

**Riverside Community College  
District**

**SAP Concur**

**User's Guide**

**Summer 2021**

**(Version 1.3 – 7/27/21)**

## Table of Contents

<b>Version and Team Members</b> .....	3
<b>Introduction</b> .....	4
<b>Accessing Concur</b> .....	5
<b>Section I: Creating your Travel Profile</b> .....	10
<b>Section II: Instructions for Travelers</b>	
Estimating Expenses using the Cal Travel Store.....	24
Creating a Travel Request.....	27
Submitting for Approval .....	38
Contacting Purchasing for Payments.....	40
Completing the Booking Process .....	41
Delete/Cancel/Recalling/Closing Requests.....	47
<b>Section III: AMEX GO Card</b>	
Downloading the card .....	50
Viewing the card .....	52
<b>Section IV: Creating your Expense Reports</b>	
Creating your Expense Report .....	55
<b>Section V: Instructions for Delegates</b>	
Assigning a Delegate .....	70
Acting as a Delegate .....	71
<b>Section VI: Instructions for Reviewers/Approvers</b>	
Approving Travel Requests.....	74
Approving Expense Reports .....	77
Approving Mileage Reports.....	80
<b>Appendix</b>	
Icon Legend.....	82

## Version and Team Members

Version 1.3  
Published 7/27/2021

We want to thank all the individuals that have contributed to the Concur project. This project is an organization wide effort to move the Riverside Community College District to a modern paper-less system for travel reimbursement. This project also includes an integrated travel booking component, Travel Store, that allows travelers to directly purchase airline tickets, reserve hotels, and rental cars.

Below are the individuals who have participated to make this a successful project.

Moreno Valley College: Laurie Crouse, MaryAnn Doherty, Susan Lauda, Sharlena Segura

Norco College: Esmeralda Abejar, Misty Cheatham, Leonard Riley

Riverside City College: Jennifer Bielman, Natalie Halsell, Liz Tatum

District Office: Majd Askar, Rene Balingit, Paula Barrera, William Chang, Gabriela Estrada Toro, Adrienne Fisher, John Geraghty, Melissa Griffith, Sandra Gutierrez, Philip Muljana, Aprilyn Tulod, Mireya Vargas

Outside Consultants:

- Gilda Izad-Panahi (Huron Consulting Group)
- Erica Ashburn (CA Department of General Services) - State-wide Travel Program
- Alissa Navarro (CA Department of General Services) - State-wide Travel Program
- Kelly Bouchard (CA Department of General Services) - State-wide Travel Program  
Travel Store

## Introduction

Concur is a web-based, integrated travel and expense management solution that centralizes and consolidates the travel request, booking, out-of-pocket expense reimbursement, and cash advance processing.

With faculty, staff, and students traveling for a wide-range of academic and professional development purposes, the Concur automated solution will help simplify and expedite the travel process, provide cost savings, increase efficiency, reduce reimbursement times, and eliminate paper. Concur was selected through a collaborative (District and College) proposal process and approved by the RCCD Board of Trustees.

This manual provides users guidance for processing travel requests, booking travel, and processing expense reimbursements in accordance with RCCD Board Policy 6900.

If you have any questions regarding the travel and expense reimbursement process or general Concur questions, please contact your location Concur administrator.

Location	Contract	Email Address	Phone Numbers	Backup
District Offices	Melinda Chavez	<a href="mailto:purchasingtravel@rccd.edu">purchasingtravel@rccd.edu</a>	(951) 222 - 8042	
	Melissa Griffith		(951) 222 - 8645	
	Aprilyn Tulod		(951) 222 - 8776	
Moreno Valley College	Laurie Crouse	<a href="mailto:Laurie.Crouse@mvc.edu">Laurie.Crouse@mvc.edu</a>	(951) 571 - 6342	Susan Lauda
				Sharlena Segura
Norco College	Esmeralda Abejar	<a href="mailto:Esmeralda.Abejar@norcocollege.edu">Esmeralda.Abejar@norcocollege.edu</a>	(951) 372 - 7075	Lenny Riley
Riverside City College	Liz Tatum	<a href="mailto:Liz.Tatum@rcc.edu">Liz.Tatum@rcc.edu</a>	(951) 222 - 8012	Jennifer Bielman Natalie Halsell

## Accessing Concur

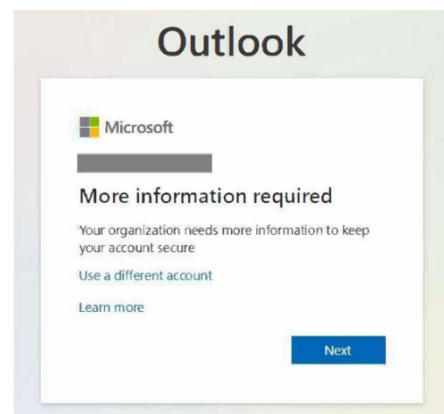
Employees can access Concur at any time through the District's Single Sign-on (SSO) Portal. To find the single sign-on portal open a web browser and go to [myapplications.microsoft.com](https://myapplications.microsoft.com).

Once there, enter the same username and password you use to login to your computer and/or access your RCCD email. If this is the first time you are logging into the single sign-on portal, you will need to use a Multi-Factor Authentication (MFA) to verify your identity.

### You'll need your cell phone and computer during the process.

(If you encounter technical issues, please contact the District Helpdesk (951) 222-8388 | Hours: Mon-Fri 7AM-5PM)

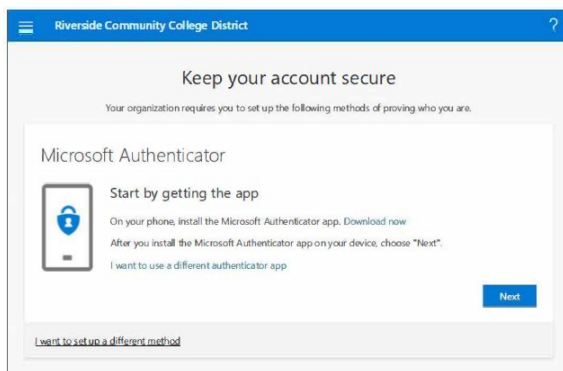
After your account has been enabled for MFA, this message will display when you sign-in to Outlook on your computer:




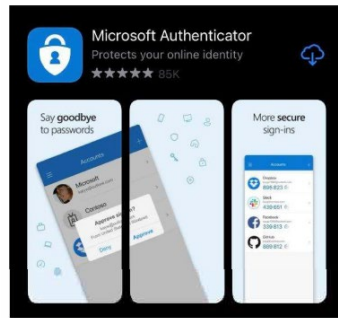
To proceed with the MFA initial process, you may attempt either one of two methods as follows.

### Method 1: Microsoft Authenticator (Recommended MFA method)

1. Read then click Next. (If you do not want to download the app to your phone or encounter issues with this method, go to Method 2: SMS/Text section.)



2. On your cell phone, download then open the Microsoft Authenticator app. Choose *Scan a QR code* option. (Do not sign-in with Microsoft on your cell phone.)



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

Sign in with Microsoft

Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook


3. Scan the QR Code that is displayed on your computer:

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

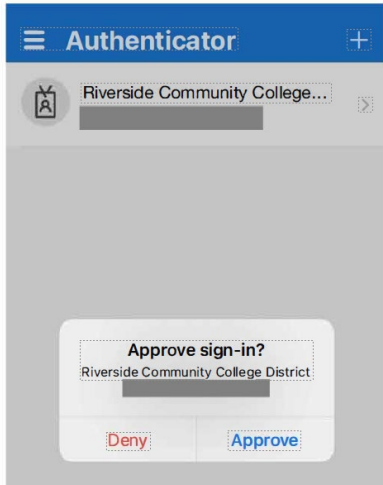
After you scan the QR code, choose "Next".



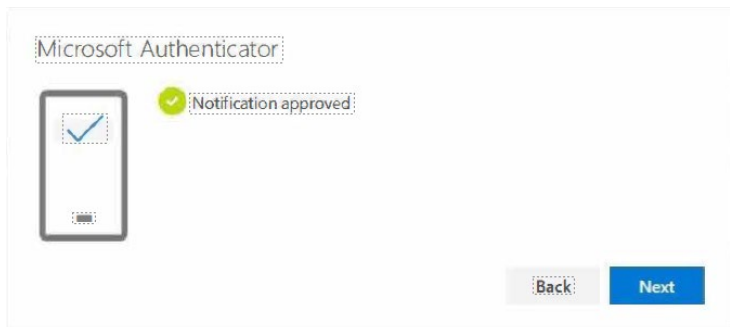
[Can't scan image?](#)

Back Next

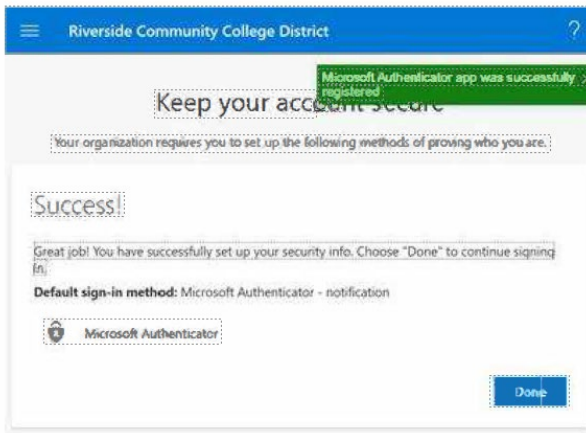
4. The app on your phone will ask you to Approve/Deny the request. Choose "Approve":



5. Click "Next" on your computer screen:



6. Click "Next" once again and then click "Done".



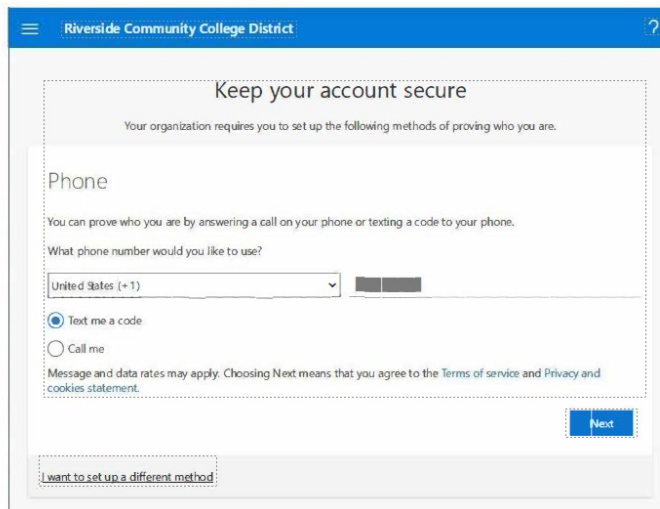
You're all set for MFA using Microsoft Authenticator method. The next time you login to Outlook, you'll be prompted to Approve/Deny your sign-in via the authenticator app on your cell phone. You might also need to sign-out of existing apps/devices and sign-in again using MFA.

## Method 2: SMS/Text

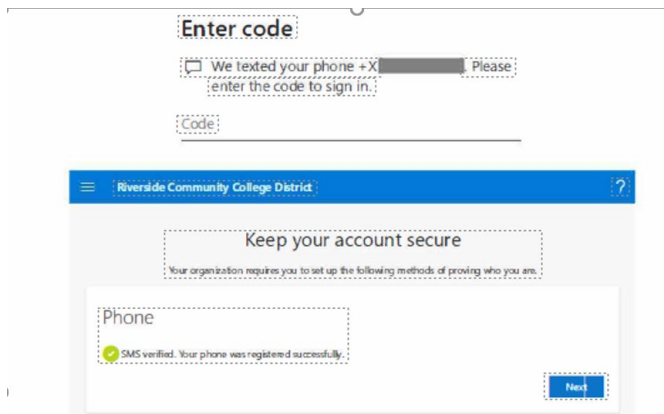
1. If you want to use SMS/Text as the authentication method, choose "I want to set up a different method".



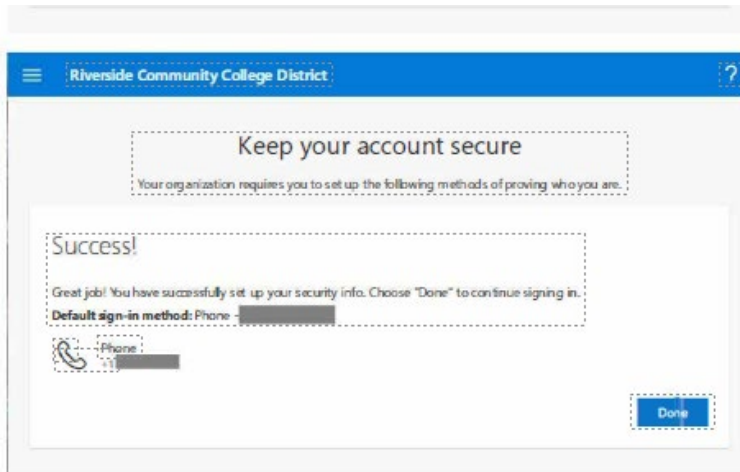
2. Enter your 9-digit cell phone number, then click "Next":



3. You'll receive a text message with a 6-digit code. Enter that code on your computer.







You're all set for MFA using SMS/Text method. The next time you login to Outlook, you'll be prompted to verify your sign-in via this method. You might also need to sign-out of existing apps/devices and sign-in again using MFA.

Once you've successfully sign on, click on the SAP Concur Icon to launch the application:



SAP Concur Travel  
and Expense

# **Section I:**

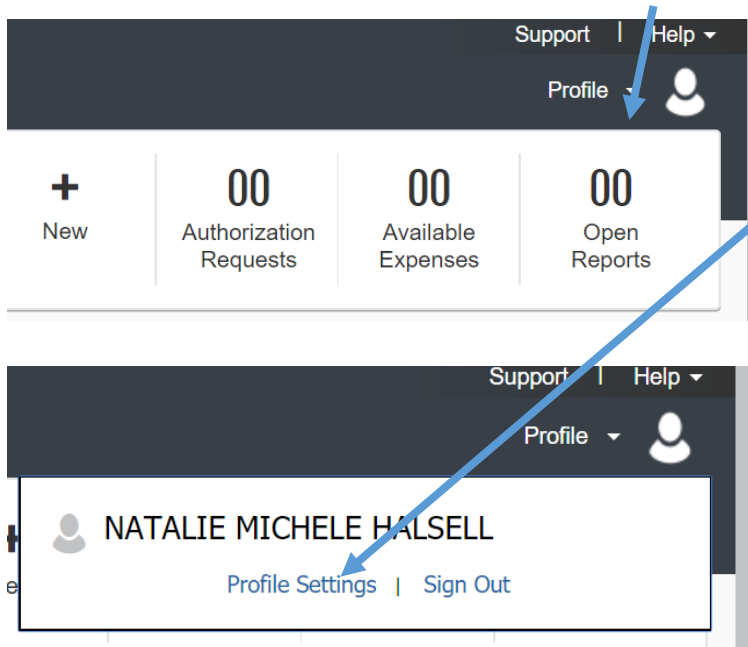
## **Creating your Travel Profile**

## Creating your travel profile

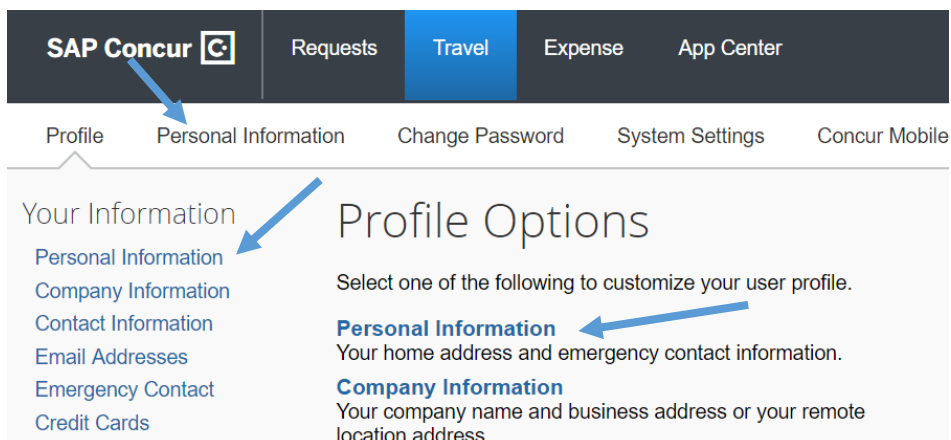
Login to the single sign-on portal and launch Concur by clicking on the icon:



In the upper right-hand corner, click on the “Profile” down arrow and click “profile settings”.  
**IMPORTANT NOTE:** You must complete the required fields of the Profile before you can book a trip.



This brings you to the Profile page. There are several sections of the Profile page, and various links to access them.



Begin with the “**Personal Information Section**”.

Your name should already appear in the fields. Please review this information carefully. Your name must appear EXACTLY how it shows on your photo identification. This is how your name will appear on your ticket. Any errors may result in your being turned away by airport security. If you find there are any errors in this field, please submit a Human Resources work order via servicedesk.rccd.edu to have the information corrected before booking any travel.

## My Profile - Personal Information

Jump To:

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	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="NATALIE"/>	<input type="text" value="MICHELE"/>	<input type="text"/>	<input type="text" value="HALSELL"/>	<input type="text"/>

## Company Information

The next section is your company information and should also already be pre-populated with your Colleague employee ID number and the name of your manager/direct supervisor. If you are a faculty member or athletics employee, this field does not apply to you. If you notice any errors, please contact your local Concur administrator for assistance.

### Company Information Go to top

Employee ID

Manager  Org. Unit/Division  Employee Position/Title

The work address section automatically populates the company name of *Riverside Community College District*. Under “Assigned Location”, select from the drop-down menu the street name of the physical location of where you work. Enter the street address of your work location. If you work at a satellite location, such as Rubidoux Annex, enter that street address.

Work Address
Go to top

Company Name

Assigned Location

Street  

 Address same as assigned location

City

State/Province/Region

Postal Code

Country

You may notice there are “save” buttons at the bottom of each section. You may save each section as you move along, however, you will not be able to create a travel request and begin using the system until all required fields have been completed.

Next, you may choose to enter your home address; however, this is not a required field.

Home Address
Go to top

Street

City

State/Province/Region

Postal Code

Country

### Contact Information/Mobile Phone Registration

The next section contains two required fields: **Work phone** and **Home phone**. You can substitute your mobile phone number for your home phone, but please note a home phone number is required. An additional option available for travelers is the choice to register your mobile device with Concur. By registering your cell phone number, this allows District Risk Management to send you important safety or security information via text or voice message when you are traveling. This will also allow the District office to issue you an AMEX GO Card to be able to pay for travel related expenses. To register your mobile device, click on “Add a new device”

Contact Information Go to top


Work Phone **[Required\*\*]**      Work Extension      Work Fax      2nd Work Phone/Remote Office

Home Phone **[Required\*\*]**

Pager      Other Phone

Concur Mobile Devices

Register and manage your mobile devices here.



Add a new device »

**\*\*You must specify either a home phone or a work phone.**

Choose a device name such as “{Your name}’s cell phone”. Next, choose your device type (i.e. iPhone, Android, etc.), and enter your cell phone number.

Concur Mobile Devices  
Register and manage your mobile devices here.

Device Name

Device Type

Unknown

Mobile Phone Number

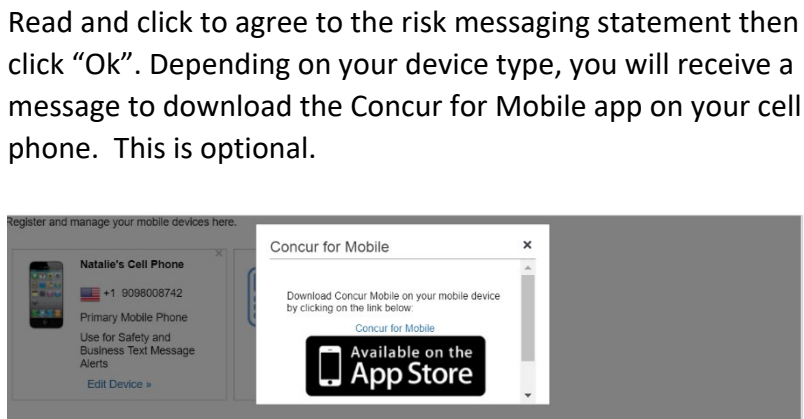
United State

Primary Mobile Phone

I agree to receive recurring risk, safety and other business-related autodialed text messages to this number from my Providing Entity of the Risk Messaging Service

- Message and data rates may apply
- Frequency of text messages varies
- [Terms and Conditions](#) and [Processor Privacy Statement](#)
- Opt-out by replying STOP, or request more information by replying HELP. Agreement to receive an autodialed text is not a condition of purchasing a good or service.
- If you opt-out, you may continue to receive emergency texts from your Providing Entity.

OK Cancel



## Email Verification

Next, you will need to verify your email address. First, check to see that the pre-populated email address is correct. Then, click on the “verify” link.

**Email Addresses** Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

+ Add an email address

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	natalie.halsell@rcc.edu	Not Verified	Verify	Yes	

A verification code is sent to your email. Copy and paste the code into the verification field and click “ok”.

### Verification Email Sent

An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

+ Add an email address

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	natalie.halsell@rcc.edu	Check email for code	Resend   Cancel	Yes	

Enter Code

UTYLT5Q5HF9L51G13TY

OK

### Email Verification Status

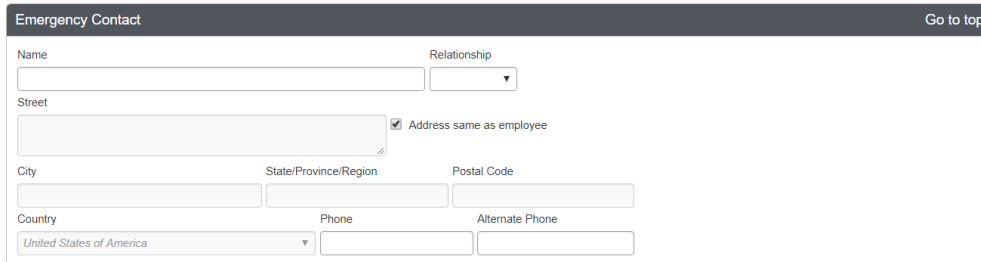
Your email address has been verified.  
You may now send receipts to Concur by emailing [receipts@concur.com](mailto:receipts@concur.com)  
You may now send trips to Concur by emailing [plans@concur.com](mailto:plans@concur.com)

OK

You will receive this dialog box informing you the verification process has been successful.

## Emergency Contact Information

Complete the Emergency Contact Information field. While this is not required, the information is used in the event of an emergency and is highly encouraged.



The screenshot shows a form titled "Emergency Contact" with a "Go to top" link in the top right corner. The form contains the following fields: "Name" (text input), "Relationship" (dropdown menu), "Street" (text input), "Address same as employee" (checkbox, checked), "City" (text input), "State/Province/Region" (dropdown menu), "Postal Code" (text input), "Country" (dropdown menu, currently showing "United States of America"), "Phone" (text input), and "Alternate Phone" (text input).

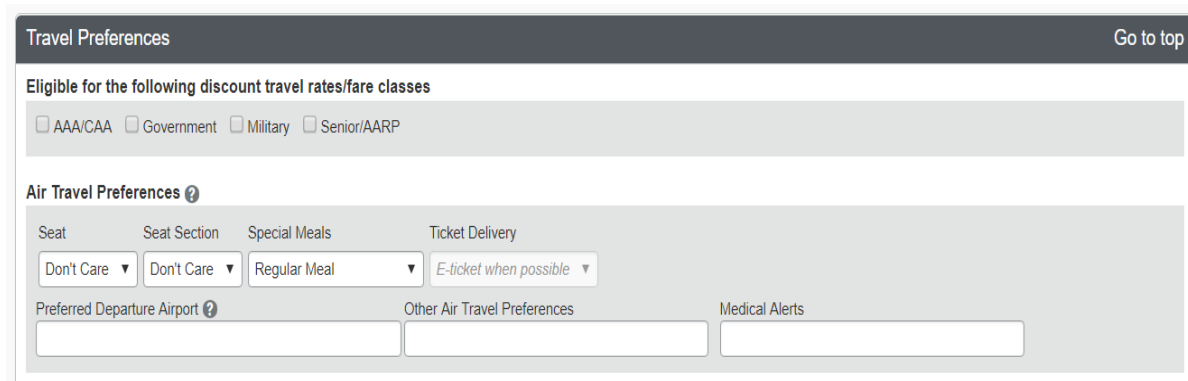
## Travel Preferences

The travel preferences section allows you to enter your personal travel preferences. Entries made here are applied when utilizing the embedded travel store and will filter searches by your desired amenities.

Begin by checking the boxes for your eligible discount travel rates. The government discount rate refers to federal government rates. Unless you have a Federal ID, do not check this box. Concur automatically searches for state government rates.

### Air Travel Preferences

Enter your seat, section, and meal preferences. The E-ticket delivery method is already pre-filled and cannot be changed. To enter your preferred departure airport, type in a city name or 3-letter airport code in the box. The system will look up airport matches for you to choose from. There is also a field available for you to enter any medical restrictions you may have. This information will be used to filter searches however it can be altered in the travel request segment if necessary.




The screenshot shows a form titled "Travel Preferences" with a "Go to top" link in the top right corner. The form is divided into two main sections. The first section, "Eligible for the following discount travel rates/fare classes", contains four checkboxes: "AAA/CAA", "Government", "Military", and "Senior/AARP". The second section, "Air Travel Preferences", contains several fields: "Seat" (dropdown menu, "Don't Care"), "Seat Section" (dropdown menu, "Don't Care"), "Special Meals" (dropdown menu, "Regular Meal"), "Ticket Delivery" (dropdown menu, "E-ticket when possible"), "Preferred Departure Airport" (text input), "Other Air Travel Preferences" (text input), and "Medical Alerts" (text input).



## Hotel Preferences

Select your hotel preferences. If you would like to provide a special message to potential vendors regarding specific needs, utilize the field provided.


### Hotel Preferences

Room Type	Smoking Preference	Message to Hotel Vendor 		
<input type="text" value="Don't Care"/>	<input type="text" value="Don't Care"/>	<input type="checkbox"/> Foam pillows	<input type="checkbox"/> Rollaway bed	<input type="checkbox"/> Crib

I prefer hotel that has:

a gym  a pool  a restaurant  room service  Early Check-in

**Accessibility Needs**

  Wheelchair access  Blind accessible


## Car Rental Preferences

Enter your car rental preferences and include any special messages to the vendor. Please note that the State of California does not reimburse for navigation systems (GPS).

### Car Rental Preferences

State of California does not reimburse for Navigational systems (GPS).


Car Type	Smoking Preference	Car Transmission		
<input type="text" value="Any Car Class"/>	<input type="text" value="Don't Care"/>	<input type="text" value="Don't Care"/>	<input type="checkbox"/> In-car GPS system	<input type="checkbox"/> Ski rack

Message to Car Rental Vendor 

## Frequent Traveler Program Information

This section allows you to retain your frequent traveler benefits for personal use. You can also add any reward programs.

### Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs  Add a Program



No programs defined

To enter information for any frequent traveler programs you may have, click on the “Add a Program” link. You may enter up to five travel programs at a time. Follow the directions and click “Save”. If you have more than five rewards program numbers, you may click the “Add a program” link again to add additional numbers.

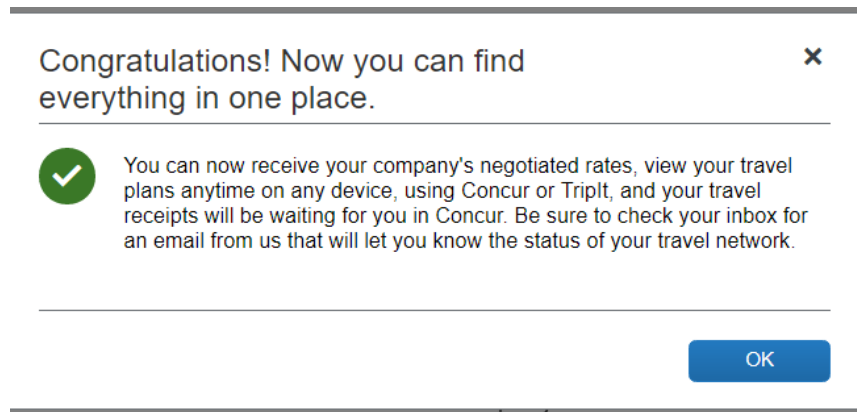
## Add Travel Programs

**i** Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1	 Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
	<input type="text" value="Select a carrier"/>	<input type="text"/>	<input checked="" type="checkbox"/>
2	 Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
	<input type="text" value="Select a carrier"/>	<input type="text"/>	<input checked="" type="checkbox"/>


To create a travel network and allow Concur to share information with travel partners, such as Triplt, read the terms and conditions provided at the link and click “I Agree”. You can un-enroll at any time.



## Unused Tickets

If you have pending Southwest ticket credits from before creating your Concur profile, you can enter them here by clicking the “Add ticket credit” link. Enter the information and click “Add ticket credit” to save.

Southwest Ticket Credits

 Add Ticket Credit

### Add Ticket Credit ✕

Southwest Record Locator: <input style="width: 90%;" type="text"/>	Valid Until: <input style="width: 90%;" type="text"/>
Ticket Amount: <input style="width: 90%;" type="text"/>	Ticket Currency: US-Dollar (\$) ▼

Cancel
Add Ticket Credit

## TSA Secure Flight Information

TSA requires entry of gender and date of birth. NOTE: You will not be able to book your flight until this information has been completed and saved to your profile. You can also enter a Redress Number or your TSA PreCheck Known Traveler Number if you have one. Click on the Quick Help icon for additional information about these options.

### 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).

<b>Gender [Required]</b>	Date of Birth (mm/dd/yyyy) <b>[Required]</b>	DHS Redress No.	<b>TSA Pre✓</b> Known Traveler Number
<input type="radio"/> Male <input checked="" type="radio"/> Female	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

If you have a passport or visa, enter the information here.

International Travel: Passports and Visas
Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

**Passports** + Add a Passport

I do not have a passport

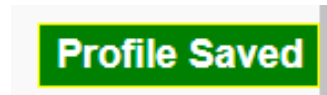
**International Visas** + Add a Visa

## Credit Card Information

Do **NOT** enter personal credit card information.

## Saving Profile Changes

Once your entire profile has been completed, click any of the “save” buttons visible. If an error occurs, a pop-up message will inform you of any needed corrections. Correct the errors and click “save” again. Once the profile is saved, a message will appear on the upper right-hand portion of the screen.



Click the “Travel” tab at the top of the toolbar to return to the homepage. If you have questions about completing the Concur Profile, please contact your local Concur administrator.

## Request Settings

### Expense Information

Save Cancel

Employee Group RCC	Reimbursement Currency US, Dollar	Traveler Type Staff	<input type="checkbox"/> No Direct Supervisor?
Fund (11) 11 - UNRESTRICTED GENERA	Job Title Coord, Prof Devlpmt	Galaxy Emp ID 231698	Galaxy Vendor ID 107268
School (DDB) DDB - BUSINESS OPERATIC	Resource (1000) 1000 - GENERAL FUND	Project Year 0	Goal 6729
Function (0000) 0000 - CAMPUS ADMINISTF			

The next step is to verify that your Galaxy Employee ID, Galaxy Vendor ID number and default budget string are listed correctly. To do this, click on the “Request information” link on the left column of your screen under “Request Settings”:

- Request Settings
- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

If you do not have a Galaxy Vendor ID, a default of “999999” will appear. This means you have not been issued a reimbursement for expenses through Galaxy. If you do not know your Galaxy Employee and Vendor ID, please contact your local Concur administrator for assistance.

## Expense Settings

The information, which appears here, should match the information you found

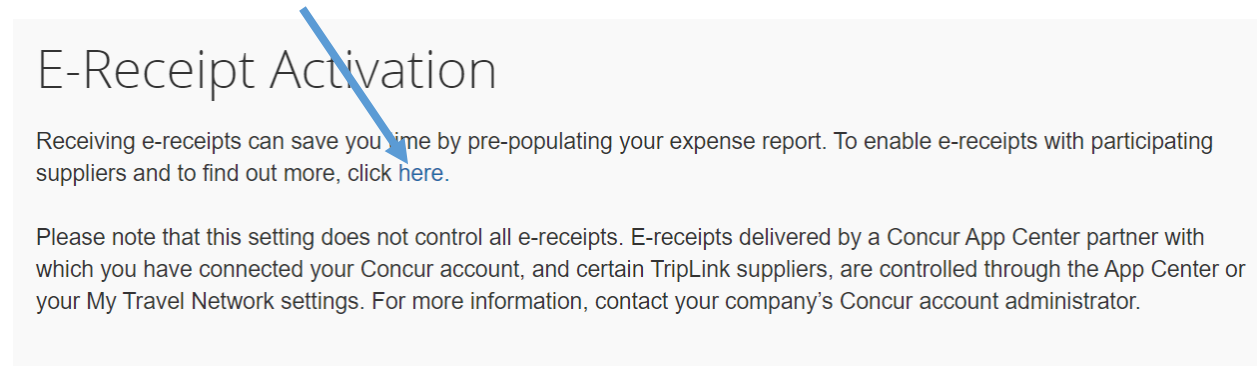
under “Request Settings”. To view and verify your Galaxy Employee ID, Galaxy Vendor ID, and default budget string, click on “Expense Information” under “Expense Settings”.

## Other Settings

Last, you will want to activate E-Receipts, which are complete electronic versions of the paper folio receipts traditionally delivered to travelers. Concur automatically captures this data and makes it available to you when preparing your expense reimbursements.

To activate E-Receipts, click on the E-Receipt Activation link under “Other Settings”.

Click on the “click here” link

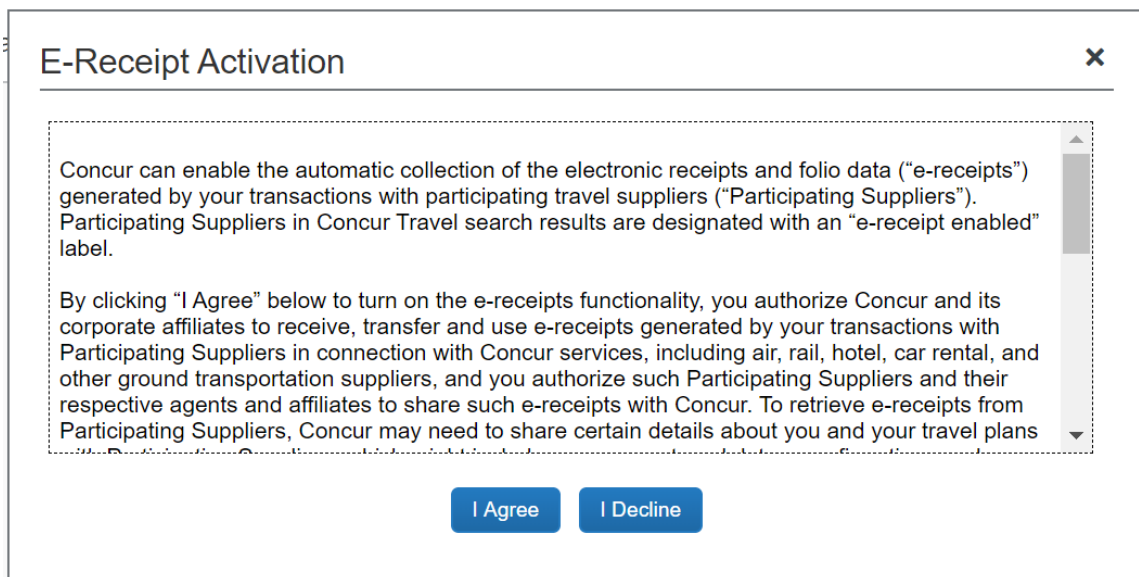


### E-Receipt Activation

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.

The following dialog box will appear, click on “I Agree” after reading the statement.



### E-Receipt Activation

Concur can enable the automatic collection of the electronic receipts and folio data (“e-receipts”) generated by your transactions with participating travel suppliers (“Participating Suppliers”). Participating Suppliers in Concur Travel search results are designated with an “e-receipt enabled” label.

By clicking “I Agree” below to turn on the e-receipts functionality, you authorize Concur and its corporate affiliates to receive, transfer and use e-receipts generated by your transactions with Participating Suppliers in connection with Concur services, including air, rail, hotel, car rental, and other ground transportation suppliers, and you authorize such Participating Suppliers and their respective agents and affiliates to share such e-receipts with Concur. To retrieve e-receipts from Participating Suppliers, Concur may need to share certain details about you and your travel plans

You will receive the following pop-up message once the activation is complete.



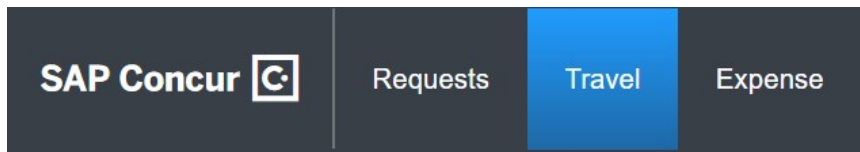
You have successfully enabled e-receipts with participating suppliers. You may disable this functionality at any time by accessing this page from the Profile menu.

# Section II: Instructions for Travelers

## Estimating Expenses Using the Cal Travel Store

If you plan on using the Cal Travel Store for your airfare, hotel, car rental, or transit, you are encouraged to estimate the expenses through the “Cal Travel Store” for the portions of the travel that will be booked within Concur. The rates secured through the travel store are optimal rates made available through a contract with the Department of General Services.

To begin, click on the “Travel” tab. This will take you to the travel “store”.

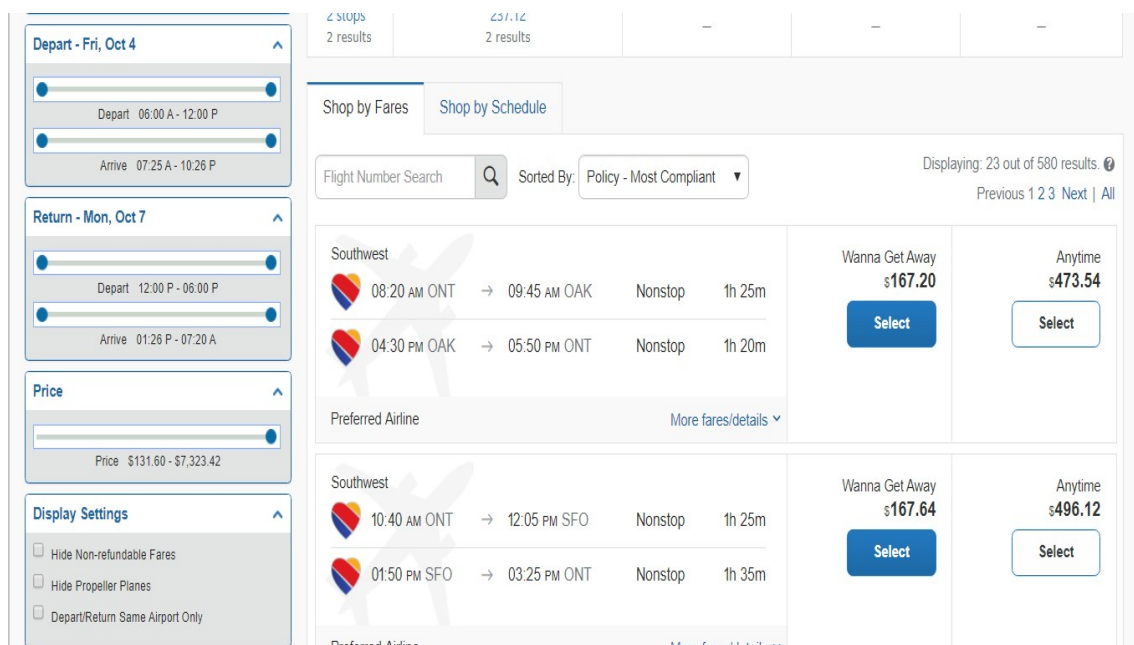
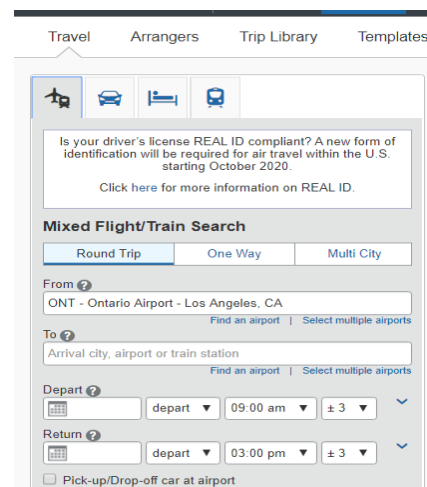


### Estimating Air Travel Expenses

On the left-hand side of the screen, you can begin your search for airfares by completing the fields provided. Your departure airport of choice will be automatically populated based on your profile settings but can also be manually changed.

Complete the fields and click “search”

The search results will display and can be modified to narrow/change your results.





Select the fare which best meets your departure/arrival time needs. The next screen will display the flight numbers and flight summary for the trip.

## Review and Reserve Flight

### REVIEW FLIGHTS

**DEPART** ✕ Fri, Oct 4 – Los Angeles, CA to Oakland, CA [Hide details ^](#)

Fri, Oct 4 08:20a ONT → 09:45a OAK 1h 25m Southwest 1914

**RETURN** ✕ Mon, Oct 7 – Oakland, CA to Los Angeles, CA [Hide details ^](#)

Mon, Oct 7 04:30p OAK → 05:50p ONT 1h 20m Southwest 2050

### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ?

**Primary Traveler** [Edit](#) | [Review all](#)

**Name:** NATALIE MICHELE HALSELL **Phone:** 951-222-8057

Frequent Flyer Programs [Add a Program](#)

For Southwest

### SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$128.93	\$38.27	\$167.20
<b>Total Estimated Cost: \$167.20</b>			
<b>Total Due Now: \$167.20</b>			

Use this price summary as your estimated cost for completing the segment portion of the travel request. Take note of the flight information to include in the comments portion of the segments tab of your travel request. Helpful Hint: Save the summary as a PDF document to refer back to.

**DO NOT** click on Reserve Flight and Continue! Travel requests must be fully approved prior to booking.

## METHOD OF PAYMENT

This purchase will be charged to your company directly.



### This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Back

~~Reserve Flight and Continue~~

**NO! STOP! HALT!**

Click on the “Travel” link at the top of the page to return to the travel store to continue estimating other expenses.

### Estimating Car Rental Expenses

**Car Search**

Pick-up date  
10/04/2019 12:00 pm

Drop-off date  
10/07/2019 12:00 pm

Pick-up car at  
 Airport Terminal  Off-Airport  
Please enter an airport.  
SFO - San Francisco Airport - San Francisco, CA

Return car to another location  
[More Search Options](#)

**Search**

To obtain an estimate of car rental expenses, click on the car icon and complete the required fields.

Then click “search”. The search results will be displayed. It is important to note RCCD holds an agreement with Enterprise Car Rentals.

Select the car model you desire and utilize this estimate cost when completing the segment tab of your travel request.

Again, **DO NOT** reserve the car. Click “travel” to return to the travel store and continue estimating your trip.


PICK UP: (SFO) ON FRI, OCT 4 12:00 PM  
 RETURN: MON, OCT 7 12:00 PM Show as USD

[Hide matrix](#) [Print / Email](#)

All	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Standard Van	Full-size Van
19 results	182.96	182.96	187.90	203.95	200.86	223.54	311.29	427.67	470.46	393.82

Sorted By: Policy - Most Compliant

Displaying: 1 out of 19 results.



**Economy Car - \$42.54 per day (Sabre)**

Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SFO  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1\*\*  
 (Corporate rate)

Total cost\*  
\$182.96

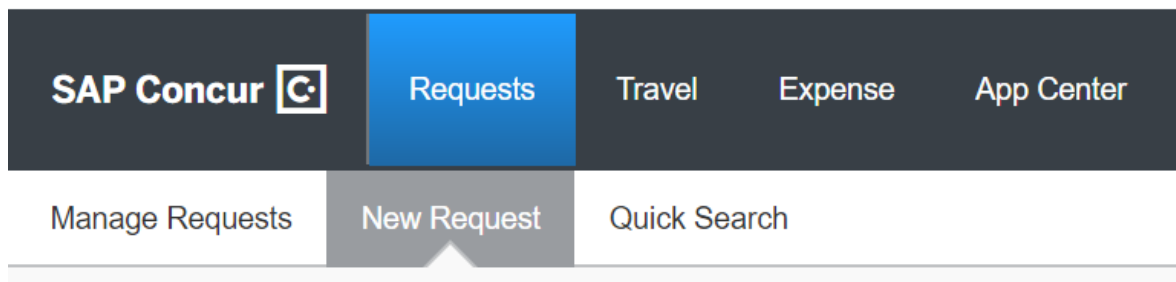
Preferred Car Vendor for Riverside Community College District / E-Receipt Enabled [Location details](#)

Continue to follow the steps above to estimate remaining trip components (hotel, train) as needed.

You're all set! Now that you've estimated expenses, you are ready to begin entering your travel request.

### Creating a Travel Request

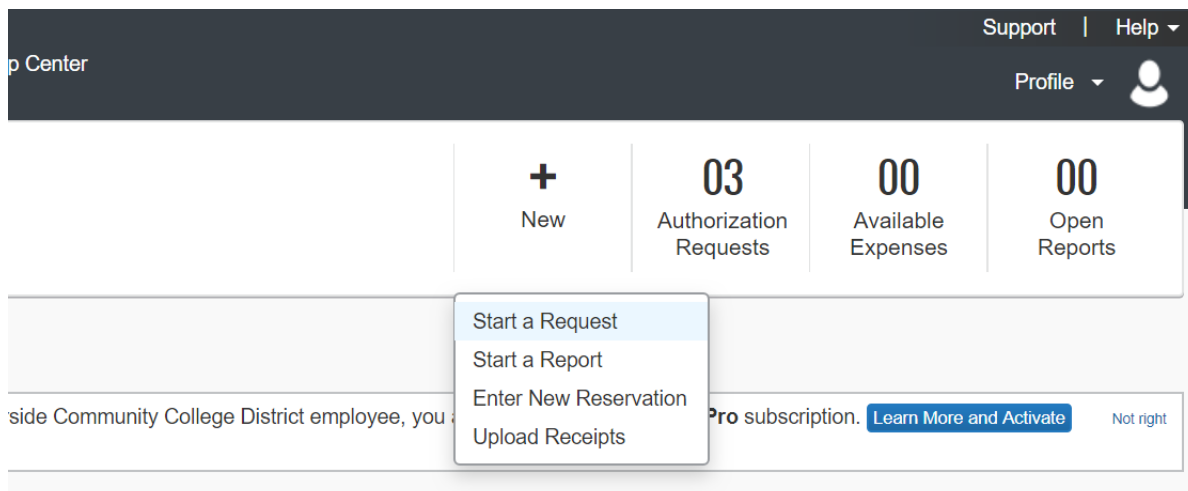
There are two ways to begin a new Travel Request. Click on **Requests** > then **New Request** at the top left-hand side of the screen:



The screenshot shows the SAP Concur navigation bar with the following elements:

- SAP Concur logo
- Requests (highlighted in blue)
- Travel
- Expense
- App Center
- Manage Requests
- New Request (highlighted with a white arrow)
- Quick Search

OR from the Home Page, click “+ New” then select “Start a Request”:



The screenshot shows the SAP Concur Home Page with the following elements:

- Support | Help
- Profile
- + New
- 03 Authorization Requests
- 00 Available Expenses
- 00 Open Reports
- Start a Request (highlighted in a dropdown menu)
- Start a Report
- Enter New Reservation
- Upload Receipts

A blank request will appear:

There are five tabs to each travel request: Request Header, Segments, Expenses, Approval Flow, and Audit Trail.



**Request Header** – Provides basic trip information such as trip name, trip start/end date, budget code, etc.

**Segments** – The segments tab is used if you selected “Book online – Concur Travel” or “Book with Agent – Cal Travel Store” on the report header. Segments should only be completed if you are planning to book all or some your travel arrangements through the Cal Travel Store.

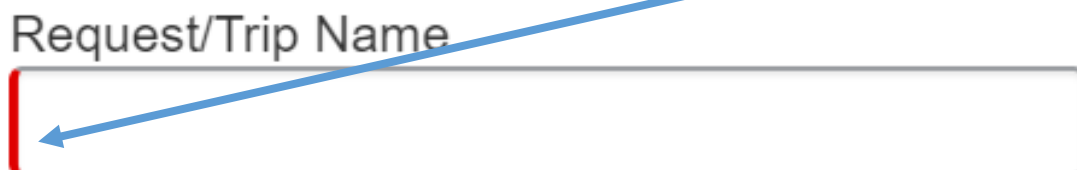
**Expenses** – Use this section to note information regarding all anticipated trip expenses such as registration, meals, mileage, hotel, parking, and other travel expenses as well as any travel expenses booked outside of Concur.

**Approval Flow** – This is where you can see whom the request will route to for approvals and where you will add any additional approvers needed.

**Audit Trail** – This is where you can view all transactions associated with your travel request.

### Completing Request Header Tab

When completing the Request Header section, fields with a left red border are required fields:



**Request/Trip Name** – Enter the complete trip name. There is a limit of 30 character that can be entered into the Trip Name field. If you need additional space to spell out acronyms, please enter the information in the “Additional Information” or “Comment” box.

**How will you book your travel?** There are three options for booking your travel:

1. Book Online: Concur Travel - Select this option if you will be using the booking feature within Concur to book any portion (airfare, hotel, car rental, or train) of your travel after the travel request is fully approved.
2. Book with Agent: Cal Travel Agent – Select this option if you will be contacting the Cal Travel Store Agency for assistance in booking your travel. This option is recommended if your travel will include multiple stops, group travel, personal travel, or other complicated variations.
3. Book Outside of Concur & Cal Travel Store – select this option if you will be making all of your travel arrangements outside of the Concur segments (i.e. not using the Cal Travel Store) For example, you have already purchased airfare, reserved hotel and car rental, registered for conference separately. You will be able to add details about the expenses you have incurred or reservations you made in the Expense section tab.

**Request Trip Start/End Date** – Please indicate the days you will be traveling based on conference agenda or flyer. These dates should include any additional travel days that may be required. (Ex: If the conference is out of state and begins at 8:00 am on the 4th and ends at 7:00pm on the 8th, your travel days might be the 3rd-9th, to include all days you will be traveling). Only include business trip start and end dates. If there are personal travel dates associated with this trip, there will be another field to include this information.

**Request/Trip Purpose** – Select from the drop-down menu the best description of the purpose for your trip. Some options include “Conference Attendee”, “Conference Presenter”, “Chaperone”, or “Meeting”.

**Paid for by an outside agency?** Yes or No. – Select “Yes” only if all of the travel expenses will be paid by an outside agency (e.g. State Chancellor’s office or conference organizers). You will skip the “Segments” tab and enter the cost of the travel in the expense tab only.

**Out-of-state and beyond 500 miles?** Per Administrative Policy 6900, “Requests for travel outside of the State of California, **AND** beyond 500 miles from primary work site, including out-of-country travel, require that a travel request be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place.” Select yes or no as appropriate.

**Destination City/State** – Enter the destination city of your trip. As you begin typing the city name, the system will automatically display search results. For virtual conferences, **ALWAYS** select “Riverside, CA” as the destination city.

**Destination Country** – This option automatically populates based on destination city entered.

**Does this trip contain personal travel?** If there is a portion of your trip that will be personal in nature, select “yes” and indicate the dates the personal travel will take place in the section “Personal Dates of Travel” field. Add any clarifying comments in the “Additional Comments” section provided.

**Budget Information** – Please select from the drop-down menu the correct components of the budget string funding your travel. **Note: Be sure to use the budget string provided by the area/department funding the request.**

Fund	School	Resource	Project Year
(11) 11 - UNRESTRICTED GENERAL FL	(DMF) DMF - DEAN OF INSTRUCTION	(1000) 1000 - GENERAL FUND	0
Goal	Function	Group	
6017	(3000) 3000 - DEAN OF INSTRUCTION	RCC	

**Cash Advance** – Enter the amount of the cash advance you are requesting. Please provide a description of the expenses covered by the advance in the comments section.

### Cash Advance

Cash Advance Amount	Cash Advance Comment
200.00	Ground transportation and meals.
USD	

Click “**Save**” before continuing. You will notice once you do the system automatically assigns a Request/Trip ID number. Use this ID number when contacting [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu).

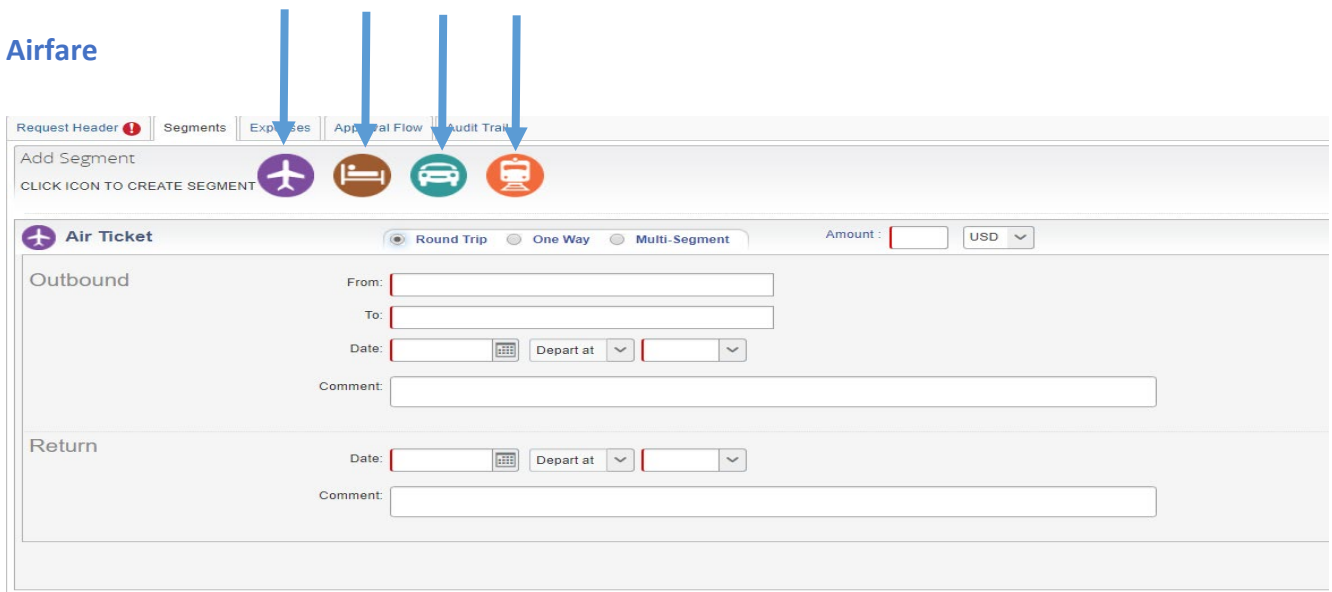
Request 3DR4

## Completing the Segments Tab

Once you have obtained estimates through the “Travel Store”, you are ready to enter the information in the “Segments” tab. To create a segment, click on the desired icon. The appropriate segment fields appear. Please complete the fields – including the estimated cost – and click “Save”. Helpful Hint: Refer to the estimates you saved as PDF documents to complete the fields.

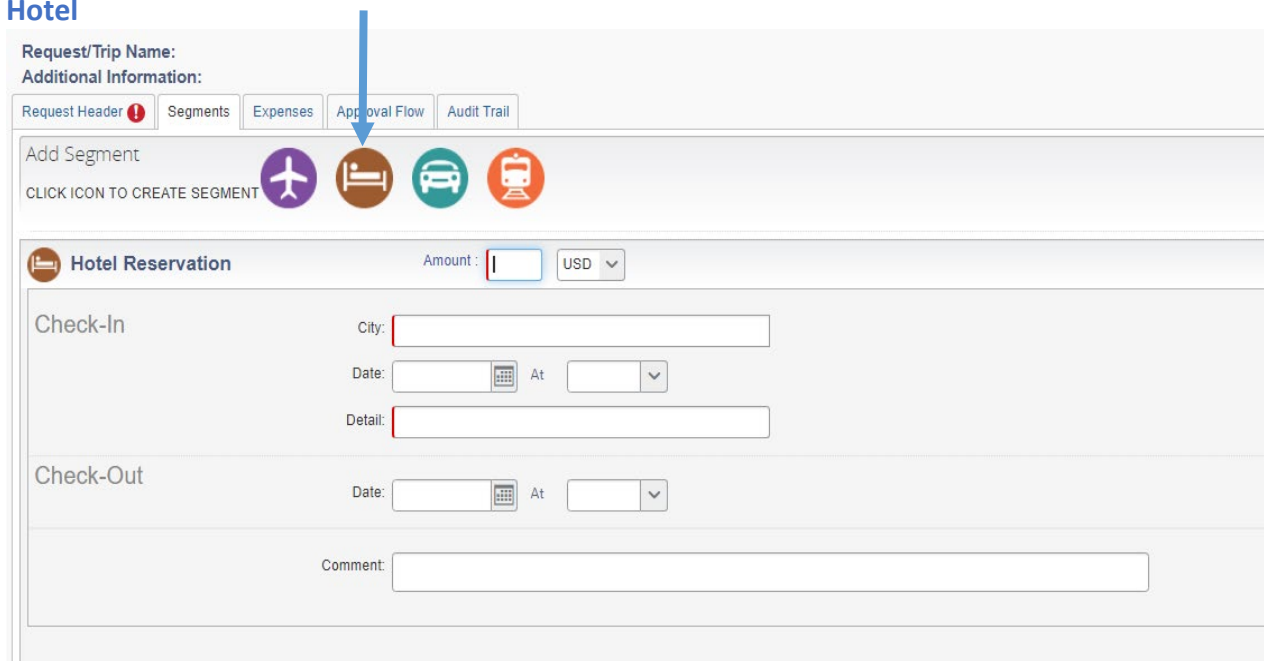
After saving one segment, click another segment icon to add additional information.

### Airfare



The screenshot shows the 'Segments' tab in a software interface. At the top, there are tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below these is a section titled 'Add Segment' with the instruction 'CLICK ICON TO CREATE SEGMENT' and four icons: an airplane (selected), a hotel, a car, and a train. Below the icons is the 'Air Ticket' form. It has radio buttons for 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. There is an 'Amount' field and a 'USD' dropdown. The form is divided into 'Outbound' and 'Return' sections. The 'Outbound' section has fields for 'From:', 'To:', 'Date:', and 'Depart at:'. The 'Return' section has fields for 'Date:' and 'Depart at:'. There are also 'Comment:' fields for both sections.


### Hotel








The screenshot shows the 'Segments' tab in a software interface. At the top, there are tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below these is a section titled 'Add Segment' with the instruction 'CLICK ICON TO CREATE SEGMENT' and four icons: an airplane, a hotel (selected), a car, and a train. Below the icons is the 'Hotel Reservation' form. It has an 'Amount' field and a 'USD' dropdown. The form is divided into 'Check-In' and 'Check-Out' sections. The 'Check-In' section has fields for 'City:', 'Date:', and 'Detail:'. The 'Check-Out' section has fields for 'Date:'. There is also a 'Comment:' field at the bottom.


## Car Rental


Request/Trip Name:  
Additional Information:

Request Header  Segments Expenses Approval Flow **Audit Trail**

Add Segment  
CLICK ICON TO CREATE SEGMENT    

 **Car Rental** Amount:  USD


Pick-up  
City:   
Date:   At    
Detail:





Drop-off  
City:   
Date:   At    
Detail:


Comment:


## Rail Transportation


Request/Trip Name:  
Additional Information:

Request Header  Segments Expenses Approval Flow **Audit Trail**

Add Segment  
CLICK ICON TO CREATE SEGMENT    

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

Outbound  
From:   
To:   
Date:   Depart at    
Comment:

Return  
Date:   Depart at    
Comment:

Once you have completed the fields, click “Save”.

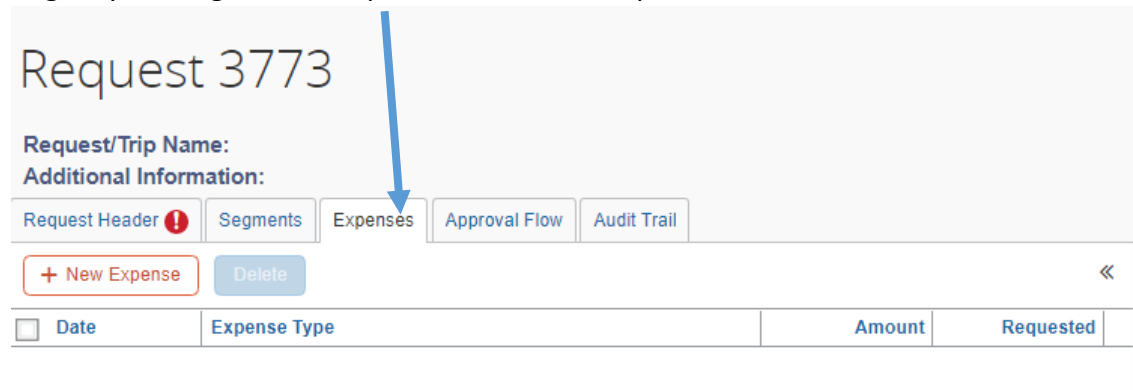


## Completing the Expenses Tab

Use this next section to add conference registration, mileage, meals, and other expense information.

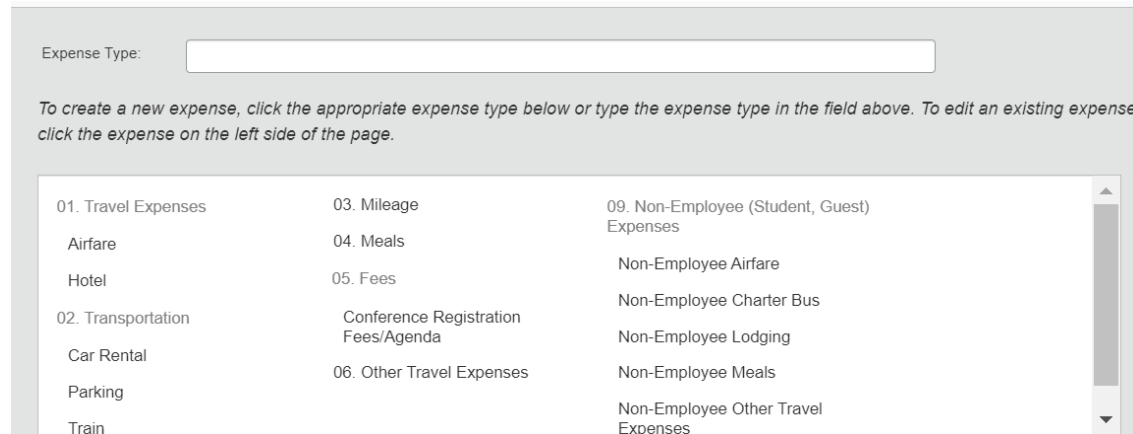
**NOTE:** If you chose “Book Outside of Concur & Cal Travel Store” on the request header (i.e. first tab), you will skip the Segments tab and enter travel expenses directly here using the steps provided here.

Begin by clicking on the “Expense” tab of the request:



The screenshot shows the 'Request 3773' interface. At the top, there is a header 'Request 3773' and a sub-header 'Request/Trip Name: Additional Information:'. Below this is a navigation bar with tabs: 'Request Header' (with a red exclamation mark icon), 'Segments', 'Expenses' (highlighted with a blue arrow), 'Approval Flow', and 'Audit Trail'. Underneath the tabs are two buttons: '+ New Expense' (orange) and 'Delete' (blue). At the bottom, there is a table header with columns: 'Date', 'Expense Type', 'Amount', and 'Requested'.

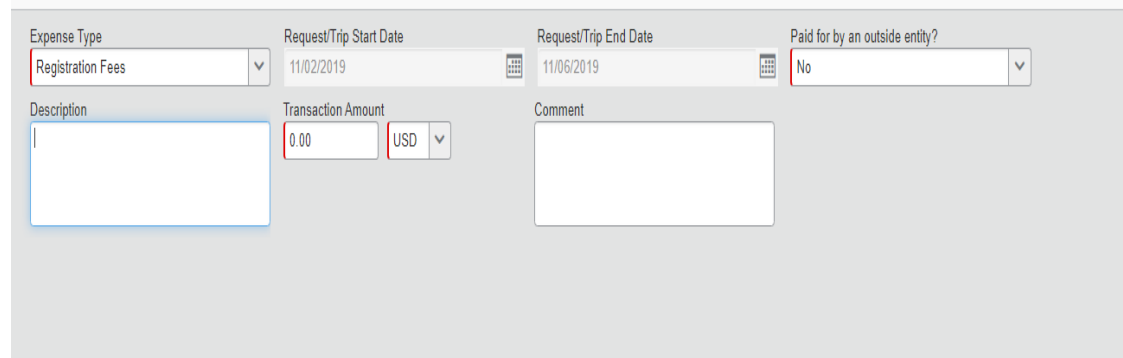
There are several expense types available to choose from.



The screenshot shows the 'Expense Type' selection screen. At the top, there is a text input field labeled 'Expense Type:'. Below it is a paragraph of instructions: '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.' Below the instructions is a list of expense types arranged in three columns:

01. Travel Expenses	03. Mileage	09. Non-Employee (Student, Guest) Expenses
Airfare	04. Meals	Non-Employee Airfare
Hotel	05. Fees	Non-Employee Charter Bus
02. Transportation	Conference Registration Fees/Agenda	Non-Employee Lodging
Car Rental	06. Other Travel Expenses	Non-Employee Meals
Parking		Non-Employee Other Travel Expenses
Train		

Example: Conference Registration Fees. Select this option to include registration fees.



The screenshot shows the expense entry form. At the top, there are four fields: 'Expense Type' (set to 'Registration Fees'), 'Request/Trip Start Date' (11/02/2019), 'Request/Trip End Date' (11/06/2019), and 'Paid for by an outside entity?' (No). Below these are three main sections: 'Description' (a text input field), 'Transaction Amount' (0.00 with a 'USD' dropdown), and 'Comment' (a text input field).

**Expense Type:** This field should automatically populate.

**Request/Trip Start and End Dates:** These should also be automatically populated.

**Paid for by an outside agency:** This will also populate based on the entry made in the request header tab.

**Description:** This is an optional field with a character limit but can be used for any helpful notes you would like to include.

**Transaction Amount:** Enter the total amount of the registration fees. In the comment section, please include one of the statements below as appropriate:

**Comment:** Please use this section to add one of the following comments as applicable:

- a. **Registration paid out of pocket** - use this comment to indicate you have paid for the cost of registration out-of-pocket and will be seeking reimbursement through the expense report process following the event.
- b. **Credit card payments not accepted, please pay by check** – use this comment if the vendor does not accept American Express credit card payments.
- c. **Please issue AMEX Go Card** – use this comment to indicate you would like to be issued the AMEX Go Card to make payment. Note: Use of the AMEX Go Card will require you to download an app on your mobile device.

## Group Travel

When three or more individuals attending a virtual conference, you can consider designating one individual to submit the travel request in Concur on behalf of the group. If the conference is face-to-face, it is likely each group member will need to submit a travel request separately as they may each have differing travel components to consider. When entering the conference expense for a group travel please include the following:

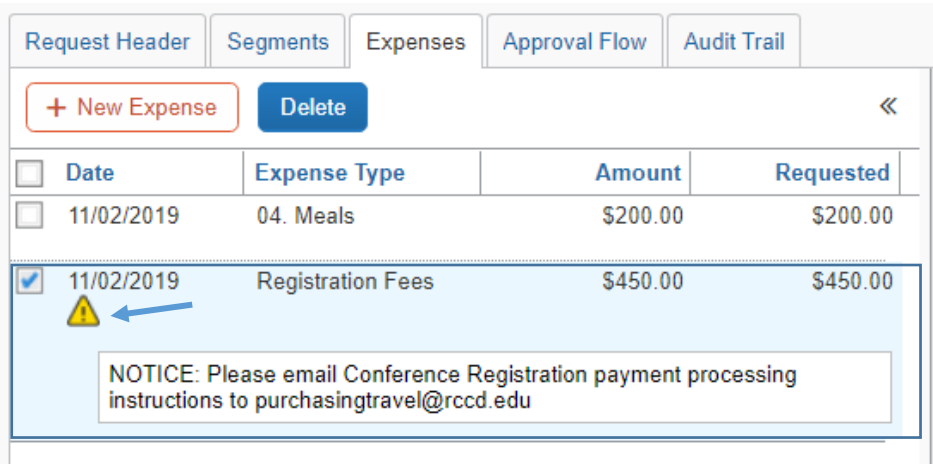
1. Select option 5 - Fees, select “conference registration fees/agenda” as the expense type.
2. Note the total amount of the registration fees for all participants.
3. Note in the comment section “Group registration”.
4. Include as a required document, a list of all conference attendees.
5. Once fully approved, follow the steps on page 40 for steps on requesting payment. As the requisitioner, you will be issued the AMEX GO Card on behalf of the group and will be responsible for issuing payment to the vendor.

## Student Travel

Travel involving students can now be submitted through Concur if the cost of the travel is being funded through either the restricted or unrestricted general fund. Do NOT enter a request into Concur if the travel is being funded by ASRCC Trust Accounts. When entering student related expenses:

1. As the chaperone/faculty member, use expense type 5: Fees to note your registration expense. This expense type will code to 5220.
2. For expenses related to the student registration, use expense type **09: Non-Employee Other Travel Expense**. This expense type will code to 5219.
3. Include as a required document, a list of all students attending the virtual conference.
4. Once fully approved, follow the steps on page 28 for steps on requesting payment. As the requisitioner, you will be issued the AMEX GO Card on behalf of the group and will be responsible for issuing payment to the vendor.

Once you have entered a registration fee, you will notice an alert icon/message has appeared in the summary of expenses on the left-hand side of the screen:



The screenshot shows the 'Expenses' tab in the Concur system. At the top, there are navigation tabs: 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below these are buttons for '+ New Expense' and 'Delete'. A table lists expenses with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The first row shows a meal expense for \$200.00. The second row, which is highlighted, shows a registration fee expense for \$450.00. A yellow warning triangle icon is next to the date '11/02/2019' in this row, with a blue arrow pointing to it. A text box below the table contains the following notice: 'NOTICE: Please email Conference Registration payment processing instructions to purchasingtravel@rccd.edu'.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	11/02/2019	04. Meals	\$200.00	\$200.00
<input checked="" type="checkbox"/>	11/02/2019	Registration Fees	\$450.00	\$450.00

For instructions on emailing purchasing the required information to for conference registration payments, see page 40.

## Allocating Budget

You may have noticed the “Allocate” button when saving the expenses:

Expense Type: 06. Other Travel Expenses | Transaction Date: 11/02/2019 | Description: WIFI at conference (none available) | Transaction Amount: 20.00 USD

Comment: [Empty text box]

Buttons: Save, Allocate, Cancel

If only one budget string will be charged, you do not have to specifically allocate the funds. Concur will use the budget string on the request “Header” tab to charge the expenses. If you need to allocate all or a portion of the expenses to more than one budget line, click on “allocate” to open up the dialog box.

Select the checkboxes to the left of each expense you would like to allocate. You may select one, all, or some of the expenses.

### Request List

Allocate Selected Expenses | Clear Selections | Summary

Select Group ▾

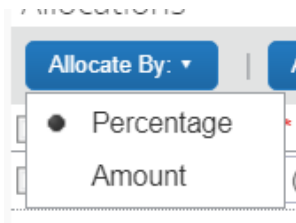
<input type="checkbox"/>	Date ▾	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	11/02/2019	04. Meals		\$200.00
<input checked="" type="checkbox"/>	11/02/2019	Registration F...		\$450.00
<input type="checkbox"/>	11/02/2019	06. Other Trav...		\$20.00

Click on the “Allocate Selected Expenses” button. The following appears on the right-hand side of the screen. Notice the budget string added in the request “header” tab is automatically populated.

Allocations Total:\$650.00 Allocated:\$650.00(100%) Remaining:\$0.00(0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/>	Percentage	* Fund	* School	* Resource	* Project Year	* Goal	* Function	Code
<input type="checkbox"/>	100	(11) 11 - UNRE...	(DDB) DDB - B...	(1000) 1000 - ...	0	6729	(0000) 0000 - ...	(11) 11 - UNRE...



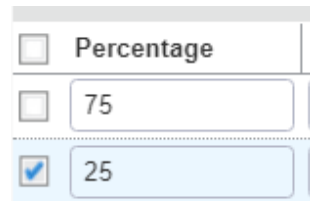
There are two ways to allocate the budget: Percentage or Amount. In this example, we will allocate by percentage.

Click on the “Add New Allocation” button then enter the second budget string you would like to charge. **NOTE:** There is no limit to the number of budget strings you can add.

Allocations Total:\$650.00 Allocated:\$650.00(100%) R

Allocate By: ▾ | **Add New Allocation** | Delete Selected Allocations | Favorites ▾ | **Add to Favorites**

<input type="checkbox"/> Percentage	* Fund	* School	* Resource	* Project Year	* Goal	* Function
<input type="checkbox"/> 50	(11) 11 - UNRE...	(DDB) DDB - B...	(1000) 1000 - ...	0	6729	(0000) 0000 - ...
<input type="checkbox"/> 50	(11) 11 - UNRE...	(DMF) DMF - ...	(1000) 1000 - ...	0	6017	(3000) 3000 - ...



If you would like to modify the percentages, simply click in the field and change as needed. Remember to Save the allocations. Once you have entered expenses and allocated budget, you are ready to upload the required documents.

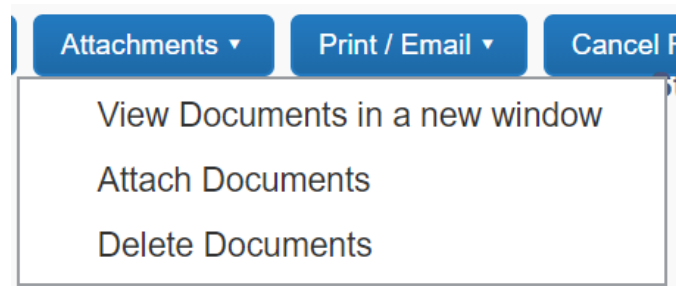
**Uploading Required Documents**

Prior to submitting your request for approval, please upload one or more of the following documents as applicable:

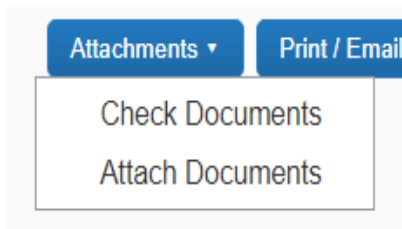
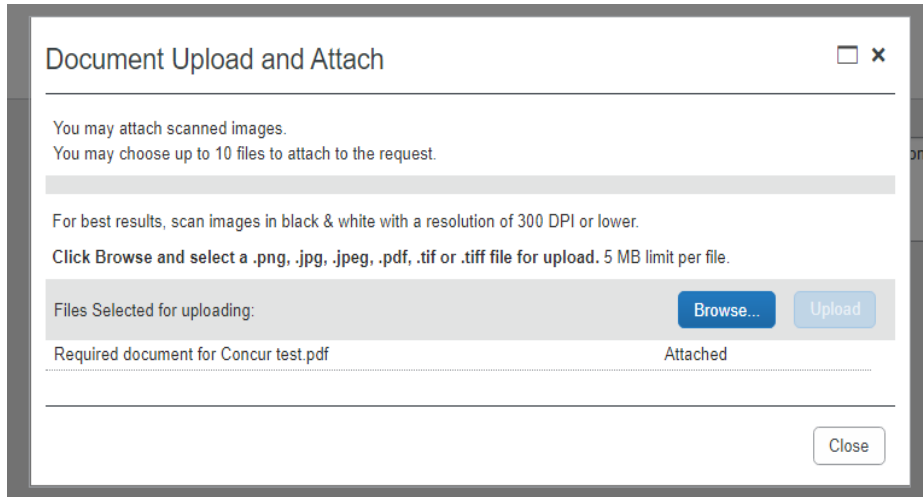
Prior to submitting your request for approval, you are required to upload:

- copy of the conference/meeting flyer or agenda
- copy of your proof of registration OR
- copy of the registration invoice

To upload required documents, click on the “Attachments” button and select “Attach Documents”:



Click on the “browse” button and attached the documents you need to upload one at a time. Click on “Upload”. The document name will appear with a note of “attached” if successful. Once all required documents are uploaded, click on “close”.



To verify the documents are uploaded, return to the “attachments” button and select “Check Documents” from the drop-down menu. A pop-up window will appear (be sure to enable pop-ups in your web browser). NOTE: The maximum file size is 5 mpbs.

## Submitting for Approval

Once you have uploaded all of the required documents, you are ready to submit the request for approval. In some instances, travelers may need to add a “user-added approver” to route to various individuals for approval.

**Classified Professionals/Managers** - Travel requests will automatically be routed to the traveler’s immediate supervisor as noted in the travel profile.

**Faculty** - The division dean must be manually added as an approver for faculty travel requests.

**Grant Funded** - For grant funded travel requests, the budget/grant manager must also be manually added to the request as an approver.

To add an approver, click on the “Approval Flow” tab. Next, click the blue plus sign and the “User Added Approver” box appears.

User-Added Approver:

+ x

Begin typing the last name of the approver you would like to add. The system will generate search results. Select the individual you are adding as approver from the names generated.

Click on the “Submit Request” button.

Attachments ▾Print / Email ▾Delete RequestSubmit Request

**Status:** Not Submitted  
**Amount:** \$670.00

The electronic agreement dialog box will appear. Read and if no changes need to be made click on “Accept & Submit”.

Final Review□ x

---

**User Electronic Agreement**

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.

Accept & Submit Cancel

Now, your request will appear under your “Active Requests” with the automatically assigned travel number and status shown.

Active Requests (1) Delete Request Copy Request Close/Inactivate Request

View ▾

Request Name ▾

Begins With ▾

Go

	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total
□	For test purposes	37HP	Pending Cost Object Approval	11/02/2019	10/19/2019	\$670.00
11/06/2019						

## Book with Agent: Cal Travel Store

If you chose, Option 2 “Book with Agent: Cal Travel Store” in the Request Header section, follow the steps to enter the segments and expenses as indicated on pages 31-32. After the request has been fully approved, the Cal Travel Store will receive the Request and will process the reservation. If additional information is needed, an agent will contact the traveler to finalize the reservation. There is no need for the traveler to contact the agent prior to an agent reaching out to them to confirm the reservation.

Once any reservations have been confirmed, and agent will send a confirmation email to the traveler.

## Book Outside of Concur and Cal Travel Store

If you chose, Option 3 “Book Outside of Concur and Cal Travel Store” in the Request Header section, follow the steps to complete the request header, the expenses tab, and submit for approval as noted.

## Contacting Purchasing for Payments

Once your travel request has been fully approved, you will receive an automated email notification from [AutoNotifications@concur solutions.com](mailto:AutoNotifications@concur solutions.com). Be sure to add this email to your contacts to avoid having the message moved to your Clutter or Junk inbox.

Your next step will be to contact the Purchasing department via email at [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request:

- a. An AMEX Go Card to be issued to you - OR –
- b. Request a paper check for those vendors who do not accept credit card payments
- c. Request the use of the District credit card for vendor who do not accept American Express for payment

**NOTE:** If you have prepaid the expenses and will be seeking reimbursements, you can skip this step. When contacting [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) be sure to include the following information:

- Travel request/trip ID number in the subject header. Please do this for all communications regarding travel.
- Traveler’s name
- Traveler’s mobile number (necessary for issuing AMEX Go Card)



### Requesting an AMEX GO Card

If you are requesting an Amex Go Card for the first time, please reply with the following information:

- Approved Concur Request ID:
- Name:
- Cell Phone No.:

If you are requesting additional funds to be added to your AmEx Go Card, please provide your:

- Approved Concur Request ID#
- Name:

### Requesting a paper check

If the conference vendor does not accept American Express or other credit cards as a form of payment for your conference registration, please email [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) with the following information:

- First & Last Name of Requestor and Concur Request ID on the Email Subject line
- Instructions on how to pay for the registration
- URL link for the registration (login/password if necessary) or Vendor Information necessary to make payment.
- Any important registration preferences necessary to complete your registration (A screenshot of filled out registration form would be helpful)

Please note that your request will only be processed once your Concur Request is fully approved. Please follow up with your approvers to make sure that your request is approved on time.

### Requesting the use of the District credit card

If the vendor does not accept American Express for payment, please email [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) and provide the same information as you would for requesting a paper check as noted above.

### Completing the Booking Process

Once the travel request is fully approved, you will receive an email notification from [AutoNotifications@concur solutions.com](mailto:AutoNotifications@concur solutions.com) indicating there is a request pending travel booking. You are now ready to book your airfare, hotel, or car rental as appropriate. To complete the booking process, take the following steps:

Login to Concur.

Click on the “Request” link on the top banner. This will take you to your active travel request dashboard. You will see a comment of “Pending on-line Booking” under the request status.

## Active Requests (4)

View ▾

Request Name ▾ Begins With ▾  Go

<input type="checkbox"/>	Request Name	Request ID	Status
<input type="checkbox"/>	Association of Awesome Community Association of Awesome Community College Classified Employees Annual Conference	3A4N	Pending on-line Booking  Comment: Not sure if this is a legitimate request . . . I haven't heard of the group, and it appears to be mis-spelled in the first instance.

Select the travel request by double clicking on the request name. Click on the “Book with Concur Travel” button.

# Request 3A4N [West, Raymond]

Request/Trip Name: Association of Awesome Community  
Additional Information: Association of Awesome Community...

Request Header Segments Expense Summary Approval Flow Audit Trail

**Book with Concur Travel**

## Booking Airfare

Booking your airfare is a straightforward process. Click on the proceed to booking button.

Travel Trip Library Templates Tools

Association of Awesome Community  
Start date: Thursday, 02/06/2020  
End date: Monday, 02/10/2020  
Purpose: Association of Awesome Community  
Purpose: College Classified Employees Annual Conference  
[View Detail](#)

### Your Itinerary

To Begin Booking your Itinerary, Please provide additional information below, then press the "Proceed to booking" button.

#### TRAVEL REQUEST ITINERARY

- Air Ticket**  
Ontario Airport (ONT) Los Angeles, CA  
San Francisco Airport (SFO) San Francisco, CA  
Departure: Thursday, 02/06/2020 Depart at 10:20 AM
- Air Ticket**  
San Francisco Airport (SFO) San Francisco, CA  
Ontario Airport (ONT) Los Angeles, CA  
Departure: Monday, 02/10/2020 Depart at 3:40 PM
- Hotel Reservation**  
San Francisco, California  
Check-in: Thursday, 02/06/2020  
Check-out: Monday, 02/10/2020

Only show me this page when I need to provide extra information

**Proceed to booking**

Enter your flight criteria (like the process followed when obtaining quotes) to display flight options. Select your flights by clicking the “Select” button.

The screenshot shows the 'Travel' section of a website with a navigation bar containing 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main heading is 'LOS ANGELES TO SAN FRANCISCO THU, FEB 6 - MON, FEB 10'. Below this, there are options to 'Show matrix' and 'Print / Email'. The interface is divided into two main sections: 'Shop by Fares' and 'Shop by Schedule'. The 'Shop by Fares' section is active, showing a search bar, a 'Sorted By' dropdown set to 'Policy - Most Compliant', and a 'Displaying: 78 out of 504 results' indicator. The results are presented in a table with columns for airline, flight number, departure time, arrival time, duration, and price. Two flight options are visible, both on Southwest, with prices for 'Wanna Get Away' (\$107.96) and 'Anytime' (\$505.52). A 'Select' button is present for each option. On the left side, there is a 'Trip Summary' sidebar with a 'Select Flights or Trains' button and a 'Finalize Trip' button. Below the sidebar, there are sections for 'Previous Searches' and 'Change Search'.

Review your flight selections. Choose your frequent flyer program from the drop-down menu (if you have them).

The screenshot shows the 'Review and Reserve Flight' section of the website. The main heading is 'Review and Reserve Flight' and the sub-heading is 'REVIEW FLIGHTS'. The interface is divided into three main sections: 'DEPART', 'RETURN', and 'ENTER TRAVELER INFORMATION'. The 'DEPART' section shows a flight on Thursday, Feb 6, from Los Angeles, CA to San Francisco, CA, with a departure time of 10:20a and an arrival time of 11:50a, operated by Southwest 1450. The 'RETURN' section shows a flight on Monday, Feb 10, from San Francisco, CA to Los Angeles, CA, with a departure time of 03:40p and an arrival time of 05:10p, operated by Southwest 1260. The 'ENTER TRAVELER INFORMATION' section has a sub-heading 'Primary Traveler' and a 'Name' field containing 'Raymond DULK West', a 'Phone' field containing '951.222.8307', and an 'Email' field containing 'chip.west@rcc.edu'. Below this, there is a 'Frequent Flyer Programs' section with a dropdown menu set to 'No Program selected'. On the left side, there is a 'Trip Summary' sidebar with a 'Flights Selected' button and a 'Finalize Trip' button. The overall layout is clean and professional, with a focus on providing clear information and easy navigation.

The RCCD credit card automatically pays for the airfare. Click on “Reserve Flight and Continue”.

### SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$73.82	\$34.14	\$107.96
<b>Total Estimated Cost: \$107.96</b>			
<b>Total Due Now: \$107.96</b>			

### APPLY TICKET CREDIT

You can apply your previously canceled tickets (ticket credit) toward this Southwest Direct Connect booking. Select a **maximum of two** ticket credits.  
[Add Ticket Credit](#)

### METHOD OF PAYMENT

This purchase will be charged to your company directly.

#### This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

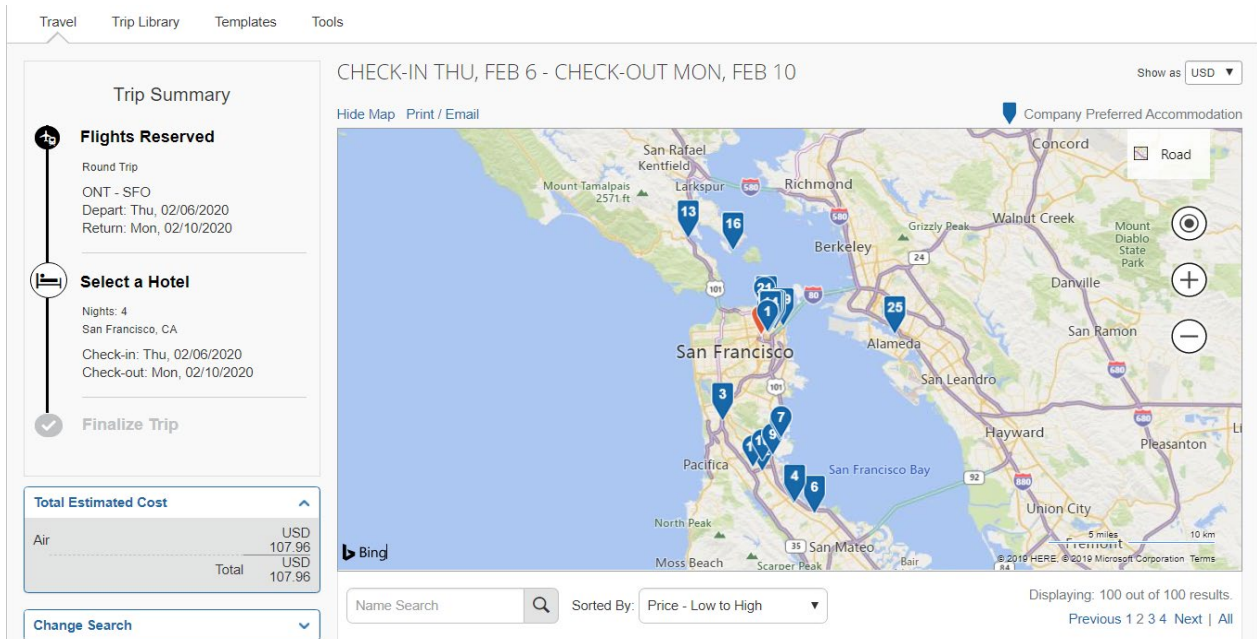
By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#)

[Reserve Flight and Continue](#)


## Booking Hotel

To book your hotel accommodations, enter your search criteria.



The screenshot shows a travel booking interface. On the left, a sidebar contains a 'Trip Summary' section with three items: 'Flights Reserved' (Round Trip, ONT - SFO, Depart: Thu, 02/06/2020, Return: Mon, 02/10/2020), 'Select a Hotel' (Nights: 4, San Francisco, CA, Check-in: Thu, 02/06/2020, Check-out: Mon, 02/10/2020), and 'Finalize Trip'. Below this is a 'Total Estimated Cost' table showing 'Air' at USD 107.96 and 'Total' at USD 107.96. At the bottom of the sidebar is a 'Change Search' button. The main area features a map of the San Francisco Bay Area with a 'Company Preferred Accommodation' marker. Above the map, it says 'CHECK-IN THU, FEB 6 - CHECK-OUT MON, FEB 10' and 'Show as USD'. Below the map is a search bar with 'Name Search' and a search icon, and a 'Sorted By: Price - Low to High' dropdown. At the bottom right, it says 'Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All'.


Select the hotel by clicking on the “View Rooms” button to view room options.



**13. Acqua Hotel**  
555 Redwood Hwy, Mill Valley, CA 94941 [Map it](#)  
9.46 miles ★★★★★

**\$239**  
[View Rooms](#)


**Most Preferred Hotel** for Riverside Community College District [Hotel details](#)



**14. Orchard Hotel**  
665 Bush St, San Francisco, CA 94108 [Map it](#)  
1.2 miles ★★★★★

**\$242**  
[View Rooms](#)

Select the room option by clicking on the blue button.



**13. Acqua Hotel**  
555 Redwood Hwy, Mill Valley, CA 94941 [Map it](#)  
9.46 miles ★★★★★

**\$239**  
[Hide Rooms](#)

**Most Preferred Hotel** for Riverside Community College District [Hotel details](#)

*The CA Green Lodging Program encourages State and Local government travelers to seek out and give preference to certified green hotels.*

**Room Options**

Best Available Rate - Dlx Queen Bed Down Comforter CD Player Vcr Fridge Spa Robes Comp Wireless Hspd Cont Brkfst Best Available Rate (Sabre) [Rules and cancellation policy](#) ⓘ **\$239**

Best Available Rate - Dlx Queen Bed Ada Accessible Fridge Spa Robes Comp Wirelss Hspd Amer Brkfst Best Available Rate (Sabre) [Rules and cancellation policy](#) ⓘ **\$239**

Review and reserve your hotel room by clicking the “Reserve hotel and continue” button.

**Trip Summary**

- Flights Reserved**  
Round Trip  
ONT - SFO  
Depart: Thu, 02/06/2020  
Return: Mon, 02/10/2020
- Hotel Selected**  
Nights: 4  
San Francisco, CA  
Check-in: Thu, 02/06/2020  
Check-out: Mon, 02/10/2020
- Finalize Trip**

## Review and Reserve Hotel

### REVIEW HOTEL ROOM

Acqua Hotel  
Best Available Rate - Dlx Queen Bed Down Comforter CD Player Vcr Fridge Spa Robes Comp Wireless Hspd Cont Brkfst Best Available Rate  
4 Nights | 1 Guest\*

Check-in	Check-out	Address	Phone
Thursday, February 06, 2020	Monday, February 10, 2020	555 Redwood Hwy Mill Valley, California 94941 United States	415-380-0400

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

### PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.  
Comments (30 character max)  
Ex: Need early check-in (10am)

Request foam pillows  Request rollaway bed  Request crib

### ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ⓘ

Hotel Guest [Edit](#) | [Review all](#)

Name: Raymond DULK West Phone: 951.222.8307

Be sure to agree to the rates and rules by checking the box before clicking on reserve hotel and continue.”

**REVIEW PRICE SUMMARY**

Description	Nightly rate	Dates	Total
Acqua Hotel	\$229.00	Feb 06 - Feb 07	\$229.00
	\$239.00	Feb 07 - Feb 09	\$478.00
	\$229.00	Feb 09 - Feb 10	\$229.00

Total Estimated Cost: \$936.00\*  
Total Due Now: \$0.00\*\*

\* May not include taxes or additional fees.  
\*\* Remaining amount due at hotel location.

**SELECT A METHOD OF PAYMENT**

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Citi Bank Mastercard\* (...6011) Add credit card

\* Indicates credit card is a company card

**ACCEPT RATE DETAILS AND CANCELLATION POLICY**

Please review the rate details and cancellation policy provided by the hotel.

TOTAL RATE: 1050.15 USD  
EXTRA PERSON: \$25.00  
**RATE CHANGES OVER DURATION OF STAY**

Hotel Rates

229.00	06FEB - 07FEB
239.00	07FEB - 09FEB
229.00	09FEB - 10FEB

I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back Reserve Hotel and Continue

The RCCD credit card reserves your hotel room, however, the hotel will still request a personal debit or credit card be presented at check-in for incidental charges.

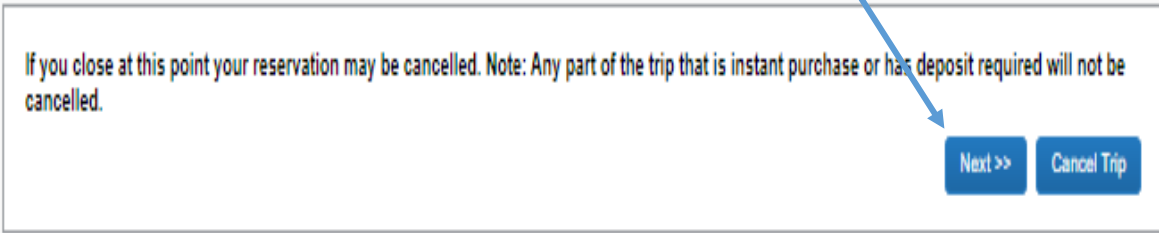
### Booking Car Rental

The process to book your car rental is the same as the process for booking your airfare and hotel.

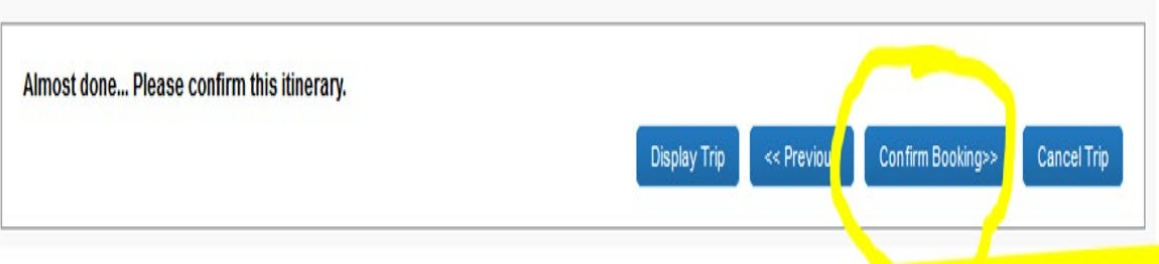
1. Enter your search criteria
2. Select your model option
3. Click “Reserve car and continue”

The RCCD credit card reserves your car. The District holds an agreement with Enterprise Car Rentals. When renting a vehicle, the District will be automatically billed.

To complete the booking process, you must click each blue “next” button that appears at the bottom right hand of the screen.



Once you have reach “Confirm Booking” as an option, click to finalize the booking process.



The following message will appear and an overview of the trip overview displays.

## Finished!

You have successfully booked your trip!

### Trip Record Locator : HJFIBP

This trip complies with your travel policy.

Your itinerary has been saved. CalTravelStore (State of CA RX0F) will service your itinerary.

**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by: 11/21/2019 09:59 pm Pacific

Travel Contact Information  
877-454-8785

## Delete/Cancel/Recalling/Closing Requests

**Delete** - A Request can only be deleted if it has never been submitted.

**Cancel** - A Request can be cancelled 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**

You cannot change, cancel, or delete a Request that has been submitted unless you Recall it first. A user may recall a request at any point in the approvals process.

**Canceling an approved request will result in not being able to book travel or submit an expense report. Use caution when canceling a request.**

Some of the reasons to recall a request are to correct an existing entry or add missing information. If you have questions regarding this process, please contact your local Concur administrator.

## **Close/Inactive**

All requests need to be manually closed/inactivated only if you have already or will not be receiving a reimbursement.

## **Multiple Requests**

If another Request is created due to changes in travel plans mid-stream, you are able to attach the Requests associated with the trip to a single expense report. For assistance with this option, please contact your local Concur administrator.



# **Section III: AMEX GO Card**

## Purpose

In order to provide individuals with flexibility for payment of conference related expenses, the District is able to offer travelers the choice to use either the AMEX Go Virtual card and/or a physical card. This option allows you to pay registration fees and minimizes the need for travelers to use their personal credit cards to issue payment.

Why should I use the AMEX Go Card?

Using the AMEX Go Card allows travelers to have control on when and how your registration payments are made. You won't need to wonder if a check has been issued. If the conference vendor requires payment at the time of registration, you'll be able to register yourself and pay ensuring your spot at the event. If you are able to register and pay later, again, payment is in your hands. You'll know when and how the registrations have been made.

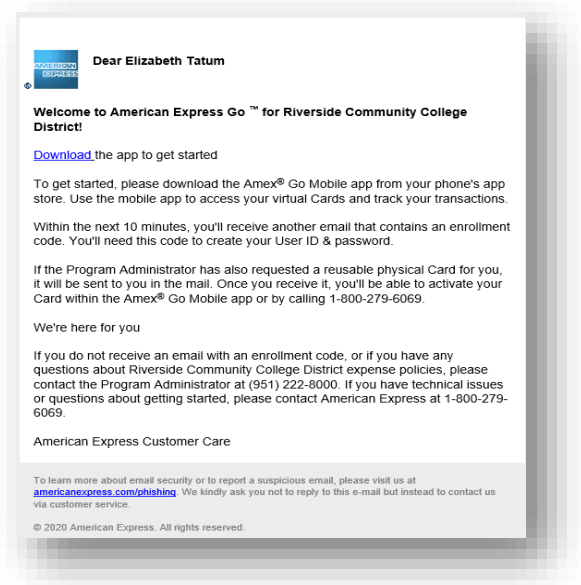
What can I pay with the AMEX Go Card?

- Conference/workshop registration
- Hotel stays
- Car rentals (when booked outside of Concur travel store)
- Incidentals such as meals and parking

## Downloading the AMEX GO Card

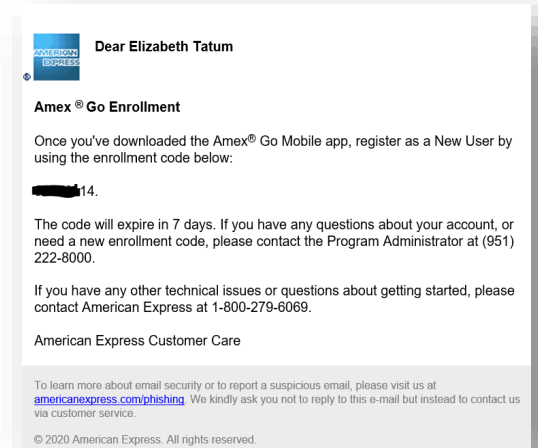
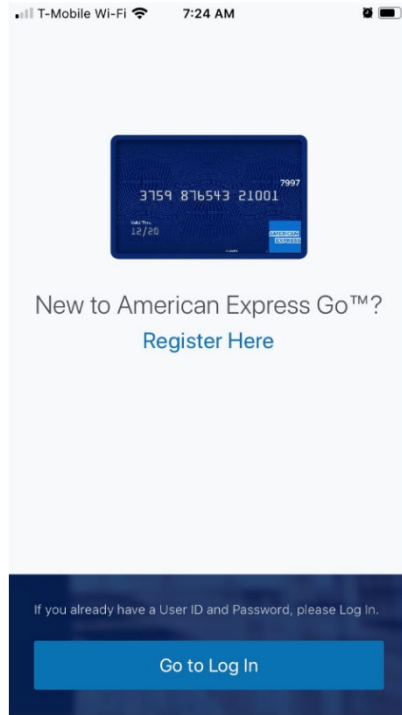
1. RCCD purchasing assigns an AMEX GO virtual card to the requestor who has submitted a request via Concur.

2. An email from AMEX GO is sent to your RCCD email account to download the app.

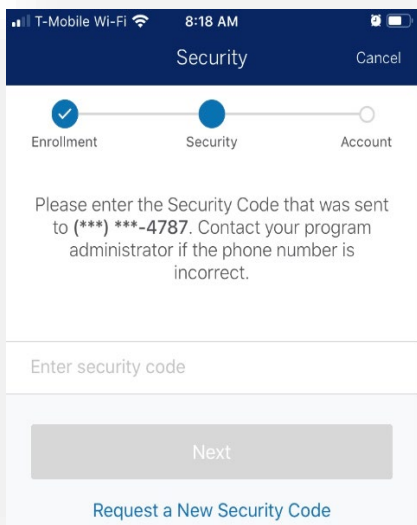


3. Once the app is downloaded an email will be sent to your RCCD email account to register as a new user using an enrollment code.

4. Click Register Here



5. Once enrolled a Security Code will be sent to you via text. You will then be prompted to create a User ID:

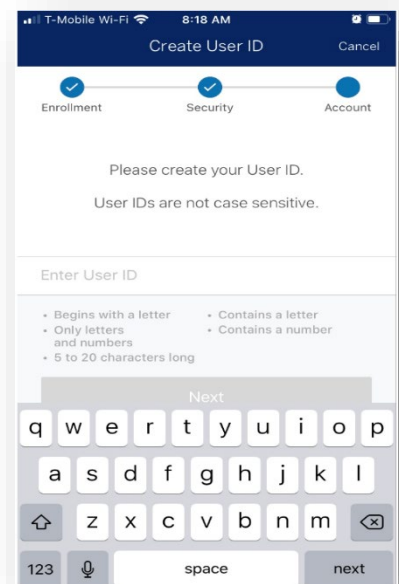


*Note-*

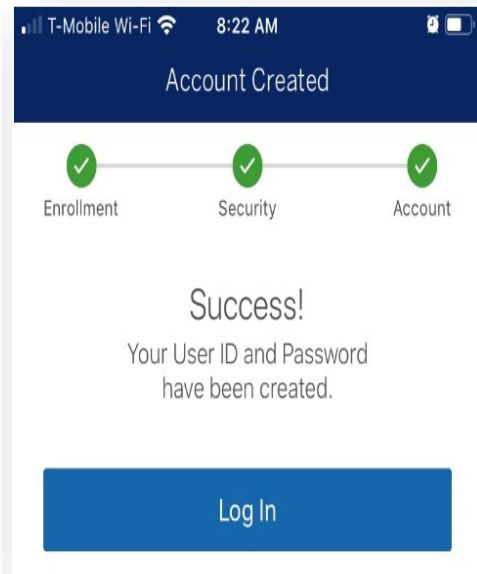
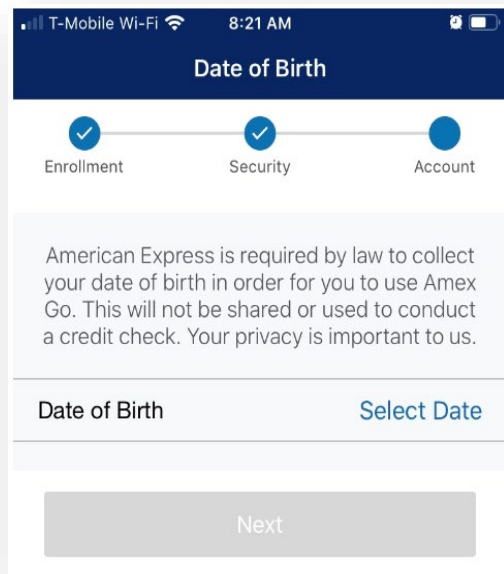
**\*Personal AMEX card DOES NOT interfere with RCCD AMEX GO – they are completely different apps/system.**

**\*Contact: John Geraghty @ [john.geraghty@rccd.edu](mailto:john.geraghty@rccd.edu) for AMEX GO questions**

**\*Msg & data rates may apply**

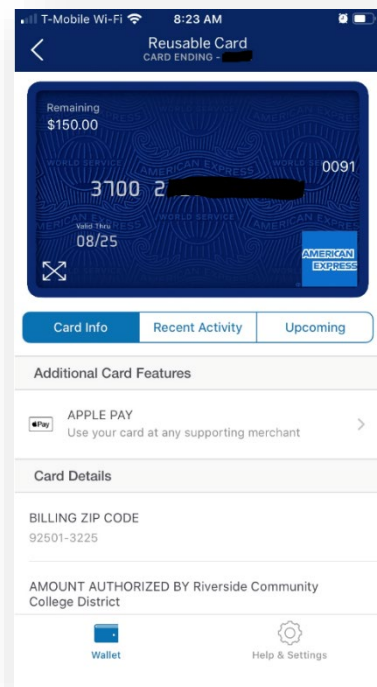
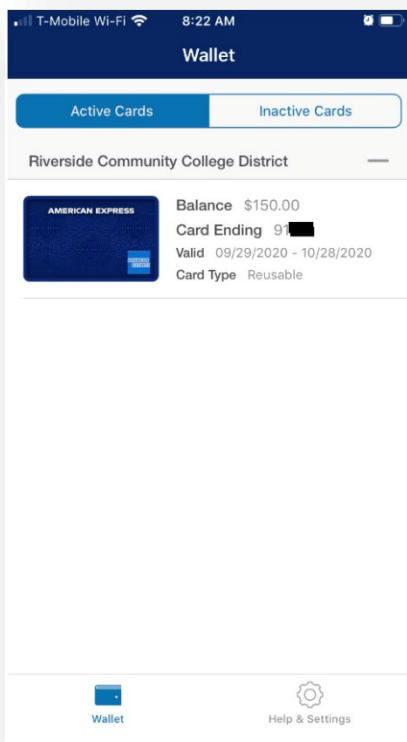


6. Enter your date of birth and this completes the enrollment process - Success!



## Viewing the AMEX GO Card

Click on the app and log in. Note - the amount displayed on the virtual card is the amount requested from Concur.



### Conference Registration Payment:

Retrieve your registration, fill out the registration form and use the virtual card to pay for your fees. In some cases, you may have to call them directly and provide them with the card number.

Do NOT type the AMEX card number more than twice as it will block the card from being used.

**From:** Courtney Clark [<mailto:events@acbo.org>]  
**Sent:** Monday, September 21, 2020 11:07 AM  
**To:** Bielman, Jennifer <[Jennifer.Bielman@rcc.edu](mailto:Jennifer.Bielman@rcc.edu)>  
**Subject:** [EXTERNAL SENDER] ACBO Conference Payment Link

Jennifer,  
Here is the link to make a payment for ACBO Conference registration.

<https://www.acbo.org/i4a/forms/index.cfm?id=155&pageid=3563&showTitle=1>

Thank you.

Courtney Clark

ACBO/ACCCA – Manager, Professional Development & External Relations

**ACCCA - Your essential career partner.**

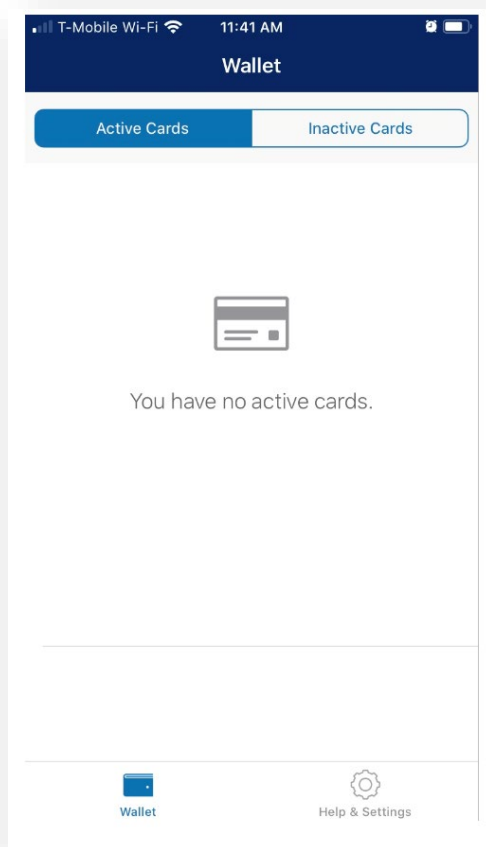
1531 I Street, Suite 200 | Sacramento, CA 95814

916.443.2226 (ACBO) | Fax: 916.443.1817

[events@acbo.org](mailto:events@acbo.org) | [www.acbo.org](http://www.acbo.org)

If you do NOT want a virtual AMEX GO Card issued or you do not want to utilize your mobile device to download the app, contact purchasing at [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request payment to conference vendor. Additionally, if the conference vendor does not accept the American Express card, contact [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request payment.

After you register the remaining balance will be zero, so the card will show on AMEX as not active. When you complete a new TR in Concur, RCCD will increase the balance on this card.



### Note -

If you are using an AMEX GO Card, disregard the [accountspayable@rccd.edu](mailto:accountspayable@rccd.edu) pop up message that is shown in Concur.

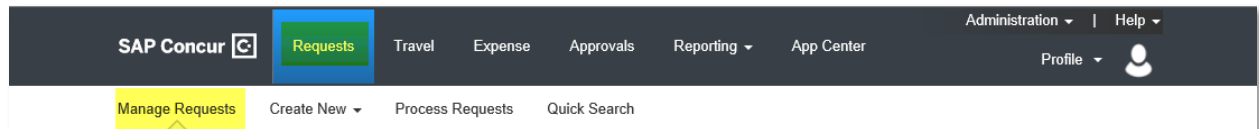
# **Section IV:**

## **Creating your Expense Report**

## Creating your Expense Report

Once you complete your trip you are ready to prepare your expense reimbursement. Please note: You **must** submit an expense report regardless of whether or not you have out-of-pocket reimbursements. Expense reports will route to the Direct Supervisor, then Budget Approvers based on the budget string (School, Goal, Function). **NOTE:** Faculty/Athletics will have to manually add their division Dean as additional approver.

To begin, click on the **Requests** tab, then **Manage Requests**



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.

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					

Review information copied over from the travel request into the Expense Report Header. Next, check the box under "Requests" and click "Next" to link the travel request to the expense report.

### Create a New Expense Report

Report Header

Report/Trip Name: 2019 ACBO Fall Conference | Report/Trip Business Start Date: 10/30/2019 | Report/Trip Business End Date: 10/30/2019 | Report/Trip Purpose: Conference Attendee

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 FSE | School: (DDB) DDB - BUSINESS OPE | Resource: (1000) 1000 - GENERAL FUN | Project Year: 0 | Goal: 6729 | Function: (0000) 0000 - CAMPUS ADMI

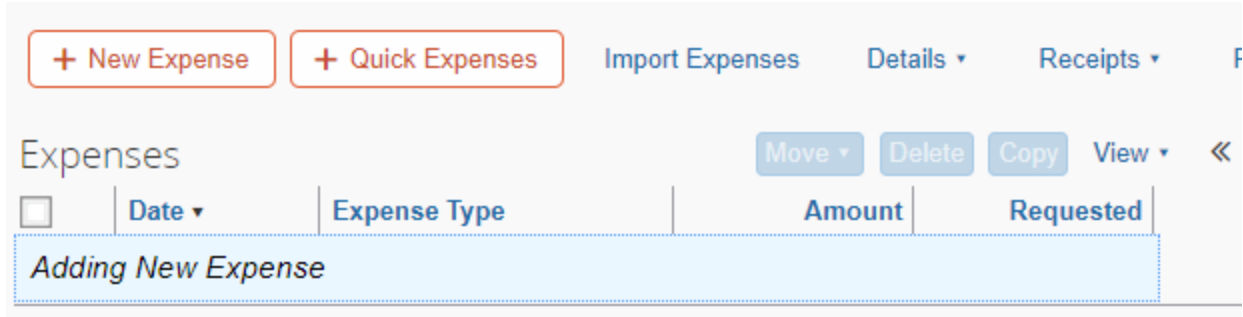
Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> 2019 ACBO Fall Conference	37D3	No	\$786.00	\$786.00	\$786.00

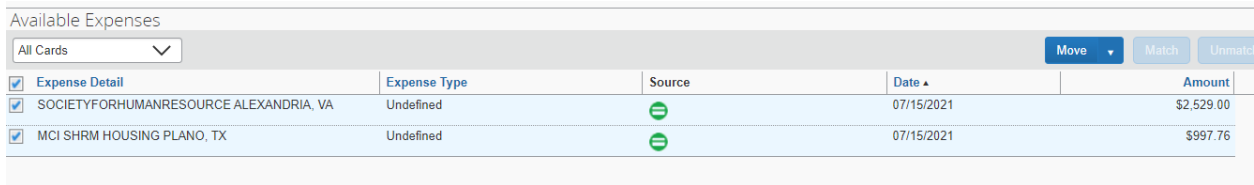
Next >> Cancel

## Adding AMEX GO Card Expenses

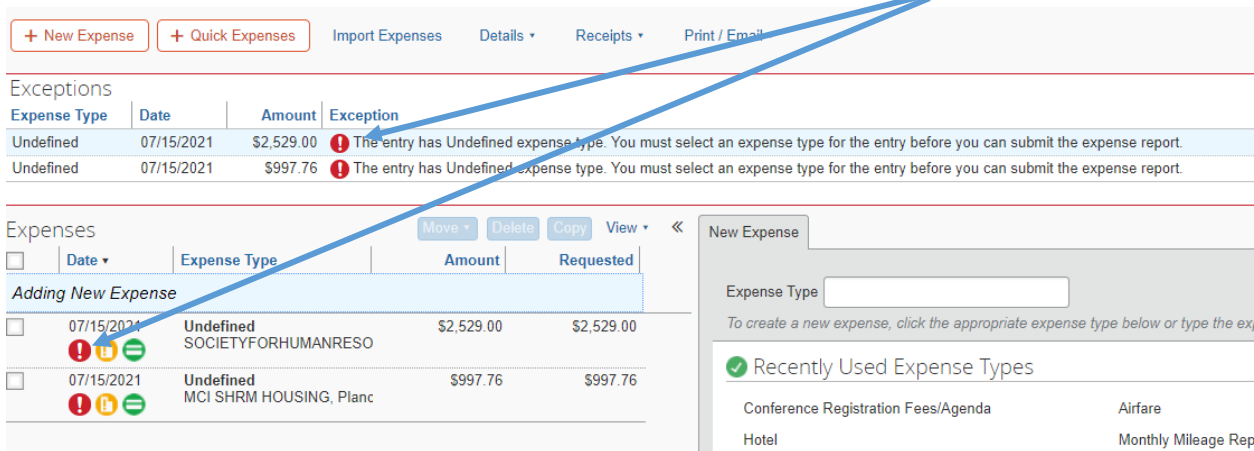
If you used the AMEX GO Card to pay for any of your expenses, you will need to import those expenses. To do so, begin by clicking on “Import Expenses”:



Next, choose the expense you want to add to your expense report. NOTE: If you have more than one travel request open, there could be several different expenses available to attach. Be sure to attach the expenses which correspond with the request. Once selected, click “Move”:

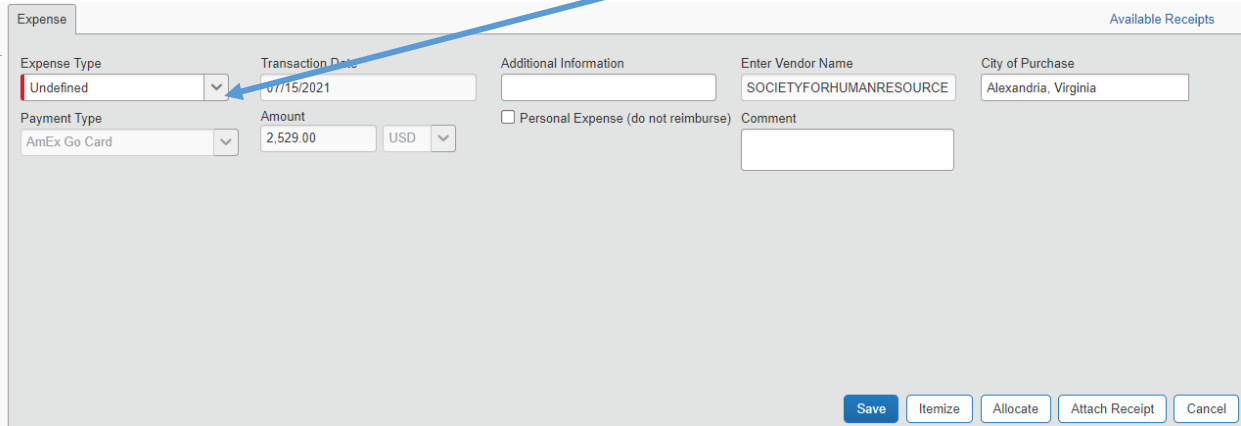


This will pull the AMEX Go expense over. Before adding any additional expenses, you’ll need to define the expense type. This is noted by the red error message warning you to do so:

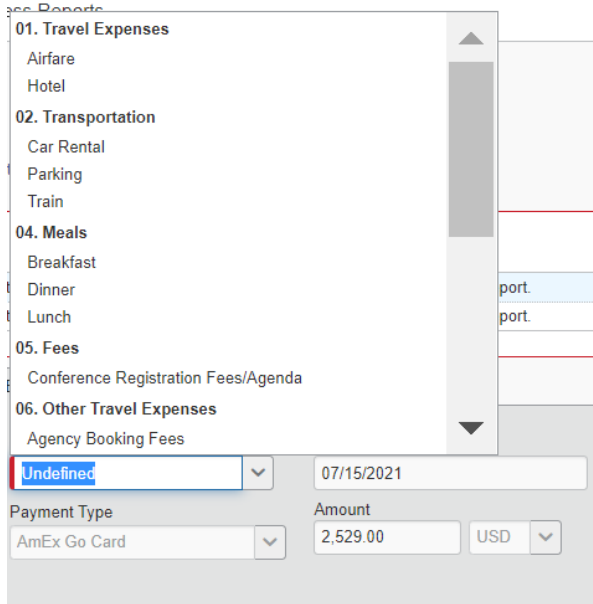




Click on the expense to change the expense type from the drop-down menu and choose the expense type that applies (conference registration, hotel, etc.):

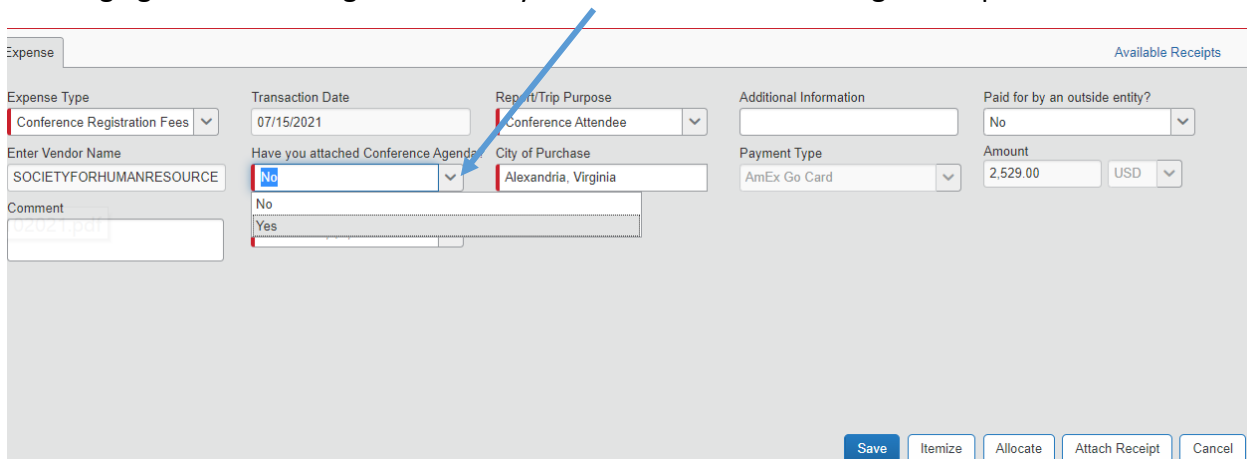


The screenshot shows an expense entry form. The 'Expense Type' dropdown menu is currently set to 'Undefined' and is highlighted with a blue arrow pointing to it. Other fields include 'Transaction Date' (07/15/2021), 'Additional Information', 'Enter Vendor Name' (SOCIETYFORHUMANRESOURCE), 'City of Purchase' (Alexandria, Virginia), 'Payment Type' (AmEx Go Card), 'Amount' (2,529.00), and 'USD' currency. There is a checkbox for 'Personal Expense (do not reimburse)' and a 'Comment' field. At the bottom right, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.



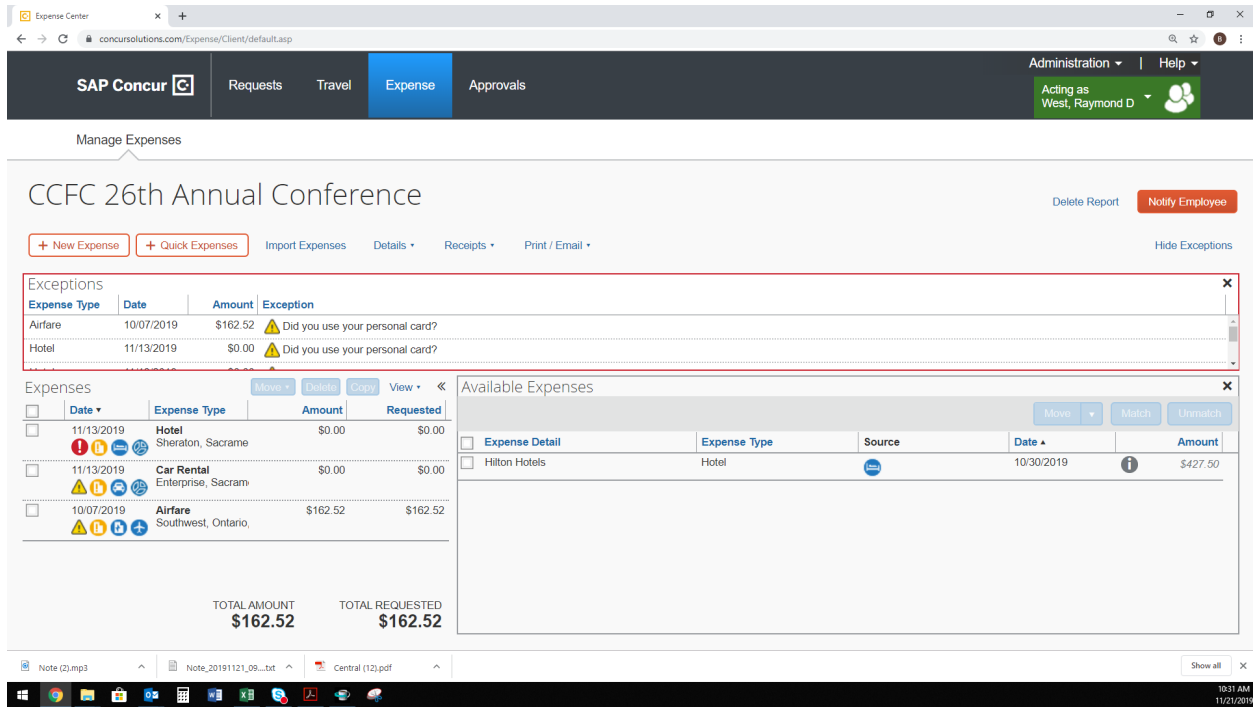
This screenshot shows a scrollable list of expense categories. The categories are: 01. Travel Expenses (Airfare, Hotel), 02. Transportation (Car Rental, Parking, Train), 04. Meals (Breakfast, Dinner, Lunch), 05. Fees (Conference Registration Fees/Agenda), and 06. Other Travel Expenses (Agency Booking Fees). The 'Undefined' option is currently selected in the dropdown below the list. The 'Transaction Date' is 07/15/2021, 'Payment Type' is AmEx Go Card, and 'Amount' is 2,529.00 USD.

**Note:** When entering a conference registration fee, you will need to upload a conference or meeting agenda and change the “Have you attached Conference Agenda” question to “Yes”.

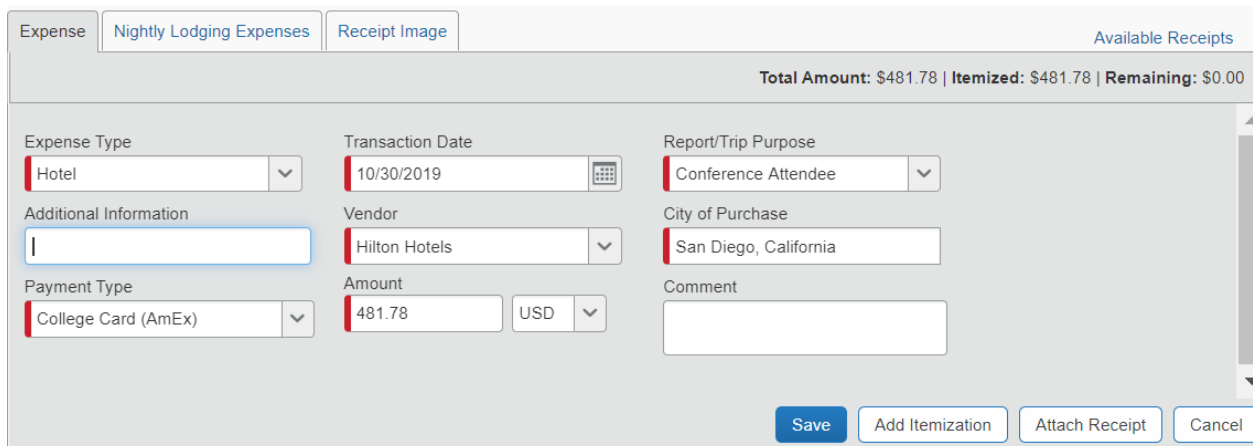


The screenshot shows the expense form with the 'Expense Type' set to 'Conference Registration Fees'. The 'Report/Trip Purpose' is 'Conference Attendee'. The 'Have you attached Conference Agenda?' dropdown menu is highlighted with a blue arrow and is currently set to 'No'. Other fields include 'Transaction Date' (07/15/2021), 'Additional Information', 'Paid for by an outside entity?' (No), 'Enter Vendor Name' (SOCIETYFORHUMANRESOURCE), 'City of Purchase' (Alexandria, Virginia), 'Payment Type' (AmEx Go Card), and 'Amount' (2,529.00 USD). There is a 'Comment' field with '2529.00' entered. At the bottom right, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

The expense report will auto-populate with any expenses that have already been incurred by booking in Concur.



The next step is to note how each prepaid expense was paid. This ensures the traveler is not reimbursed for expenses not paid personally.



There are several expense types available to choose from in the drop-down menu.

- Out of Pocket – Select this option if the expense was paid out of pocket by the traveler.
- College Card (AmEx) or College Card (BoA) – The Purchasing department has two credit cards to pay travel related expenses. Travelers should contact Purchasing to confirm which card was used. Hotel or conference registration fees are examples of the type of expenses that may have been paid by the District credit card.
- Other Entity – Select this option for expenses paid for by an outside entity.

- RCC Ghost Card (Citi) – Select this option if airfare and/or car rental were booked through Concur.

To add additional expenses to the expense report, click on “New Expense” at the top of the expense report:



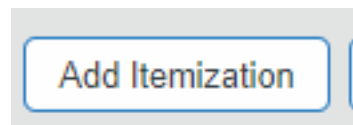
Select the expense type you wish to add from the displayed options. If necessary use “Miscellaneous” in the “Other Travel Expenses” section if you do not see the expense type you are looking for.

### All Expense Types

01. Travel Expenses	...04. Meals	...06. Other Travel Expenses
Airfare	Dinner	Miscellaneous
Hotel	Lunch	Tolls/Road Charges
02. Transportation	05. Fees	08. Other
Car Rental	Conference Registration Fees/Agenda	Non Reimbursable/Personal Expense
Parking	06. Other Travel Expenses	09. Non-Employee (Student, Guest) Expenses
Train	Agency Booking Fees	Non-Employee Airfare
03. Mileage	Airline Fees	Non-Employee Charter Bus
Monthly Mileage Report	Currency Exchange Fees	Non-Employee Lodging
Personal Car Mileage	Ground Transportation	Non-Employee Meals
04. Meals	Group Meals/Entertainment <10 Attendees	Non-Employee Other Travel Expenses
Breakfast	Group Meals/Entertainment 10 + Attendees	

### Adding Hotel Expenses

You will be required to itemized the hotel expenses. Enter the basic expense and click on “Add Itemization”



Expense | **Nightly Lodging Expenses** | Receipt Image Available Receipts

Total Amount: \$481.78 | Itemized: \$481.78 | Remaining: \$0.00

Expense Type Hotel	Transaction Date 10/30/2019	Report/Trip Purpose Conference Attendee	Additional Information	Vendor Hilton Hotels
City of Purchase San Diego, California	Payment Type College Card (AmEx)	Amount 481.78 USD	Comment	

Refer to the hotel folio for room rate and tax information to add to the itemization. Click on “Save Itemization”.

Expense | **Nightly Lodging Expenses** | Receipt Image Available Receipts

Total Amount: \$481.78 | Itemized: \$481.78 | Remaining: \$0.00

Check-in Date 10/28/2019	Check-out Date 10/30/2019	Number of Nights 2
-----------------------------	------------------------------	-----------------------

**Recurring Charges (each night)**

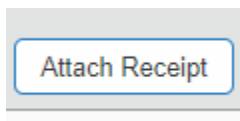
Room Rate	Room Tax
Other Room Tax 1	Other Room Tax 2

Room rate and taxes will be shown as separate expenses

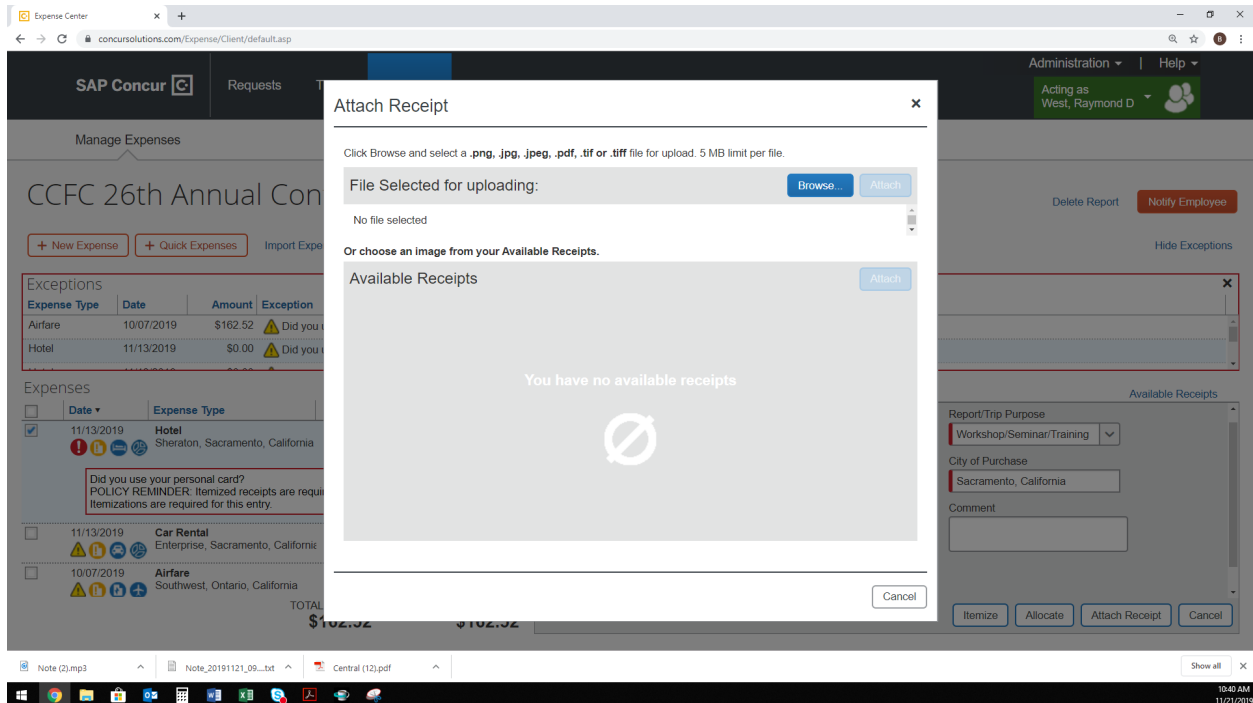
**Additional Charges (each night)**

Expense Type Choose an expense type	Amount
Expense Type Choose an expense type	Amount

Next, click “attach receipt” to attach the hotel folio to the expense entry.



Next browse to select the file to upload and click “attach”.



## Adding Airfare Expenses

If the option to activate e-receipts was selected in the profile settings, some expenses may display an option to attach an e-receipt to an expense. In the example below, the e-receipt is available for airfare. To add the e-receipt, click on the tab and select from the available receipts displayed.

The screenshot displays the "E-Receipt" tab for an expense entry. The form contains the following fields and values:

- Expense Type:** Airfare
- Transaction Date:** 10/07/2019
- Report/Trip Purpose:** Workshop/Seminar/Training
- Additional Information:** (Empty text box)
- Ticket Number:** 5262128645141
- Vendor:** Southwest Airlines
- City of Purchase:** Ontario, California
- Payment Type:** RCC Ghost Card (Citi)
- Amount:** 162.52 USD
- Comment:** (Empty text box)
- Request:** 11/11/2019, \$162.52 - CCFC

At the bottom of the form are buttons for "Save", "Itemize", "Allocate", "Attach Receipt", and "Cancel". An "Available Receipts" tab is visible in the top right corner of the form area.

## Adding Mileage Expense

### 03. Mileage

#### Monthly Mileage Report Personal Car Mileage

When adding mileage to the expense report, select “personal car mileage”. Instructions for creating a monthly mileage report are on page 54.

To add personal car mileage, complete the transaction date, and purpose of the trip. Next, click on the “mileage calculator” link:

The screenshot shows the 'New Expense' form with the following fields filled out: Expense Type: Personal Car Mileage; Transaction Date: 03/04/2020; Purpose of the Trip: conference attendee; Paid for by an outside entity?: No; From Location: (empty); To Location: (empty); Payment Type: Out of Pocket; Distance: Amount: 0; 0.00; USD; Comment: (empty); Request: 03/04/2020, \$109.62 - 4CSD / (empty). A blue arrow points from the text above to the 'Mileage Calculator' link at the bottom right of the form.

Enter the start and end fields and click on “Deduct Personal Commute”.

The screenshot shows the 'Mileage Calculator' interface. The sidebar on the left contains the following information: Waypoints: 4800 Magnolia Avenue, Riverside, CA 92506 (29.9 MI Personal), 555 W Foothill Blvd, Claremont, CA 917 (29.6 MI Personal), 4800 Magnolia Avenue, Riverside, CA 92506. Deducted Commute Distance: Home (3720 Ramona Dr, Riverside, CA 92506), Office (4800 Magnolia Ave, Riverside, CA 92506) (0.2 MI). The 'Deduct Commute' checkbox is checked. At the bottom, the summary shows: TOTAL PERSONAL 0.2 MI, TOTAL BUSINESS 59.3 MI. The map shows a route from point A to point B.



















Next, click on “Add Mileage to Expense” and then “Save” to complete the personal car mileage entry.

### Adding Other Expenses

Continue to add additional expenses until all expenses and receipts have been added to the expense report.

### Finalizing Expense Report

Once all expenses have been entered, the total cost of the trip will be displayed under “Total Amount” and “Total Approved”. NOTE: Total approved is not the amount to be reimbursed to the traveler.

Expenses <span style="float: right;"><a href="#">View</a> &lt;&lt;</span>				
	Date ▾	Expense Type	Amount	Approved
>	10/30/2019   	<b>Hotel</b> Hilton Hotels, San Diego, California	\$389.94	\$389.94
	10/29/2019   	<b>Breakfast</b> Aroma Hilton Resort, San Diego, Ca	\$6.14	\$6.14
	10/29/2019  	<b>Lunch</b> Starbucks, San Diego, California	\$14.35	\$14.35
	10/28/2019  	<b>Breakfast</b> Aroma Hilron Resprt, San Diego, Ca	\$3.90	\$3.90
>	10/28/2019    	<b>Hotel</b> Hilton Hotels, San Diego, California	\$194.97	\$194.97
	10/27/2019  	<b>Personal Car Mileage</b>	\$117.74	\$117.74
	09/05/2019  	<b>Conference Registration Fees/Ag</b> 2019 ACBO Conference, San Diego	\$450.00	\$450.00
			<b>TOTAL AMOUNT</b>	<b>TOTAL APPROVED</b>
			<b>\$1,177.04</b>	<b>\$1,177.04</b>

The reimbursement must not exceed the original estimated travel request by more than 10% or \$200 per RCCD Board Policy. To verify the expense reimbursement has not exceeded this amount, view the approved amount displayed on the right-hand side of the expense report under “Approved Amount”.

Summary			
Report Summary			
Report Totals			
		Amount Due Company	Amount Due Employee
		\$0.00	\$142.13
Requests (1)			
>	Request Name	Request ID	Amount Approved
>	2019 ACBO Fall Conference	37DE	\$896.00
		Amount Remaining	
		\$896.00	

You will also be able to see the amount actually due back to the employee.

## Receipts

Itemized receipts are required for each expense entered. There are several methods to add the receipts to an expense report:

**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) must 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:** Missing Receipts Affidavit is an electronic attestation by user that the expenses incurred were within policy and business related.



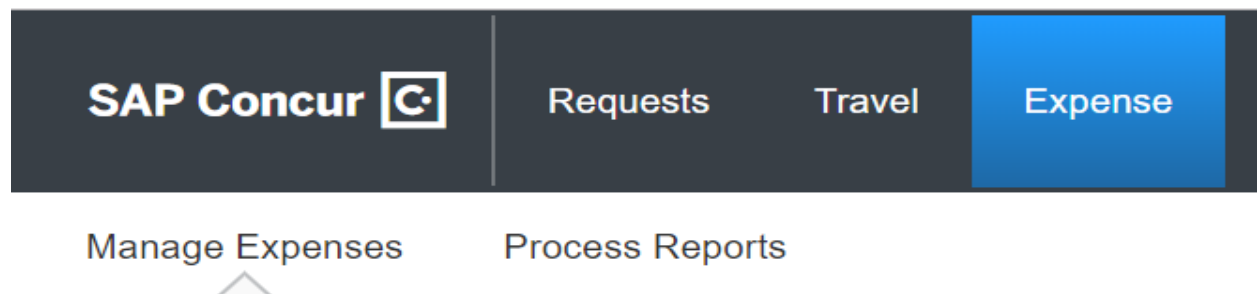
## Creating your Monthly Mileage Report

Monthly Mileage Reports may be submitted for mileage reimbursement requests for local travel (<50 miles each trip) without a Travel Request on a monthly basis

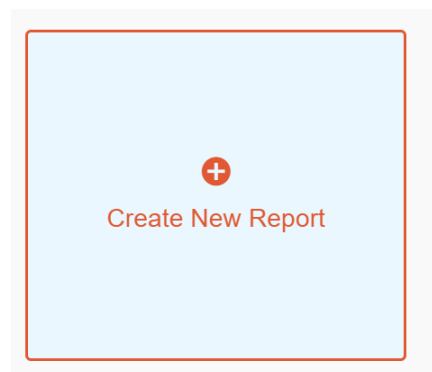
- Create one expense report for all mileage incurred during the month
- Enter a line entry for each day for Mileage (using Mileage Calculator)
- Enter Parking or Tolls related to the trips
- Attach receipts for Parking and/or Tolls

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

To create a monthly mileage report, click on the “Expense” tab on the ribbon on the top of your screen.



Click on “Create a new report”.



Complete all sections with a red bar (denotes a required field). For assistance in obtaining the appropriate budget string to charge, please contact your department.

- Report/Trip Name n- 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 “Next”

# Create a New Expense Report

## Report Header

Report/Trip Name December Mileage	Report/Trip Business Start Date 12/01/2019	Report/Trip Business End Date 12/31/2019	Report/Trip Purpose Meeting	
Traveler Type	Paid for by an outside entity?	Does this trip contain personal travel?	Personal Travel Dates	Additional Information
Comment				
Fund	School	Resource	Project Year	Goal
Function				

[Next >>](#)

To add your trip information, be sure to select the “Monthly Mileage Report” as the expense type NOT Personal Car Mileage/

New Expense Available

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.*

Recently Used Expense Types

<input checked="" type="checkbox"/> Monthly Mileage Report	<input type="checkbox"/> Personal Car Mileage
--	---

All Expense Types

<b>01. Travel Expenses</b> <ul style="list-style-type: none"><li>Airfare</li><li>Hotel</li></ul>	<b>...06. Other Travel Expenses</b> <ul style="list-style-type: none"><li>Airline Fees</li><li>Currency Exchange Fees</li><li>Ground Transportation</li><li>Group Meals/Entertainment &lt;10 Attendees</li></ul>
<b>02. Transportation</b> <ul style="list-style-type: none"><li>Car Rental</li></ul>	

Enter the transaction date and purpose of the trip. Click on “Mileage Calculator” and enter the start and end locations. Click “Calculate Route” to view the results.

Mileage Calculator

Avoid Tolls  Avoid Highways

Waypoints

- 3720 Ramona Dr, Riverside, CA 92506
- 5885 Haven Ave, Rancho Cucamonga

Calculate Route

TOTAL PERSONAL 0.0 MI | TOTAL BUSINESS 0.0 MI

[Add Mileage to Expense](#) [Cancel](#)

Click on “Make Round Trip” for round trip travel calculation.

## Mileage Calculator

Avoid Tolls  Avoid Highways

Waypoints

**A** 3720 Ramona Dr, Riverside, CA 92506,

**B** 5885 Haven Ave, Rancho Cucamonga,

**C**

30.4 MI  
 Personal

Calculate Route **Make Round Trip**

Next, click on “Deduct Personal Mileage”. Click “Add Mileage to Expense” to add this calculation to your report.

**Add Mileage to Expense**

Click “Save” and repeat the steps for each day of mileage you want added to the monthly report. Remember to add parking as a separate expense and attach your receipt if applicable. Once done preparing your report, click “Submit Report”.

### Using Concur Mobile App



The Concur Mobile App allows travelers to view their trip information and upload their receipts directly from a photo taken on their phone. Before you can begin using the Concur Mobile app, you must download the app through the appropriate app store for your mobile device.

You must also register your mobile device through your Concur Profile. To do this, go to Profile Settings and scroll down to links on the left-hand side of the bottom of the page.

## 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](#)

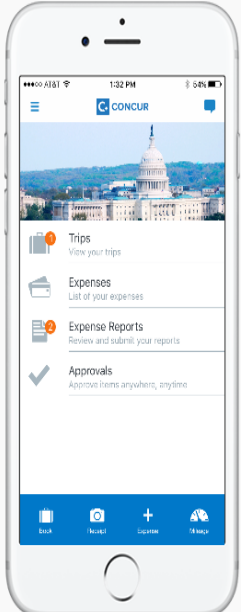
Or, review your sign-in details:

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



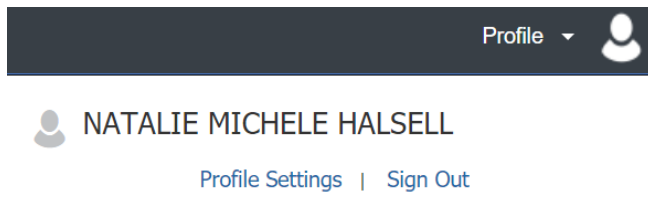
# **Section IV: Instructions for Delegates**

## Assigning Delegates

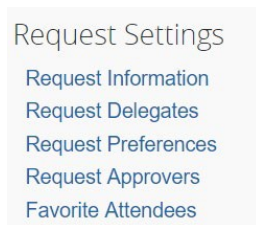
A delegate is an individual you assign to act on your behalf for both the travel request process as well as the expense reimbursement process. Please be sure to discuss the role with the individual you would like to assign as your delegate prior to doing so.

## Travel Request Delegates

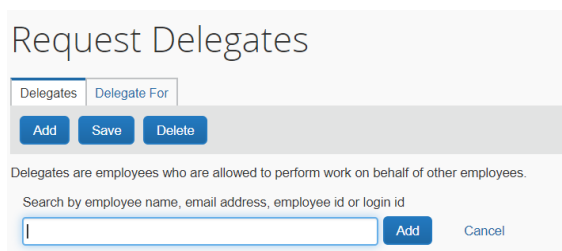
To assign someone to be your travel request delegate, click on the “Profile” icon and select “Profile Settings”:



On the left-hand side of your screen under the Request Settings, click on “Request Delegates”:



Click on “Add” and begin typing the name of the individual you would like to assign to act as your delegate. Their name will automatically pop-up in the search bar. Click on their name to add them.



Once they are added, you will need to check each function you want the delegate to be able to perform on your behalf:

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
<input type="checkbox"/>	TATUM, ELIZABETH Liz.Tatum@rcc.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click “Save” to save your changes. This individual will now be able to perform the functions you have identified on your behalf.

## Expense Delegates

To assign someone to act as your Delegate for creating expense reports, click on “Expense Delegates” on the left-hand side of your screen. Next, click on the blue “Add” button and search for the individual you would like to assign:

# Expense Delegates

Delegates Delegate For

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Once selected, be sure to check mark all of the actions you want to allow them to take on your behalf.

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
<input type="checkbox"/>	Tatum, Elizabeth Liz.Tatum@rcc.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click “Save” to save these changes.

## Acting as a Delegate

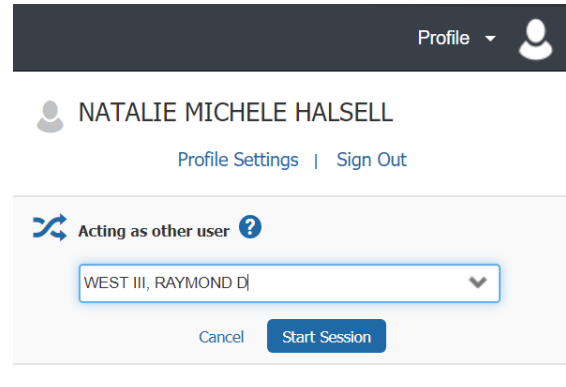
To begin acting as someone’s delegate, first you must login to Concur using your own login credentials. If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

**NOTE:** Please do not assign someone as your delegate without first discussing with them.

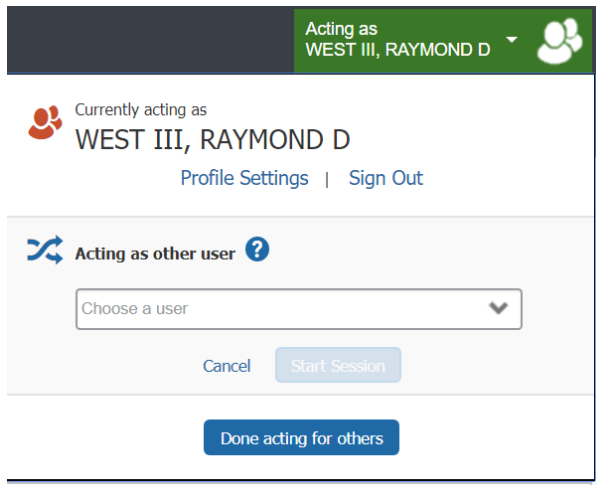
To work as a delegate:

1. Click on the Profile icon in the upper right-hand corner of the screen.
2. Click on >**Act on behalf of another user**.
3. Select the appropriate user's name.
4. Click **Start Session**.

**Note:** The Profile menu now displays **Acting as** and shows the name you just selected.



You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.



5. To select a different user, follow the same steps but select a different name.
6. To return to your own tasks, click **Acting as**, and then click **“Done acting for others”**.

**NOTE:** The role of the delegate and the tasks you are asked to perform can vary from person-to-person dependent upon. For example, some administrators may wish their delegates to complete the travel request and/or expense reports on their behalf. A delegate may be asked to review incoming requests pending an administrator's approval. Those duties and your role as a delegate will need to be defined.

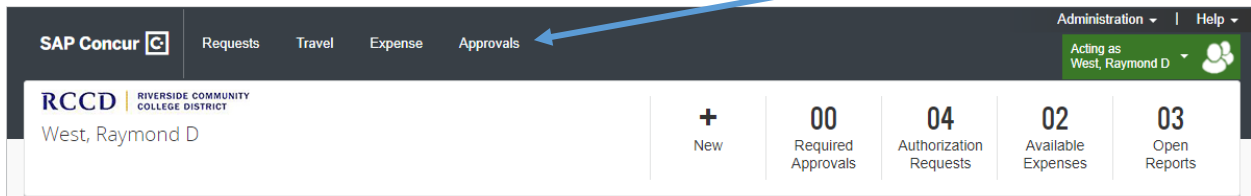


# **Section V:**

## **Instructions for Reviewers/Approvers**

The following steps apply to both individuals reviewing travel requests and expense reports as well as those approving travel requests and expense reports. Approvals are required for both travel requests and expense reimbursements. To begin, approvers will need to login to the single sign-on portal using your email address and password at go.rccd.edu.

Click on the Concur icon to launch Concur. To view pending approvals, click on the **Approvals** tab on the home page ribbon.



The approvals dashboard will appear. Click on either the **Request** tab or the **Expense Reports** tab to view items pending approval.



## Approving a Travel Request

All employees traveling on behalf of the District are required to complete a travel request prior to travel in compliance with Board Policy/Administrative Policy 6900.

To view pending travel requests in Concur, click on the “Requests” tab and select the travel request you wish to review.

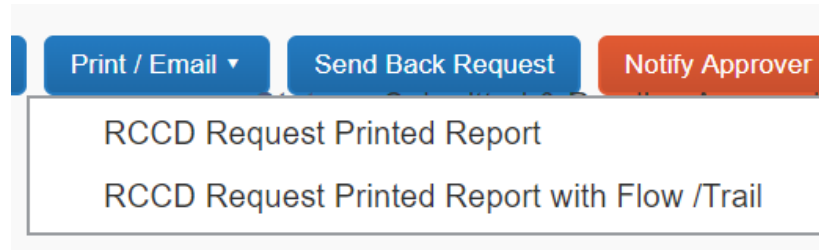
The screenshot shows a table titled 'Requests'. The table has three columns: 'Request Type', 'Request Name', and 'Request ID'. There is one row of data: 'Travel', 'Test Travel for Training', and '3AFV'.

Request Type	Request Name	Request ID
Travel	Test Travel for Training	3AFV

Review the following items:

- Dates of travel (personal dates of travel included?)
- Destination (out-of-state travel requires Board approval)
- Funding Source/Budget String (is this the appropriate funding source for the trip?)
- Required Documents have been attached

To view this information, click on the Print/Email icon. Next, select “RCCD Request Printed Report with Flow/Trail” from the drop-down menu.



A new window opens with a summary report that includes the traveler’s name, Request/Trip name, a summary of the total estimated expenses, the budget string to be charged, and the approver workflow.

---

### Travel Request

Request ID : **3AFV**  
Minimum Departure Date : **01/24/2020**  
Approval Status : **Submitted & Pending Approval**

---

---

Request/Trip Na : **Test Travel for Training**  
Request/Trip Start Date : **01/24/2020**  
Request/Trip End Date : **01/31/2020**  
\*Request/Trip Purpose : **Conference Attendee**  
\*How will you book your travel? : **01. Book online - Concur Travel**  
\*Paid for by an outside entity? : **No**  
\*Traveler Type : **Staff**  
\*Trip Type : **Employee**  
\*Does this trip contain personal travel? : **No**  
\*Fund : **11 - UNRESTRICTED GENERAL FUND (11)**  
\*School : **DDB - BUSINESS OPERATIONS - RIVERSIDE (DDB)**  
\*Resource : **1000 - GENERAL FUND (1000)**  
\*Project Year : **0**  
\*Goal : **6729**  
\*Function : **0000 - CAMPUS ADMINISTRATIVE SERVICES (0000)**  
\*Out of State? : **No**  
Main Destination City : **San Francisco (US)**  
Main Destination Country : **UNITED STATES (US)**

---

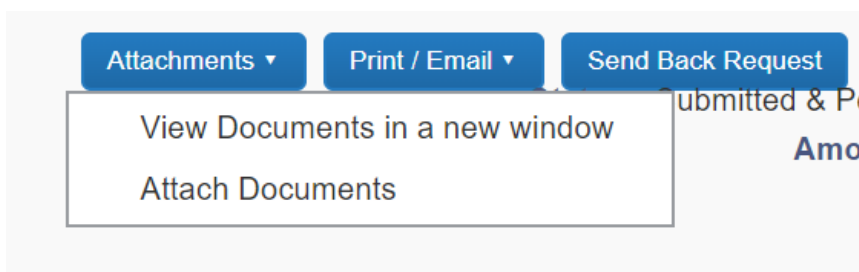
Expenses				
Request/Trip Start Date	Expense Type	Entry Description	Amount	Amount
01/24/2020	Airfare		\$147.98	\$147.98
	<b>Allocations :</b>	100.00% (\$147.98) DDB 6729 0000 11 1000 0		
01/24/2020	Hotel		\$1,085.00	\$1,085.00
	<b>Allocations :</b>	100.00% (\$1,085.00) DDB 6729 0000 11 1000 0		

### Verify Attached Documents

The items noted below are the required documents to be attached to a travel request in Concur:

- Conference agenda or flyer
- Conference registration confirmation or invoice
- Documentation demonstrating how estimate of expenses were reached
  - Conference registration fee
  - Airfare estimate
  - Hotel estimate
  - Car rental estimate
  - Parking estimate
  - Uber/Lyft estimate
  - Mileage estimate (Google Map, MapQuest)

To view the attached document, click on “**Attachments**”, and select “View documents in a new window”:



A new window will open with all of the attached documents appearing as one PDF document. Approver should scroll through to verify each expense type has a corresponding piece of backup attached.

NOTE: Only the traveler or their delegate can make changes to the travel request and resubmit for approval. If changes are needed, click “send back to user” and add comments regarding requested changes.

Once your review of the travel request has been completed, click “Approve”. The travel request will move to the next approver.

## Approving an Expense Report

To review an expense report, click on the expense report you would like to review.

Expense Reports					
	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
	2019 ACBO Fall Conference 2019 Association of Chief Business Officers Fall Conference	[REDACTED]	11/06/2019	\$30.40	\$30.40
	2019 ACBO Fall Conference	[REDACTED]	11/06/2019	\$157.78	\$997.72

Concur will display the total actual cost of the trip on the left and the original estimated cost of the travel request on the right. If the total actual cost of the trip exceeds 10% or \$200 of the original estimate, a revised travel request is required in accordance with AP 6900.

### 2019 ACBO Fall Conference [REDACTED]

[Send Back to User](#) [Notify Approver](#)

Summary Details Receipts Print / Email Hide Exceptions

Exceptions			
Expense Type	Date	Amount	Exception
Breakfast	10/28/2019	\$3.90	POLICY REMINDER: Itemized receipts are require for Hotel and Meals.
Breakfast	10/29/2019	\$6.14	POLICY REMINDER: Itemized receipts are require for Hotel and Meals.

Expenses				
Date	Expense Type	Amount	Approved	
10/30/2019	Hotel Hilton Hotels, San Diego, California	\$389.94	\$389.94	
10/29/2019	Breakfast Aroma at Hilton, San Diego, Californi	\$6.14	\$6.14	
10/28/2019	Breakfast Aroma at Hilton, San Diego, Californi	\$3.90	\$3.90	

Report Summary			
Report Totals		Amount Due Company	Amount Due Employee
		\$0.00	\$157.78

Requests (1)			
Request Name	Request ID	Amount Approved	Amount Remaining
2019 ACBO Fall Conference	37CY	\$1,132.00	\$188.26

TOTAL AMOUNT  
**\$997.72**
TOTAL APPROVED  
**\$997.72**

To view the total amount due to the employee and the budget string to be charged, go to Print/Email and Click on RCCD – Detailed Report with Summary Data.

## 2019 ACBO Fall Conference [REDACTED]

Summary Details Receipts Print / Email

Exceptions		
Expense Type	Date	Amount
Breakfast	10/28/2019	\$3.90
Breakfast	10/29/2019	\$6.14

RCCD- Detailed Report with Summary Data  
RCCD- Detailed Report  
RCCD- Detailed Mileage Report

Hotel and Meals.

⚠ POLICY REMINDER: Itemized receipts are require for Hotel and Meals.

A pop-up window will appear with a summary of the expense report.

**Expense Report**  
**Report/Trip Name : 2019 ACBO Fall Conference**  
**Authorization Request**  
**Request ID : 37CY**

Scroll through the summary to review the following:

- Confirm the budget string is correct for each expense type
- Expenses noted as “out of pocket” under payment types are amounts due back to the employee
- Expenses noted with College Card (AmEx or BoA) in the expense report are expenses which have been pre-paid with the District credit card. Airfare and car rental expenses are paid for by the Ghost card contained within the Concur system
- Concur will automatically deduct any cash advances issued

**Breakfast**

Transaction Date	*Report/Trip Purpose	Expense Type	Account Code 1	Additional Information	Vendor	City of Purchase	Payment Type	Amount
10/29/2019	Conference Attendee (Conference Attendee)	Breakfast	5220		Aroma at Hilton	San Diego	Out of Pocket	\$6.14
		<b>Allocations :</b>	100.00% (\$6.14) DDB-6729-0000-11-1000-0					
10/28/2019	Conference Attendee (Conference Attendee)	Breakfast	5220		Aroma at Hilton	San Diego	Out of Pocket	\$3.90
		<b>Allocations :</b>	100.00% (\$3.90) DDB-6729-0000-11-1000-0					

**Conference Registration Fees/Agenda**

Transaction Date	*Report/Trip Purpose	Expense Type	Account Code 1	Additional Information	Vendor	City of Purchase	Payment Type	Amount
09/05/2019	Conference Attendee (Conference Attendee)	Conference Registration Fees/Agenda	5220			Riverside	College Card (AmEx)	\$450.00
		<b>Allocations :</b>	100.00% (\$450.00) DDB-6729-0000-11-1000-0					

To view the total amount due to the employee, scroll down to the bottom of the summary page. This amount is noted under "Amount Due User":

<b>Report Total :</b>	<b>\$997.72</b>
<b>Personal Expenses :</b>	<b>\$0.00</b>
<b>Total Amount Claimed :</b>	<b>\$997.72</b>
<b>Amount Approved :</b>	<b>\$997.72</b>
<b>Company Disbursements</b>	
<b>Amount Due User :</b>	<b>\$157.78</b>
<b>Amount Due College Card :</b>	<b>\$0.00</b>
<b>Total Paid By Company :</b>	<b>\$997.72</b>

The summary report can either be closed or saved as a PDF if necessary.

**Verifying Receipts**

To verify itemized receipts are attached to the expense report, click on "Receipts" and select "View Receipts in new window".

A pop-up window will open with all available receipts.

- Each expense type should have an itemized receipt attached with the exception of mileage
- Review mileage calculation is in compliance with board policy
- Verify a copy of the conference agenda is attached

Note: Approvers have the ability to attach missing receipts to any expense type but cannot make any other type of change to the expense report. Only the traveler or their delegate can make changes to the request or expense report and resubmit for approval. If changes are needed, click “send back to user” and add comments regarding requested changes.

Once the expense report has been reviewed, click “**Approve Report**”. Once approved, the request automatically forwards to Accounts Payable for reimbursement processing.

### Approving Mileage Reports

The process for reviewing monthly mileage reimbursements is similar to regular expense reports. Click on the Approvals tab at the top of your screen and select the “Expense” tab to view pending expense reports.

Mileage for August 2019

Copy Report

Summary Details Receipts Print / Email Show Exceptions

Date	Expense Type	Amount	Approved
08/27/2019	Monthly Mileage Report	\$2.90	\$2.90
08/23/2019	Monthly Mileage Report	\$12.76	\$12.76
08/19/2019	Monthly Mileage Report	\$4.64	\$4.64

TOTAL AMOUNT: \$20.30      TOTAL APPROVED: \$20.30

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$20.30

Click on an individual item to view details for each mileage entry. Travelers are required to use the embedded mileage calculator which will auto populate the trip mileage. The standard IRS mileage rate will be used to calculate the reimbursement rate and automatically updates each year.




Expense Available Receipts

[View Reimbursement Rates](#)

Expense Type: Monthly Mileage Report  
 Transaction Date: 08/23/2019  
 Purpose of the Trip: Stokoe Visit

From Location: 4800 Magnolia Ave, Riverside, CA 92506, USA  
 To Location: 4501 Ambs Dr, Riverside, CA 92505, USA  
 Payment Type: Out of Pocket

Distance : Amount: 22 : 12.76 USD  
 Approved Amount: 12.76

 [Mileage Calculator](#)

[Attach Receipt](#)

View of the mileage calculator.

Mileage Calculator

Waypoints

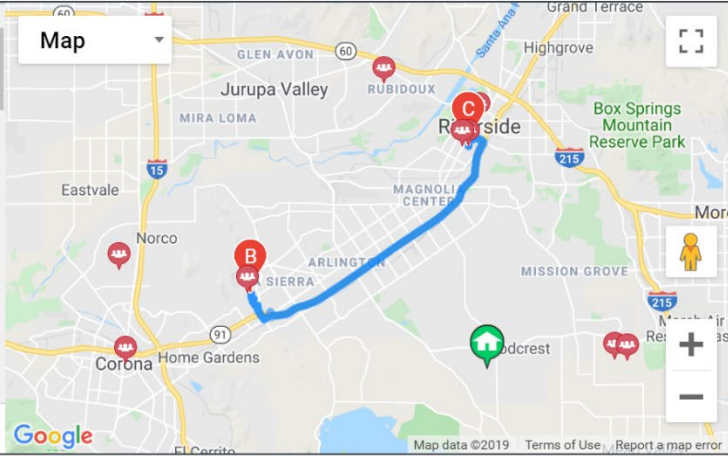
- 4800 Magnolia Ave, Riverside, CA 92501 } 11.0 MI Personal
- 4501 Ambs Dr, Riverside, CA 92505, US } 10.9 MI Personal
- 4800 Magnolia Ave, Riverside, CA 92501

Directions

A 4800 Magnolia Ave, Riverside, CA 92506, USA  
 11.0 mi. About 20 mins

Deduct Commute

TOTAL PERSONAL: 0.0 MI  
 TOTAL BUSINESS: 21.9 MI









[Close](#)






Once reviewed, click "Approve".


## Appendix: Icon Legend

### Exception Messages

-  A yellow Warning Message 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
	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.

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.