed when saving Request or Expense Report to contact HR to request for Colleague profile to be updated with a valid Direct Supervisor.
  - Direct Supervisor can also be added by Super Users though this is not preferred

### Missing Vendor ID

- When a Galaxy Vendor ID does not exist the profile is setup with a default Vendor ID '999999'
- Concur warning message will be displayed when saving Request or Expense Report to contact [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) and request for Vendor ID to be created.

### Missing Email Address

- Concur warning message will be displayed when an email address is not available in Colleague to contact HR to update email address. This is critical since email notifications will not be received without a valid email address
  - Missing email address is replaced with [noemail@rccd.com](mailto:noemail@rccd.com) as a default
    - Email address can also be added by Super Users and Purchasing Department

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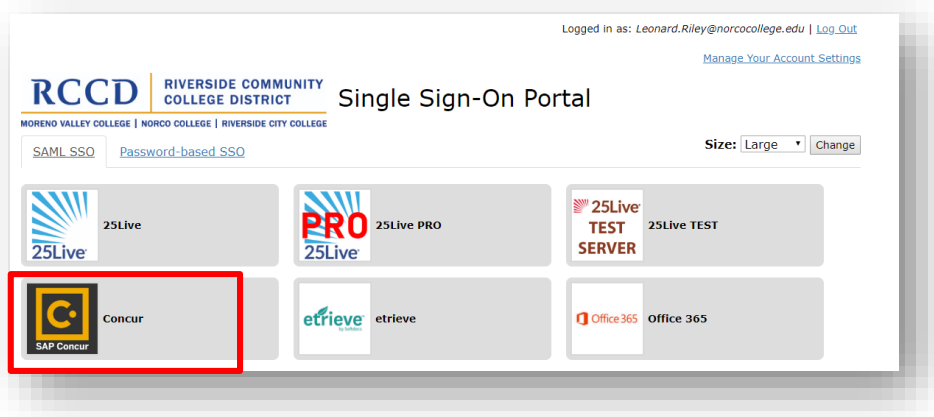
# SINGLE SIGN-ON

# RCCD Single Sign On (SSO)

## Accessing Concur Via SSO

**GO.RCCD.EDU – https://go.rccd.edu**

- College/District Email Address = FirstName.LastName@Organization.edu
- Password is the same as your Network and Email (Office365) password
- Click on Concur Icon



Secure Login

The 'Secure Login' form includes the RCCD logo and the text 'RIVERSIDE COMMUNITY COLLEGE DISTRICT' and 'MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE'. It features two input fields: 'College/District Email Address' (containing 'Leonard.Riley@norccollege.edu') and 'Password'. Below the fields are three buttons: 'Login', 'Change Password', and 'Forgot Password?'.

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# UPDATE CONCUR PROFILE



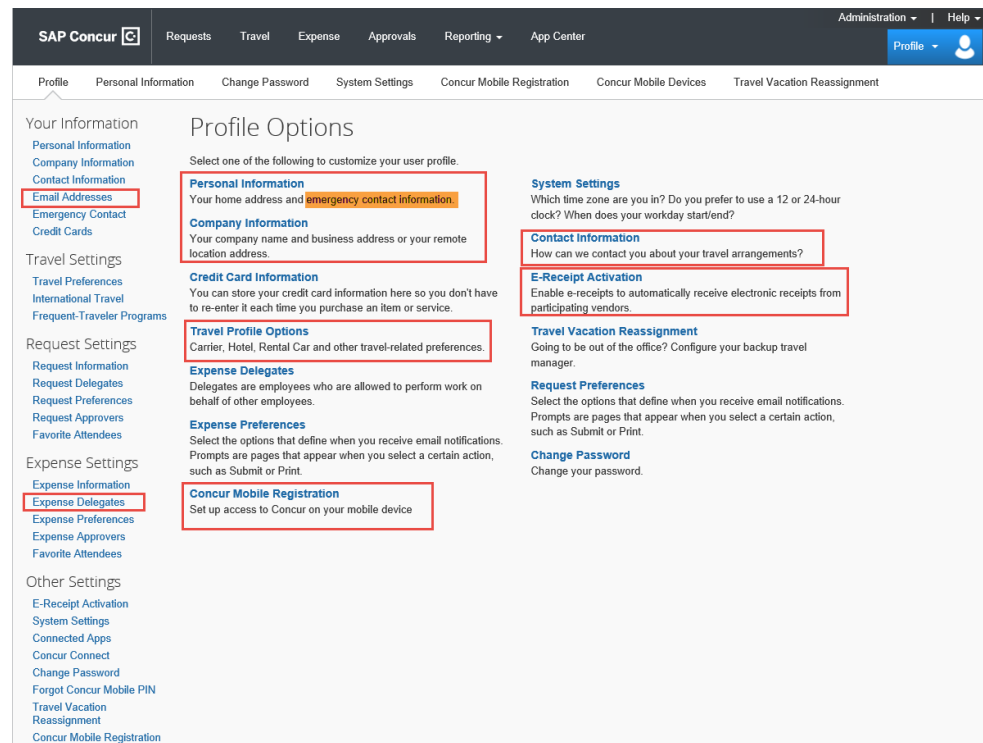
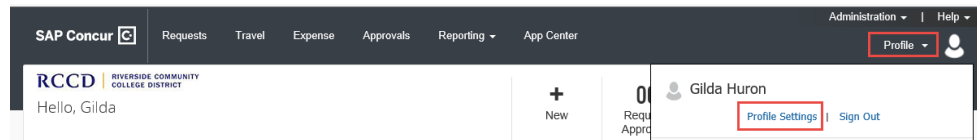
# Profile Settings

## Update Settings

### Update and Verify Profile Settings

Before you enter a travel request or expense report, update your profile settings.

- Go to Profile → Profile Settings
- **Verify/Update at minimum the following:**
  - Personal Information
  - Company Information
  - Contact Information
  - Travel Profile Options
    - Activate Triplt Pro, Frequent Traveler Programs, TSA/Passport details
  - Mobile Registration
  - E-Receipts
  - Expense Delegates



# Profile Settings

## 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 College Super User.

- **Do not book travel if this information is incorrect**

## Company Information

- Prepopulated with Employee ID and Direct Supervisor. Please report any issues with data in your profile to your College Super User

## Work Address

- The work address section automatically populates the company name of *Riverside Community College District*. Under “**Assigned Location**” select from the drop-down menu the company location of where you work.

## Email Address

- When you verify your email address, we can associate information forwarded from that email address to your account. With your verified email address, you can:
  - Forward travel plans to **plans@concur.com** to have reservations added to your trips.
  - Forward your receipt images to **receipts@concur.com** to have your receipts uploaded into your Available Receipts.

## My Profile - Personal Information

Jump To: Personal Information

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.

Change  
Picture



### 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 <b>[Required]</b>	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="Gilda"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Huron"/>	<input type="text"/>
	<input type="checkbox"/> No Middle Name				

### Company Information

Go to top

Employee ID	<input type="text" value="1234567"/>
Manager	<input type="text"/>
Org. Unit/Division	<input type="text"/>
Employee Position/Title	<input type="text"/>

Save

### Work Address

Go to top

Company Name	Assigned Location
<input type="text" value="Riverside Community Co"/>	<input type="text" value="Please choose a company location."/> <input type="button" value="v"/>
Street	<input type="text"/> <input type="checkbox"/> Address same as assigned location
City	State/Province
<input type="text"/>	<input type="text"/>
Postal Code	Country/Region
<input type="text"/>	<input type="text" value="United States of America"/> <input type="button" value="v"/>

# Profile Settings

## Emergency Contact

- Make sure this is updated

## Travel Preferences, Frequent Traveler Programs, TSA

- Enter existing membership programs and TSA or Global Entry data
- **REQUIRED** to update Gender & DOB under TSA Secure Flight section

## Existing South West Ticket Credits

- If you have pre-existing Southwest Airlines ticket credits you can enter them under Unused Tickets and Southwest Ticket Credits by clicking “Add Ticket Credit” link.

## Passport and Visas

- Enter your passport or visa information in the International Travel: Passports and Visas section. Note: This is not required information unless travelling internationally.

Once your entire profile has been completed, click any of the “Save” buttons visible. If any errors occur, a pop-up message will inform you of any corrections that are needed. Correct the errors and click “Save” again. Once the profile has been saved a “Profile Saved” message will appear in the upper righthand portion of the screen.

Emergency Contact

Name  Relationship

Street   Address same as employee

City  State/Province  Postal Code

Country/Region  Phone  Alternate Phone

## TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).

Gender [Required]  Male  Female Date of Birth (mm/dd/yyyy) [Required]  DHS Redress No.  TSA Pre  Known Traveler Number

## Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs

	American Airlines AA Advantage
	Hyatt (HY) World of Hyatt

Profile Saved

# Mobile Registration

## Initial Set-up

### Mobile Access Available Via SSO

- Download Mobile App from App Store (or get a link by clicking 'Get Started')
- Login to RCCD SSO on your mobile device
- Login to Concur using Company Code **2UP2B2**

### Using Mobile App

- Create image receipts and attach to your profile
- Manage Trips and Expense Reports on the go
- Prepare, Submit, Approve Expense Reports

### Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

Get Started

Or, review your sign-in details:

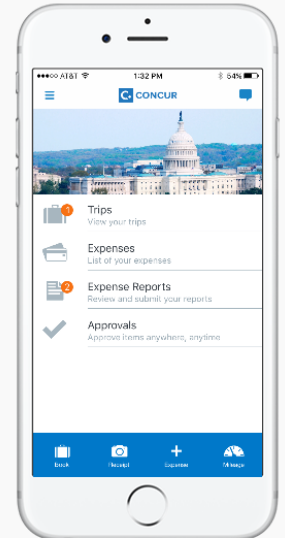
To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

**Company Code: 2UP2B2**

Alternatively, you can use your Concur username and a Concur Mobile PIN.

Click Forgot Concur Mobile PIN in the left hand menu to reset your existing Concur Mobile PIN.

Concur Username: hurongi@rccd.edu



# Activate e-Receipts

## Initial Set-up

### What are e-Receipts?

- Participating Vendors (most hotel chains, Airlines, Car Rental Agencies) will provide detail data that is used for generating an electronic receipt
- Electronic receipts are attached to user profiles and can be attached to Expense Entry line items

### E-Receipt Activation

Receiving e-receipts can save you time by pre-populating your expense report. To enable e-receipts with participating suppliers and to find out more, [click here](#).

Please note that this setting does not control all e-receipts. E-receipts delivered by a Concur App Center partner with which you have connected your Concur account, and certain TripLink suppliers, are controlled through the App Center or your My Travel Network settings. For more information, contact your company's Concur account administrator.

# Delegates & Travel Arrangers

## Assignment

### Assignment of Delegate or Travel Arranger

- May be added by user
- May be added by requests to Purchasing Department when staff are out of office or *terminated*
- Delegate must have the same Concur permissions or higher level permissions
  - Note\*\* Approval delegation may not be assigned to an individual who does not have Approver role

### Request Delegates

- **Preparer** - May prepare & submit Requests
- **Approver** - May Approve Requests

### Travel Arrangers

- May book Travel on-behalf of user
- May receive email notification, including itineraries and travel booking confirmations
- May send itinerary to [plans@concur.com](mailto:plans@concur.com) to update TripLink

### Expense Delegates

- **Preparer** – May prepare reports, but submission must be by user. May email receipts to user profile Receipt Store ([plans@concur.com](mailto:plans@concur.com)) or ExpenseIT ([Receipts@expenseit.com](mailto:Receipts@expenseit.com)) for OCR receipt submission with user email address in subject line
- **Approver** – May approve reports on-behalf of another individual OR Preview reports on behalf of another user
- May Receive email notification

# Delegates & Travel Arrangers

## Configuration and Options

### Delegate Configurations

Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can Approve	Can Approve Temporary	Can View Receipts	Can Use Reporting	Can Preview For Approver	Restrict Delegates to Group	Need Approver Role to Approve	Applies to Groups	Maximum Time Period to Approve (Days)
*RCCD-Delegate Configuration	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes	*Global	

### Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	ASKAR, MAJD majd.askar@rccd.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/> <input type="checkbox"/> <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

# Delegates & Travel Arrangers

## Receipt Store & Itineraries

### Email Addresses

[Go to top](#)

Please add at least one email address.

▶ [How do I add an email address?](#)

▼ [Travel Arrangers / Delegates](#)

Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email address in their own profile. A Travel Arranger can forward a trip to Concur on behalf of another user. An Expense Delegate can forward a receipt to Concur on behalf of another user.

The following must be complete:

1. The Travel Arranger or Expense Delegate should verify email address in own profile
2. The User should verify email address in own profile
3. The Travel Arranger or Expense Delegate should be in the User's list of Arrangers or Delegates, respectively.

Once these steps are complete:

- The Arranger can send the trip email to [plans@concur.com](mailto:plans@concur.com), and include the traveler's verified email address in the Subject line of the email.
- The Delegate can send the receipt email to [receipts@concur.com](mailto:receipts@concur.com), and include the user's verified email address in the Subject line of the email.

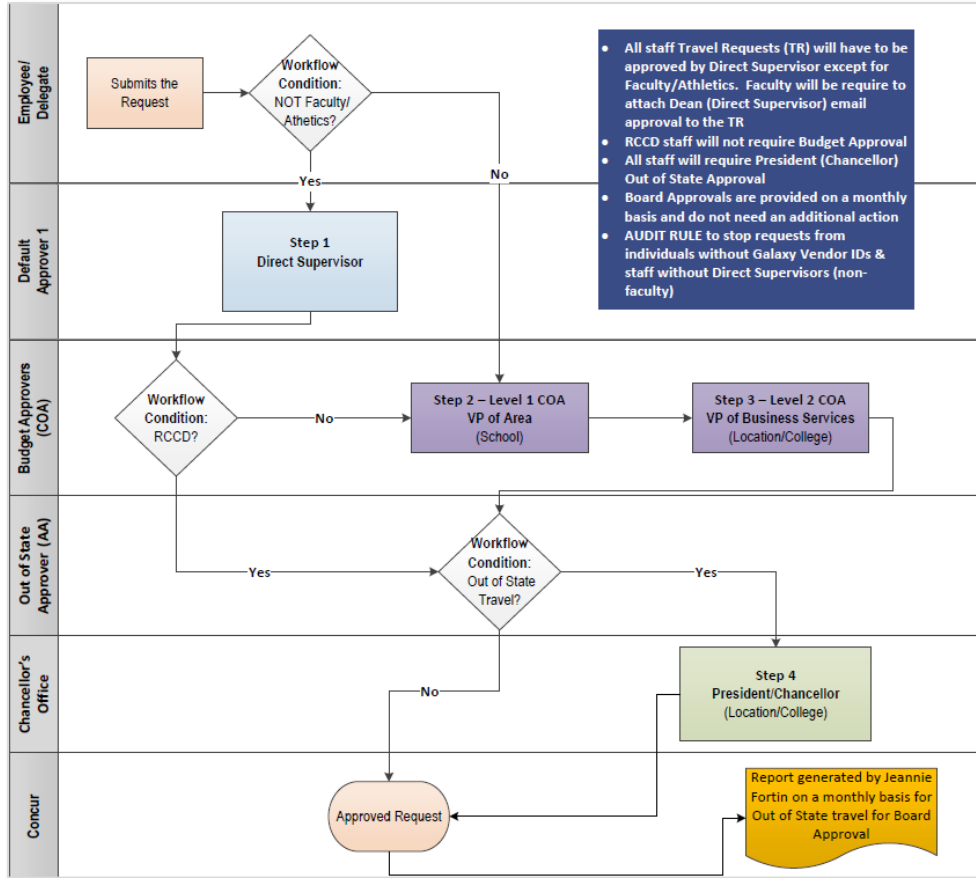
This will ensure that the trip or receipt is associated to the correct user.



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# REQUEST

# Request Process (Concur Workflow)

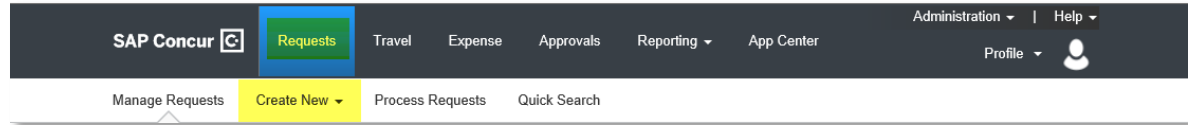


- Create, prepare and submit the Request for approval
  - The Request routes to the Direct Supervisor, then area VP and VP of Business Services for the **School in the Request GL String**
    - **Note\*\*Faculty/Athletics will have to manually add Dean as additional approver**
    - **Note\*\*\*Out of State travel requires President (Colleges) or Chancellor (District) approval**
- Once the Request is fully approved, the traveler is notified (via email) and can book the travel by clicking the “Book” link If **01. Book online – Concur Travel** is selected, OR create “Expense” reports if **02. Book with Agent – Cal Travel Store** or **03. Book outside of Concur and Cal Travel Store** Booking Type is selected.
- There is no time limit for booking travel once a request has been approved and is in the “Book” status. However, it is recommended that booking is done immediately since prices for flights, hotel reservations and conference registration tend to increase rapidly)
  - Additionally, Cash Advance, if requested, will not be issued until trip is booked

# Request

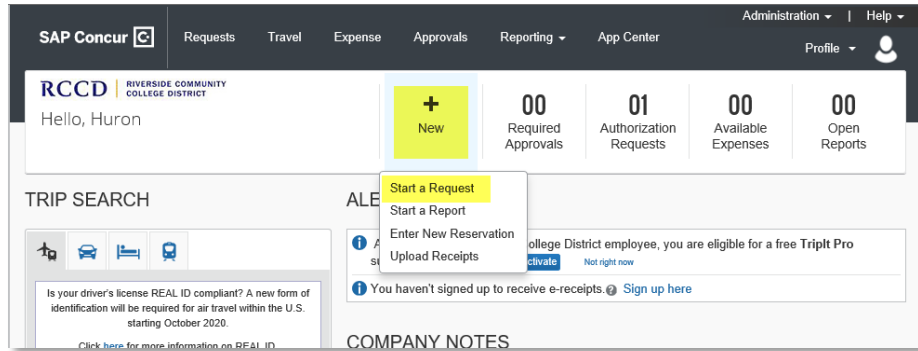
## Creating a Request

To create a travel request, click on Requests tab from the Concur home page. Then, click New Request



OR

or, from the Concur home page, click '+ New' > Start a Request from the top righthand side of the screen.



# Request

## Preparing a Request

Once Request Header is created update all relevant fields. **Note\*\*** Required Fields are identified by a red bar on the left side. Request cannot be submitted if there are data missing for required fields.

### Request/Trip Name

If you can't spell out the entire conference name in the **Request/Trip Name** field, make sure to spell it out in the **Additional Information** and/or the **Comment** field

The screenshot displays the 'Request 37AE' form. At the top right, there are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Close/Inactivate Request', and 'Delete Request'. The status is 'Not Submitted'. The form title is 'Request 37AE' and the 'Request/Trip Name' is 'Demo - CALCPA'. Below the title, there are tabs for 'Request Header', 'Segments', 'Expenses', and 'Audit Trail'. A red error message states: 'Missing required field: How will you book your travel?, Business Trip Start Date, Business Trip End Date, Request/Trip Purpose, Paid for by an outside entity?, Out of State and beyond 500 miles?, Destination City, Traveler Type, Does this trip contain personal travel?, Fund, School, Resource, Project Year, Goal, Function.' The form fields are organized into several sections: 'Request/Trip Name' (with a dropdown menu), 'Paid for by an outside entity?' (dropdown), 'Traveler Type' (dropdown), 'How will you book your travel?' (dropdown menu with options: '01. Book online - Concur Travel', '02. Book with Agent - Cal Travel Store', '03. Book outside of Concur and Cal Travel Store'), 'Business Trip Start Date' (calendar), 'Business Trip End Date' (calendar), 'Destination City' (text), 'Destination Country' (dropdown), 'Personal Dates of Travel' (text), 'Additional Information' (text area), and 'Comment' (text area). At the bottom, there are fields for 'Fund (Required field)', 'School (Required field)', 'Resource', 'Project Year', 'Goal', 'Function', and 'Group'. The 'Fund' and 'School' fields have red bars on their left sides, indicating they are required.

# Request

## Preparing a Request

### How will you Book your travel?

- **01. Book online – Concur Travel**
  - Will require at least one Segment (Airline, Hotel, Car Rental, Train) to be added and booked within Concur
  - Once Request is fully approved the Status will be Pending Booking
- **02. Book with Agent – Cal Travel Store**
  - Approved Request detail will be email to Cal Travel Store, where a Travel Agent receives and reviews the trip details and contact Requestor or Travel Arranger to make arrangements
  - Option should only be used for complicated trips with multi segments or special needs, or when adding **personal travel to the business trip**
- **03. Book outside of Concur and Cal Travel Store**
  - Used when Requestor has independently made travel arrangements, travel arrangements are managed by another organization, or travel arrangements are not required

### Business Trip Start/End Dates

- Should *only* include Business Trip dates
- User will receive Policy Reminder IF:
  - In State Trip is requested less than 10 days in advance of trip start date
  - Out of State Trip is requested 30 days in advance of trip start date

### Request/Trip Purpose

#### Paid for by outside entity?

- Select Yes when travel is managed/organized by another entity

# Request

## Preparing a Request

### Out of State and beyond 500 miles?

- Require President (MVC, NC, RCC) or Chancellor (RCCD) approval
- Require notification to Chancellors Office

### Destination City/Country

- For multi-segment trips staff should select the last destination
- Destination Country is auto-populated

### Does this trip contain personal travel? And Personal Dates of Travel

- If travel contains personal days, then **Personal Dates of Travel** field must be populated (i.e. 9/20-9/23/2019)
- Requestors will be required to select 02. Book with Agent - Cal Travel Store to ensure incremental costs associated with the personal portion of the travel are paid for by users via personal credit card

### GL Account String

- Defaults to staff profile
- Update based on budget to be charged for the trip
- Drives approval flow to Budget Approvers (VP of Area, VP of Business Services)

### Cash Advance

- Used rarely, since most trip expenses are centrally paid by Purchasing Department
- *Issued by Accounts Payable 30 days before trip start date, and paid within 4 business days after issuance*

# Request

## Estimating Trip Cost

### Estimates using Concur Travel

Concur Travel can be used to get trip estimates for Airfare, Hotel, Card Rental and Train

- Click on Travel tab
- Enter details for each type of booking required and enter details and click Search
- You will receive a pop-up notification if Travel Profile was not updated and will have to update profile before search results will be

**NOTE\*\*DO NOT click BOOK from the Travel section while getting estimates**

**!** Welcome to Concur!

Please take a minute to fill out your travel profile online, so we can make your trip planning easier. You may click the Go to the Profile page button below to access your profile, fill in your personal and travel preference information, and then you will be ready to book travel!

If you have previously submitted a profile, changes have been made that require you to save it again.

Please check the values to be sure they are correct and resubmit.

Thank you.

The following required profile fields/sections need to be completed:

- Middle Name
- Work Phone or Home Phone
- Gender
- Date of Birth

[Go to the Profile page](#) [Return to Travel Center](#)

The screenshot shows the SAP Concur Travel interface. At the top, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. Below these are icons for a plane, car, hotel, and train. A notification banner asks if the user's driver's license is REAL ID compliant, with a link for more information. The main section is titled 'Mixed Flight/Train Search' and includes options for 'Round Trip', 'One Way', and 'Multi City'. The search form is filled with the following details: 'From' is LAX - Los Angeles Intl Airport - Los Angeles, CA; 'To' is ORD - Chicago O'Hare Intl Airport - Chicago, IL; 'Depart' is 11/18/2019 at 09:00 am; 'Return' is 11/19/2019 at 03:00 pm. There are checkboxes for 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. The search radius is set to 5 miles from the 'Airport' location. The reference point is set to 'Chicago, IL'.

# Request

## Updating Segments - 01. Book online – Concur Travel

- Go to Segments tab and click on each icon Airfare, Hotel, Car Rental, and Train to provide details and estimates for each segment required.
- The information entered in these segments will be used as the search criteria within Concur Travel, when Request is fully approved, to select the desired flights, hotels, and cars.

The screenshot shows the 'Add Segment' form in the Concur Travel system. The form is titled 'Add Segment' and includes a navigation bar with tabs for 'Request Header', 'Segments', 'Expenses', and 'Audit Trail'. Below the navigation bar, there are four icons representing different travel segments: Airfare (airplane), Hotel (bed), Car Rental (car), and Train (train). The 'Air Ticket' segment is selected, and the form is divided into 'Outbound' and 'Return' sections. The 'Outbound' section includes fields for 'From', 'To', 'Date' (set to 09/10/2019), and 'Depart at'. The 'Return' section includes fields for 'Date' (set to 09/13/2019) and 'Comment'. The 'Amount' field is set to USD. The form is highlighted with a yellow background.

Request Header ! Segments Expenses Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT

**Air Ticket**  Round Trip  One Way  Multi-Segment Amount:  USD

Outbound

From:

To:

Date: 09/10/2019  Depart at

Comment:

Return

Date: 09/13/2019  Depart at

Comment:



# Request

## Cash Advance (Request Header)

### Controls

- Cash Advance amount requested cannot be in excess of total for out of pocket expenses Expense Line Entry items (excluding Airfare, Hotel, Car Rental, Conference Registration Fees which are paid centrally)

### Approvals

- After Request is Approved by Budget approvers the **Direct Supervisor will have to approve the Cash Advance Request**

### Issuance

- After fully approved through Request process the AP team will review/issue Cash Advance 30 days prior to Business Trip Start Date.

### Payment

- Payment will be processed within 4 Business Days of Cash Advance issuance by RCOE

The screenshot shows a web-based form titled "Request" for a "Cash Advance". At the top right, there are buttons for "Cancel", "Save", "Print / Email", "Delete Request", and "Submit Request". Below these is a status indicator: "Status: Not Submitted".

The form is divided into several sections:

- Request/Trip Name:** Includes fields for "Request/Trip Name", "How will you book your travel?", "Business Trip Start Date", "Business Trip End Date", and "Request/Trip Purpose".
- Additional Information:** Includes "Paid for by an outside entity?", "Out of State and beyond 500 miles?", "Destination City", and "Destination Country".
- Traveler Information:** Includes "Traveler Type" (set to "Staff"), "Does this trip contain personal travel?", "Personal Dates of Travel", "Additional Information", and "Comment".
- Fund and Accounting:** Includes "Fund" (111 - UNRESTRICTED GENERAL FUND), "School" (EDB) EDB - BUSINESS OPERATIONS, "Resource" (1000) 1000 - GENERAL FUND, "Project Year" (0), "Goal" (8729), "Function" (0000) 0000 - CAMPUS ADMINISTRATI, and "Group" (N/C).
- Cash Advance Section (highlighted in yellow):** Includes "Cash Advance Amount" (with a "USD" dropdown), "Cash Advance Comment", and a text input field.

# Request

## Pre-Paid Expenses

### Airfare

- Airfare booked via CalTravelStore either online via Concur Travel or Agent booked will be paid centrally by the District via credit card (RCCD Ghost Card (Citi))

### Hotel

- Hotel Room and Tax reservations will be pre-paid by the District (*Interim Process*)
  - Requestor is required to contact hotel after Request is fully approved to request a Credit Card Authorization form
  - Requestor should complete the form with traveler and reservation details and forward the pre-filled form to [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) for processing
  - Purchasing Department will complete the form with credit card details and send the form to the hotel (College Card (AmEx))

### Car Rental

- Car Rental booked via CalTravelStore either online via Concur Travel or Agent booked will be paid centrally by the District (College Card (AmEx))

### Registration Fees (Conference)

- Registration Fees will be pre-paid by the District (*Interim Process*)
  - Requestor should complete the conference registration as much as possible and provide payment details to [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) for processing
  - Purchasing Department will complete the payment portion of the conference registration (College Card (AmEx))

# Request

## Paid for by Outside Entity?

### Request Header

- Requestors should select 'Yes' if any part of a trip is paid for by outside entity (Airfare, Hotel, Meals etc.)
  - If District is paying for the trip initially and reimbursed by the entity at a later date select 'No' and add comments in Additional Information field. Funds received will be processed via Accounts Receivable

### Segments Tab

- Select and complete Segments (Airfare, Hotel, Car Rental, Train) that are NOT paid by outside entity.

### Request Expense Entry

- Requestors should enter all expense paid for by outside entity in the Expense Entry and note the value (amount) of the expenses paid

### Encumbrance

- Expenses paid by outside entities will not be encumbered

Request 379H

Request/Trip Name: TEST  
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 07/24/2019	Airfare	\$1,000.00	\$1,000.00
<input type="checkbox"/> 07/24/2019	Hotel	\$600.00	\$600.00
<input type="checkbox"/> 07/23/2019	Breakfast	\$150.00	\$150.00
<input checked="" type="checkbox"/> 07/23/2019	Registration Fees	\$1,000.00	\$1,000.00

TOTAL AMOUNT \$2,750.00 | TOTAL REQUESTED \$2,750.00

Expense Type: Registration Fees  
Request/Trip Start Date: 07/23/2019  
Request/Trip End Date: 07/26/2019  
Paid for by an outside entity? Yes  
Transaction Amount: 1,000.00 USD  
Comment:

Attachments Print / Email Delete Request Submit Request  
Status: Not Submitted  
Amount: \$2,750.00  
Save Allocate Cancel

# Request Expense Entry

Click the Expenses tab to enter mileage, conference registration cost, food and ground transportation costs.

**NOTE\*\*** Airfare and Hotel should only be entered on the Expenses tab if you select option “02. Book with Agent – Cal Travel Store” or “03. Book outside of Concur and Cal Travel Store”. When ‘01. Book online – Concur Travel’ is selected and Segments Tab is updated an Expense Entry line item is automatically created in the Expense Tab

To reduce the data entry burden on the end-user when creating Travel Requests staff may prepare trip estimates using a grouping (Parent Expense Types) rather than providing estimates individually.

- Meals – User provides estimates for personal Meals for the entire trip and includes the following:
  - Breakfast
  - Lunch
  - Dinner
- Other Travel Expenses – User provides estimates for all expenses below for the entire trip:
  - Airline Fees
  - Ground Transportation
  - Tolls/Road Charges
  - Group Meals/Entertainment +/- 10
  - Agency Booking Fees
  - Currency Exchange Fees
  - Miscellaneous

Expense Type:

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

01. Travel Expenses	02. Transportation	03. Mileage	06. Other Travel Expenses
Airfare	Car Rental	04. Meals	
Hotel	Parking	05. Fees	
	Train	Registration Fees	

# Request Mileage Requests

## Request Expense Entry

- Requestor selects **03. Mileage** parent expense type
  - Only estimated miles (**Distance**) is required
  - Once saved the **Amount** will be calculated automatically based on IRS published mileage rates

## Expense Entry

- When the Request is fully approved and trip completed the Requestor will use Personal Car Mileage Expense Type to calculate the exact miles traveled LESS commute miles
  - Deduct Commute** checkbox must be selected

Request 379H

Attachments Print / Email Delete Request Submit Request

Status: Not Submitted  
Amount: \$2,750.00

Request/Trip Name: TEST  
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
07/24/2019	Airfare	\$1,000.00	\$1,000.00
07/24/2019	Hotel	\$600.00	\$600.00
07/23/2019	Breakfast	\$150.00	\$150.00
07/23/2019	Registration Fees	\$1,000.00	\$1,000.00

TOTAL AMOUNT \$2,750.00 TOTAL REQUESTED \$2,750.00

Expense Type: 03. Mileage  
Request/Trip Start Date: 07/23/2019  
Request/Trip End Date: 07/28/2019  
Paid for by an outside entity?: No  
Description: Distance 200  
Mileage: 0.58 Amount: 0.00 USD  
Comment:

Save Allocate Cancel

Exceptions

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

Calculate Route

Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 0.0 MI

Add Mileage to Expense Cancel

New Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage  
Transaction Date (Required field):  
Purpose of the Trip:  
Paid for by an outside entity?: No  
From Location: To Location:  
Payment Type: Out of Pocket  
Distance : Amount: 0 : 0.00 USD  
Comment:

Mileage Calculator (Required)

Save Allocate Attach Receipt Cancel

# Request

## Submitting Request

### Attaching Supporting Documents

- Click the Attachments button to upload the conference flyer (or conference registration invoice), agenda (if available)

### Faculty/Athletics ONLY

- Click on Approval Flow tab and add an additional approver (Dean for your School)

### Submit Request

- Click on Submit Request, and click on Accept & Submit in the attestation pop-up window

The screenshot displays the SAP Concur interface for submitting a request. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', and 'Administration'. The user is logged in as 'Huron, Gilda'. The main content area shows 'Request 377V' with a status of 'Not Submitted'. A row of action buttons is visible: 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The 'Attachments' and 'Submit Request' buttons are highlighted in yellow. Below the request details, there are tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. A 'POLICY REMINDER' message is displayed: 'Staff are required to submit requests for In State Travel 10 days prior to travel'. A 'Final Review' pop-up window is open, containing a 'User Electronic Agreement' section with the text: 'This is a true and accurate estimation of expenses that will be incurred to accomplish official business for Riverside Community College District and this request is in compliance with Riverside Community College District Travel & Expense policy.' The pop-up has 'Accept & Submit' and 'Cancel' buttons at the bottom, with 'Accept & Submit' highlighted in yellow.

# Request

## Approving Requests & Approval Status

### Approver Notifications

- Approvers receive email notifications to approve Requests
- Requestors receive email notifications of approval status changes (approved, rejected)
- Request are escalated to 'Approvers Approver' if Requests are not approved **within 5 calendar days**

### Approvers

- Can delegate the initial review of Requests to a 'Previewer' through the Delegate setup process. Previewers will be able to confirm documentation and approvals are received, then notify the approver that the Request is ready for approval
- Approvers and Requestors can add additional approvers
- Requestors can recall the Request only if Request has not been approved (they would have to cancel or close request if approved)

### Approval Status

- Not submitted
- Submitted
- Submitted & Pending Approval
- Cancelled
- Approved
- Sent Back to User
- Pending On-line booking (only when **01. Book online – Concur Travel** option is selected)
- Out of State Approval (for out of state travel only)

# Request

## Delete, Cancel or Close/Inactivate

### Delete

A Request can only be deleted if it has never been submitted

### Cancel

A user can cancel a Request once it's been submitted

- If cancelled before approval, you will not see the Expense link
- If Request is cancelled after approval but before booking, the Request will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing
- If Request is cancelled after booking, the Request and the Booking will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing

Cancellation of a Request, after it has been fully approved, will release the encumbrance

### Recall and Resubmit

Traveler should recall Requests that exceed approved/budgeted amounts (after travel is booked) to ensure revised amounts are fully approved

### Close/Inactive

Traveler should manually close/inactivate if they no longer need to expense against the Request

### Multiple Requests

If another Request is made due to changes in travel plans and account keys mid-stream, requestors are able to assign all Requests associates with the trip to a single expense report. The user will simply attach the second request to the report created using the first Request.



# Request

## Canceled Requests & Pre-Paid Expenses

If Request is cancelled after booking, the Request and the Booking will be cancelled

### Airfare and Car Rental (Booked through online Concur Travel or CalTravelStore Agent)

- Non-Refundable Airfare – Airline ticket will be available for use by Requestor in the future (may be subject to change fees)
- Refundable Airfare – Refunded to District credit card

### Hotel and Conference Registration Fees

- Generally refunded by vendors to the District credit card
  - Requestors are required to inform [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) when cancellation is confirmed
- IF paid via AP process Requestor should request a refund from vendor and send any refund check to Accounts Receivable.

# Request

## Approved Requests

### Pending on-line Booking/Book Link

When **01. Book online – Concur Travel** is selected and Request is fully approved in Manage Requests screen the Request will have a Book link that will take the user to the travel wizard and prepopulate the travel with the selections user made in the Segments Tab of the Request.

Status	Request Dates ▼	Date Submitted	Total	Approved...	Remaining...	Action
Pending on-line Booking	10/16/2019	08/05/2019	\$1,278.46	\$0.00	\$0.00	Book
	10/18/2019					

### Expense Link

When **02. Book with Agent – Cal Travel Store, 03. Book outside of Concur and Cal Travel Store, or 01. Book online – Concur Travel** is selected and travel is booked the Action column will display the Expense link.

When user selects the link the Expense Report Header is automatically updated with all the travel details from the Request.

Request Dates ▼	Date Submitted	Total	Approved...	Remaining...	Action
11/12/2019	07/02/2019	\$1,162.11	\$1,162.11	\$1,162.11	Expense
11/13/2019					
10/28/2019	07/30/2019	\$1,324.12	\$1,324.12	\$1,324.12	Expense
10/30/2019					
07/20/2019	04/25/2019	\$1,563.61	\$1,563.61	\$1,563.61	Expense
07/24/2019					
07/20/2019	05/13/2019	\$1,200.00	\$1,200.00	\$143.40	Expense
07/24/2019					

# Request

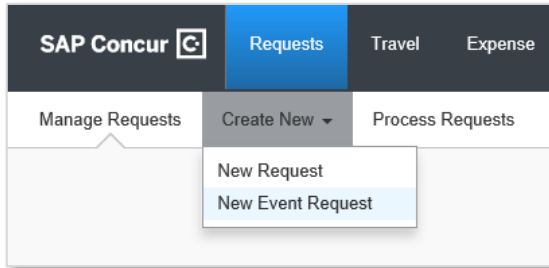
## Event Request

### Permissions Required

- Request Event Manager permission must be assigned to the user. Contact [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) for access request .

### Process

- Used to minimize data entry for group travel (profiled staff in Concur) where travel is booked separately by each traveler
- Requestor can initiate a request (segments and other expenses) and include attendees (travelers)
- Once submitted the Request will be in each attendees profile to review and submit request for approval



The image shows the SAP Concur 'Request 37AL' form. The form is titled 'Request 37AL' and has a status of 'Not Submitted' with an amount of '\$560.00'. The form is divided into several sections:

- Request/Trip Name:** DEMO - Event Request
- Additional Information:** MOMA Field Trip
- Request Header:** Includes fields for '01. Book online - Concur Travel', 'Business Trip Start Date' (08/15/2019), 'Business Trip End Date' (08/16/2019), 'Request/Trip Purpose' (Field Trip), 'Paid for by an outside entity?' (No), 'Out of State and beyond 500 miles?' (No), 'Destination City' (Los Angeles, California), and 'Destination Country' (UNITED STATES).
- Traveler Type:** Group: Faculty/Staff & Students. Includes a field for 'Does this trip contain personal travel?' (No) and 'Personal Dates of Travel'.
- Fund:** (11) 11 - UNRESTRICTED GENERAL FI
- School:** (AAA) AAA - CHANCELLOR'S OFFICE
- Resource:** (1000) 1000 - GENERAL FUND
- Project Year:** 0
- Goal:** 8611
- Function:** (0000) 0000 - CHANCELLOR'S OFFICE
- Group:** RCCD

The form also includes an 'Attendees' section with a table:

Attendee Name	Request ID	Request Status	Request Amount
<input type="checkbox"/> ASKAR, MAJD S.			\$0.00

There are buttons for 'Cancel', 'Save', 'Attachments', 'Print / Email', 'Close/Inactivate Request', and 'Delete Request'. A yellow button 'Generate & Notify' is visible at the bottom right, along with the text 'Attendee Total: \$0.00' and an input field 'Enter List or First Name'.

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# BOOKING TRAVEL

# Travel

## Approved Requests

### Pending on-line Booking/'Book' Link

When **01. Book online – Concur Travel** is selected and Request is fully approved in Manage Requests screen the Request will have a Book link that will take the user to the travel wizard and prepopulate the travel with the selections user made in the Segments Tab of the Request.

Note\*\*Please use the 'Book' link to access Travel booking and not from the **Travel** tab. The Travel search criteria is auto-populated when travel is booked via 'Book' link

Status	Request Dates ▼	Date Submitted	Total	Approved...	Remaining...	Action
Pending on-line Booking	10/16/2019	08/05/2019	\$1,278.46	\$0.00	\$0.00	Book
	10/18/2019					

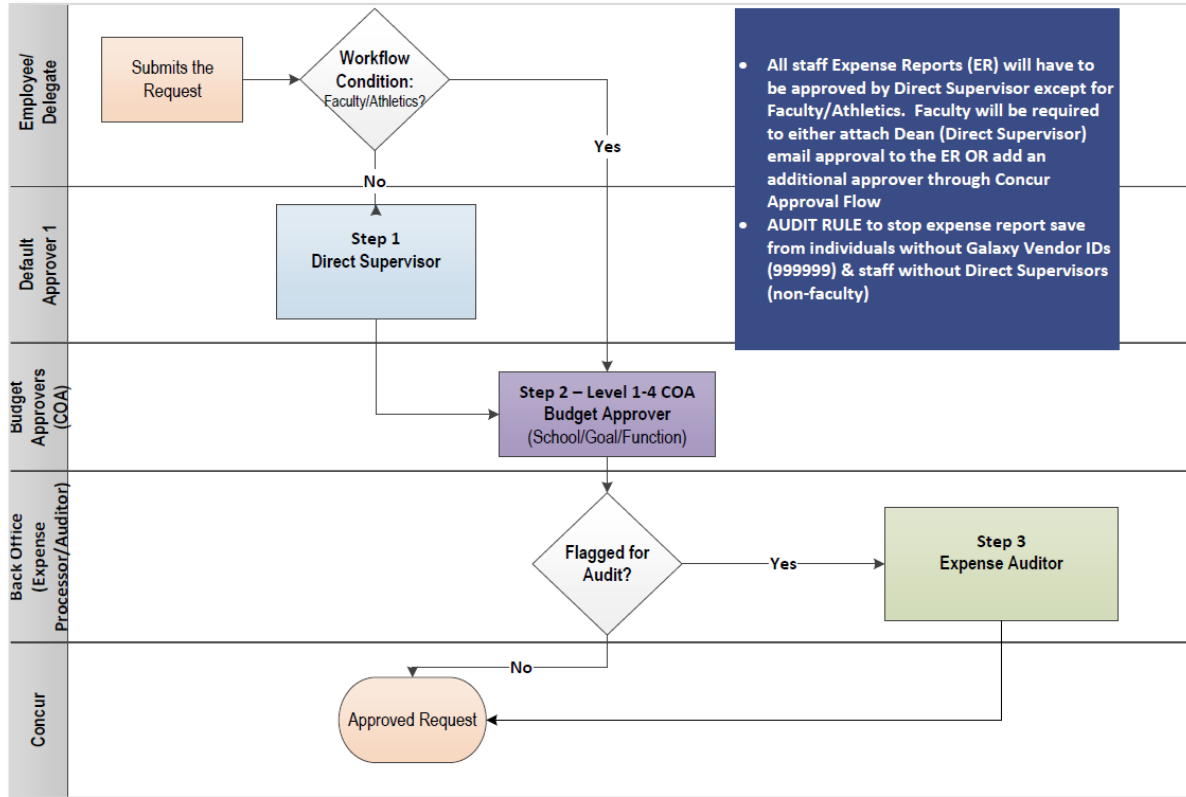
### When booking travel segments online, the booking must be completed in ONE STEP

- System requires that user either fully books the segments in one step OR
  - If unable to complete the booking in one step, to delete the reservation altogether and start again from Request using 'Book with Concur Travel' button in the Segments Tab
  - If the online booking is initiated but not fully booked, and booking is finalized as a separate step the system will generate a new Request, because it cannot associate the booking with the original request
    - NOTE\*\*The newly created request will have to be fully approved again, and therefore this option should not be considered

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**EXPENSE**

# Expense Report Process (Concur Workflow)



- Create, prepare, submit Expense Report
- Expense Reports will route for Direct Supervisor, then Budget Approvers based on GL String (School, Goal, Function)
  - Note\*\*Faculty/Athletics will have to manually add Dean as additional approver
- Expense Reports will route to AP for audit if flagged

# Expense Report

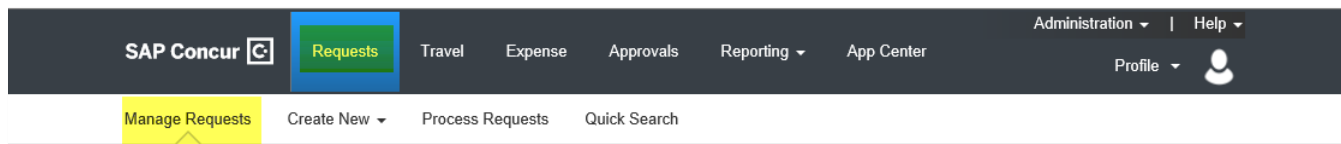
## Creating Expense Report from Approved Request

### Access Request

- Click **Requests, Manage Requests**

### Create an Expense Report via Expense Link

- When **02. Book with Agent – Cal Travel Store, 03. Book outside of Concur and Cal Travel Store, or 01. Book online – Concur Travel** is selected, and travel is booked, the Action column will display the **Expense** link.
  - All travel related Expense Reports must be initiated at the **Requests** tab, by clicking **Expense** link under the **Action** header. This prepopulates the Expense Report Header and will link the request to the Expense Report.



The screenshot shows the SAP Concur navigation bar. The 'Requests' tab is highlighted in blue. Below the navigation bar, the 'Manage Requests' button is highlighted in yellow. The navigation bar includes the SAP Concur logo, the 'Requests' tab, and other tabs: Travel, Expense, Approvals, Reporting, and App Center. On the right side, there are dropdown menus for 'Administration' and 'Help', and a 'Profile' dropdown with a user icon.

Request Dates ▾	Date Submitted	Total	Approved...	Remaining...	Action
11/12/2019	07/02/2019	\$1,162.11	\$1,162.11	\$1,162.11	Expense
11/13/2019					
10/28/2019	07/30/2019	\$1,324.12	\$1,324.12	\$1,324.12	Expense
10/30/2019					
07/20/2019	04/25/2019	\$1,563.61	\$1,563.61	\$1,563.61	Expense
07/24/2019					
07/20/2019	05/13/2019	\$1,200.00	\$1,200.00	\$143.40	Expense
07/24/2019					



# Expense Report

## Expense Report Header

- Review information in the Expense Report Header (validate GL String) and Click **Next**
  - Expense Report Header copied from approved Request when Expense link in Request is used
- Multiple Requests can be attached to one report
- Travel Requests are not required when seeking only Personal Car Mileage Reimbursements, for travel less than 50 miles in each direction, or Monthly Mileage Reports

Create a New Expense Report

Report Header

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Report/Trip Name: CASBO Annual Vendor Show | Report/Trip Business Start Date: 10/09/2019 | Report/Trip Business End Date: 10/09/2019 | Report/Trip Purpose: Conference Attendee

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Traveler Type: Staff | Paid for by an outside entity?: No | Does this trip contain personal travel?: No | Personal Travel Dates: | Additional Information:

Comment:

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Fund: (11) 11 - UNRESTRICTED G | School: (ADJ) ADJ - PURCHASING | Resource: (1000) 1000 - GENERAL FUI | Project Year: 0 | Goal: 6770

Function: (0000) 0000 - LOGISTICAL S

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Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> CASBO Annual Vendor Show	37FQ	No	\$86.60	\$86.60	\$74.42

# Expense Report

## Expense Entry

Create new expenses related to the travel request by selecting the Expense Type

Individual expense entries for Travel Request trip estimates using a grouping (Parent Expense Types) will map to budgeted amounts in the Travel Request.

- Meals
  - Breakfast
  - Lunch
  - Dinner
- Other Travel Expenses
  - Airline Fees
  - Ground Transportation
  - Tolls/Road Charges
  - Group Meals/Entertainment +/- 10
  - Agency Booking Fees
  - Currency Exchange Fees
  - Miscellaneous

Expense Type

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

<b>01. Travel Expenses</b>	<b>05. Fees</b>
Airfare	Registration Fees
Hotel	<b>06. Other Travel Expenses</b>
<b>02. Transportation</b>	Agency Booking Fees
Car Rental	Airline Fees
Parking	Currency Exchange Fees
Train	Ground Transportation
<b>03. Mileage</b>	Group Meals/Entertainment <10 Attendees
Monthly Mileage Report	Group Meals/Entertainment 10 + Attendees
Personal Car Mileage	Miscellaneous
<b>04. Meals</b>	Tolls/Road Charges
Breakfast	<b>08. Other</b>
Dinner	Non Reimbursable/Personal Expense
Lunch	

# Expense Report

## Expense Entry Details

- Once Expense type is selected, update all required fields and add any additional comments or information
- Note\*\* please ensure the appropriate Payment Type is selected
  - **Out of Pocket** – for any expenses paid via cash or personal credit card
  - **College Card (AmEx)** – for pre-paid Conference Fees or Hotel by the Purchasing Team
  - **Other Entity** – for expenses paid by other organizations
  - **RCCD Ghost Card (Citi)** – for Airfare paid by District

The screenshot shows the 'New Expense' form with the following details:

- Expense Type:** Airfare
- Transaction Date:** 11/01/2019
- Report/Trip Purpose:** Conference Attendee
- City of Purchase:** Riverside, California
- Ticket Number:** DEMO12345
- Vendor:** Delta Air Lines
- Amount:** 240.81 USD
- Payment Type:** Out of Pocket (highlighted)

Summary: TOTAL AMOUNT \$0.00, TOTAL REQUESTED \$0.00

# Expense Report

## Preparing a Report

### Receipts

- Required at Expense Entry Level
- **Expenselt**
  - OCR reads receipt image captured via Mobile App and prepopulate the expense entry information (vendor name, transaction date, transaction amount, transaction currency). Users can modify the information before the image is uploaded to their Concur profiles.
- **Receipt Store**
  - Digital receipts can be emailed concur and will be available to be selected/attached to expense entry as required. User (and/or Delegate) has to validate email address in Profile Settings.
- **Upload**
  - Receipt images can be uploaded from your desktop (please note image size must be less than 5BM)
- **E-Receipts**
  - Electronic receipts will be automatically generated for participating vendors (typically airlines, hotels, car rental vendors). User has to opt in through Profile Settings.
- **Missing Receipts Affidavit**
  - MR is an electronic attestation by user that the expenses incurred were within policy and business related. The affidavit may only be selected by the user, and cannot be selected by Delegates

### Attendees

- Required for Group Meals/Entertainment

# Expense Report

## Preparing a Report

### Hotel Itemization

- Automatically creates hotel folio based on # of nights and amounts entered by end-user

### Allocations

- Report Header (Details → Report Header)
- Entry levels (Click on the Entry to be allocated, Details → Allocations)

The screenshot shows a software interface for managing expense reports. At the top, there are buttons for '+ New Expense', '+ Quick Expenses', and 'Import Expenses'. Below these are two tabs: 'Details' (selected) and 'Receipts'. The main area is divided into two sections: 'Exceptions' and 'Expenses'. The 'Exceptions' section contains a table with columns for 'Expense Type', 'Date', 'Amount', and 'Exception'. It lists three entries for 'Dinner' on '09/03/2019' with amounts of '\$200.00', '\$200.00', and '\$100.00'. The first two entries have red error icons and messages: 'This expense has' and 'Missing required fi'. The third entry also has a red error icon and 'Missing required fi'. The 'Expenses' section contains a table with columns for 'Date' and 'Expense Type'. It shows one entry for '09/10/2019' with 'Breakfaat' as the expense type and 'TEST Vendor, San Acacio, Colora' as the vendor name. There are warning and error icons next to this entry. A 'Move' button is visible to the right of the 'Expenses' table. A dropdown menu is open over the 'Expenses' table, showing options: 'Report', 'Report Header', 'Totals', 'Audit Trail', 'Approval Flow', 'Comments', 'Allocations', and 'Allocations' (highlighted).





Expense Type	Date	Amount	Exception
Dinner	09/03/2019	\$200.00	⚠ This expense has
Dinner	09/03/2019	\$200.00	⚠ Missing required fi
Dinner	09/03/2019	\$100.00	⚠ Missing required fi

Date	Expense Type
09/10/2019	Breakfaat
	TEST Vendor, San Acacio, Colora

### Expenses in excess of Approved Request (10% or 100 USD)











- Users will not be able to submit expense reports where total claimed amount exceeds Request Amount (or Request Remaining Amount) by 10% or \$100 or more.
  - Users will be required to create a new Request for the variance and either
    - Attached the newly created/approved request to the Expense Report OR
    - Generate a new Expense Report to the balance and attach the request to the report

# Expense Report Icons

Icon	Name	Description
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.

## Exception Messages

- Warning Message Exceptions typically guide user or approvers regarding policy or actions recommended and do not prevent submission of a report
- Stop Submit Exceptions will not allow the report to be submitted for approval until the issue is resolved

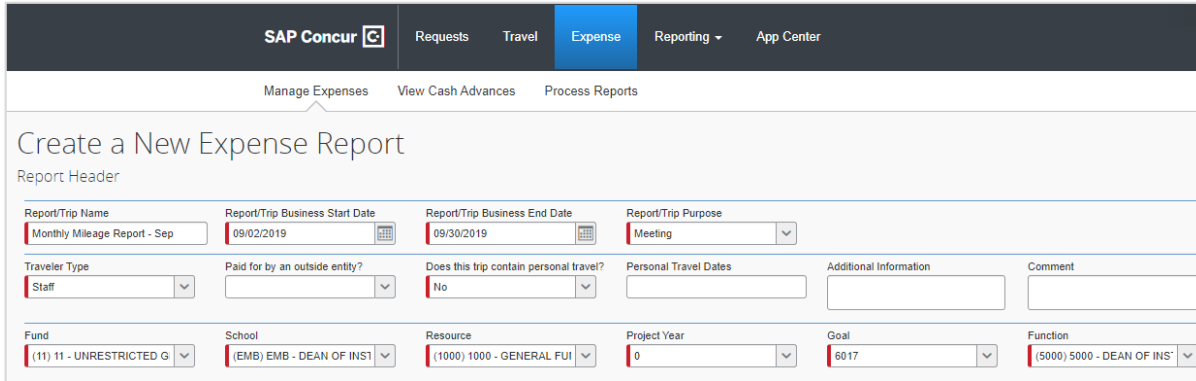
Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Comments	Indicated that the expense or report contains a comment.
	Trip Data	Indicates trip information from an itinerary.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.
	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, Expenselt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.

# Expense Report

## Creating a New Report - Monthly Mileage Expenses

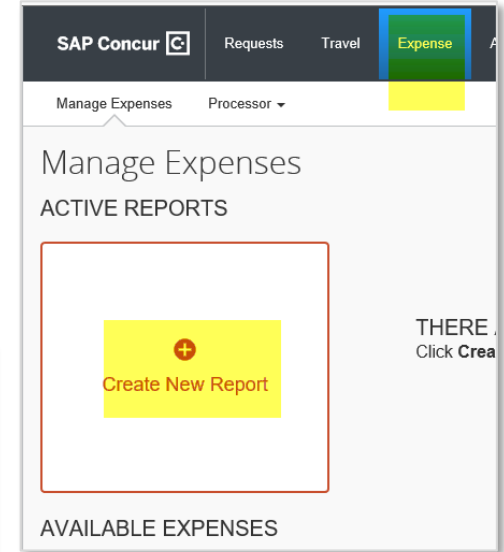
### Creating a Report

- Create one expense report for all mileage incurred during the month
- Click on **Expense Tab**
- Click on **+ Create New Report**
- Update Report Header fields



The screenshot shows the SAP Concur interface for creating a new expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Reporting', and 'App Center'. Below the navigation, there are tabs for 'Manage Expenses', 'View Cash Advances', and 'Process Reports'. The main heading is 'Create a New Expense Report' with a sub-heading 'Report Header'. The form contains several input fields:

Report/Trip Name Monthly Mileage Report - Sep	Report/Trip Business Start Date 09/02/2019	Report/Trip Business End Date 09/30/2019	Report/Trip Purpose Meeting		
Traveler Type Staff	Paid for by an outside entity? No	Does this trip contain personal travel? No	Personal Travel Dates	Additional Information	Comment
Fund (11) 11 - UNRESTRICTED G	School (EMB) EMB - DEAN OF INST	Resource (1000) 1000 - GENERAL FUI	Project Year 0	Goal 6017	Function (5000) 5000 - DEAN OF INS



# Expense Report

## Monthly Mileage Report

### Monthly Mileage Report Expense Type

- Monthly Mileage Report may be submitted for mileage reimbursement requests for local travel (<50 miles each trip) without a Travel Request on a monthly basis
  - Create one expense report for all mileage incurred during the month
  - Enter a line entry for each trip for Mileage (using Mileage Calculator)
  - Enter Parking or Tolls related to the trips
  - Attach receipts for Parking and/or Tolls

Note\*\*Do Not Use Personal Car Mileage as this Expense Type should be used for business travel related car mileage which may require a Travel Request

The screenshot shows a web interface for managing expenses. At the top, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. Below these is a table titled 'Expenses' with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'Move' button is visible above the table. The table contains four entries: a 'Monthly Mileage Report' for \$8.12, 'Parking' for \$2.00, another 'Monthly Mileage Report' for \$10.44, and 'Tolls/Road Charges' for \$5.00. A summary row at the bottom shows 'TOTAL AMOUNT' and 'TOTAL REQUESTED' both as \$25.56.

<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	09/02/2019	Monthly Mileage Report	\$8.12	\$8.12
<input type="checkbox"/>	09/02/2019	Parking Riverside, California	\$2.00	\$2.00
<input type="checkbox"/>	09/05/2019	Monthly Mileage Report	\$10.44	\$10.44
<input type="checkbox"/>	09/05/2019	Tolls/Road Charges Ontario, California	\$5.00	\$5.00
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$25.56</b>	<b>\$25.56</b>



# Expense Report

## Submitting Reports

- Verify that all receipts are attached, attendees added (if required), and allocation are accurate
- Click **Submit Report**
- Final Review pop-up window will show any entries with Receipts not attached, you may **Attach Receipt Images** at this point
- Click **Accept & Submit** to submit the report for approval

**Final Review**

**User Electronic Agreement**

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Riverside Community College District and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Riverside Community College District in full for those expenses.

**Reminder: Receipts Required!**

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

Expense Type	Date	Amount
Hotel Atlas Hotels, Los Angeles, California	09/03/2019	\$1,000.00
Dinner test	09/03/2019	\$200.00
Dinner	09/03/2019	\$100.00
Breakfast TEST Vendor, San Acacio, Colorado	09/10/2019	\$15.00

**Accept & Submit** Cancel

Total Amount: \$100.00 | Itemized: \$100.00 | Remaining: \$0.00

Transaction Date: 09/03/2019 | Report/Trip Purpose: Conference Attendee

Paid for by an outside entity?: No | Enter Vendor Name: [ ]

Payment Type: Out of Pocket | Amount: 100.00 USD

---

# POSTING AND PAYMENTS (GALAXY)

# Galaxy

## Posting and Payment

### Travel Requests

- Encumbrance is posted in Galaxy when Request is fully approved
- Encumbrance is released in Galaxy when Request is Canceled

### Cash Advance Requests

- Requests MUST be in **Expense** Status before Cash Advance can be issued by Accounts Payable
  - If Request is in Pending Booking Status Cash Advance will not be issued
- Approved Cash Advance Requests are Issued 30 days prior to travel start date and payment is processed within 4 business days after issuance
- Offset to expenses incurred in Expense Reports and reduce amounts payable for out of pocket expenses
- Cash Advance Return is used to account for remaining unused Cash Advance payable to the District

### Expense Reports

- Pre-paid expenses (Airfare, Hotel, Car Rental, Conference Registration Fees)
- Out of Pocket Expenses paid to staff in 4 business days
  - During Pilot expect extended timeline in payment processing

---

## USEFUL LINKS

# Concur Online Training

## End User

### All

- [Updating Your Travel Profile](#)
- [Requesting Approval prior to Booking a Trip](#)
- [Create Cash Advance Request](#)
- [Closing a Request](#)
- [Receipt Store](#)
- [Activating eReceipts](#)
- [Adding Out of Pocket Expenses to an Expense Report](#)
- [Personal Car Mileage](#)
- [Itemizing Expenses](#)
- [Hotel - Itemizing Nightly Lodging Expenses](#)
- [Adding Attendees to Business Meals](#)
- [Cash Advances - Adding to Expense Report](#)
- [Correct and Resubmit Expense Report](#)
- [Getting Started with the SAP Concur Mobile APP \(SSO\)](#)
- [Concur Mobile \(iPhone\) Quick Start Guide](#)

### Approvers

- [Approving Requests](#)
- [Reviewing and approving an Expense Report](#)
- [Sending Back an Expense Report](#)

### Delegates

- [Acting as Delegate](#)

# Useful Links/Information

## CalTravelStore

(877) 454-8785

[www.caltravelstore.com](http://www.caltravelstore.com)

## Super User Support Team

### Riverside City College

Elizabeth Tatum

Natalie Halsell

Jennifer Bielman

### Moreno Valley College

Laurie Crouse

Susan Lauda

Sharlena Segura

### Norco College ([www.norcollege.edu/concurtraining](http://www.norcollege.edu/concurtraining))

Esmeralda Abejar

Lennard Riley

Patty Sanchez

### Riverside Community College District

Paula Barrera

[BP 6900 Travel and Itemized Expense Reimbursement Policy](#)