Concur Travel Training

Presenters: Jen Cornell and Steve Jackson

Agenda

- Concur Roles

- Mobile Apps

- Travel Card & Cardholder Responsibilities

- How Does it All Work Together?

- Support

- Create an Expense Report

Roles

Role	Description
Traveler	A person who travels on behalf of university business.
Travel Arranger	An individual who books travel on behalf of a traveler. *(aka: Assistant)*
Expense Delegate	An individual who can create an expense report on behalf of a traveler.
Supervisor/HR Supervisor/BI Manager	The traveler's HR Supervisor who is listed in Workday.
KFS Org Manager/Cost Object Approver (COA)	An individual responsible for the accuracy for the account charged and that the expenditure is appropriate for the account function on a Request and Expense report.
Expense Processor	A person who is responsible for reviewing and approving expense reports for policy compliance.
Cash Advance Admin	A person in DFA who will issue cash advances.
Administrators	A central role within DFA who will oversee the system.
Report Users	An individual who utilizes the Concur Business Intelligence Module for reporting purposes.

Mobile Apps from Concur
Which App to Use When

CONCUR mobile

- Manage your itinerary: Book, change or cancel flights, hotel, car and rail reservations.

- Create and submit expense reports.

- Capture images/photos of your receipts using ExpenseIt which is included within the Concur mobile app.

- ExpenseIt will read your receipt with optical character recognition (OCR), and automatically creates and categorizes expenses. It even can itemize hotel bills.

- Don't want to use the APP or you are the Expense Delegate you can submit electronic (email) receipts to Concur by emailing them to receipts@expenseit.com. (Expense Delegates see NOTE below)

- *Submit supporting documentation that is not a receipt, such as premium airfare approvals, email approvals, or other images. Email these items to receipts@concur.com. They will appear in Concur under Available Receipts and can be attached to your trip.

- See all of the receipts you've submitted in your Available Expenses in Concur, where you can itemize them and attach them to your Expense Report.
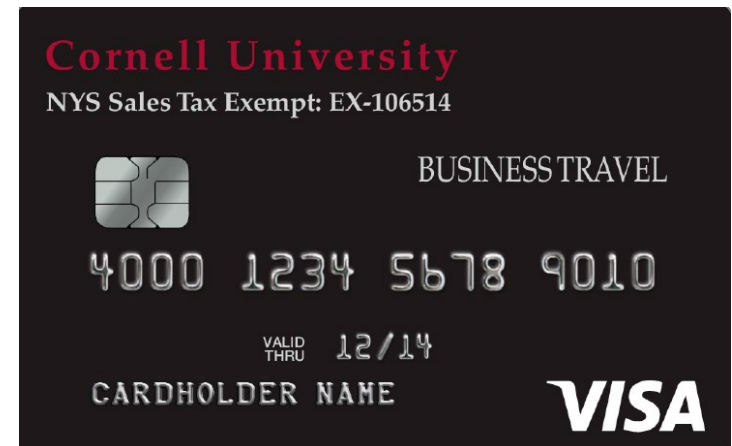
Tripit from Concur

- View your itinerary – even plans that you don't make in Concur, such as restaurant reservations.

- Based on your itinerary, Tripit will build your per diem amount in Concur based on the overnight location.

- Keep track of your reward-program points (and miles) in one spot.

- Receive check-in reminders and real-time alerts for delays, cancellations, and gate changes.

- See when the airline seat you want becomes available.

- Find alternate flights with open seats.

- Receive alerts when you're eligible for a flight refund (even for your personal trips).

- Don't want to use the APP or if you need to submit itineraries for a traveler (email confirmations for flights, hotels, etc.) booked outside of Concur to plans@tripit.com and the information will appear in TripIt. (Travel Arrangers or Expense Delegates see NOTE below)

*NOTE: Make sure you send your email from one of the email addresses you register in Concur. If your Travel Arranger or Expense Delegate (registered in Concur on your profile) is submitting itineraries/documentation for you, they **must add** your NetID email address (*NetID@cornell.edu*) in the subject line of emails they send.

Cornell Travel & Meal (T&M) Card

- Must travel at least two or more times, per year
- Corporate-liability card, university pays the bill
- Automatic feed of transactions into Concur
- Does not preclude traveler from earning reward points/miles from hotels and airlines
- Cornell's Tax ID # is displayed on the card. The tax exemption does not apply when paying with personal funds (i.e. personal credit card/cash).
- Reduces cash advances
- PUR 113: Cardholder tutorial & exam

Cornell University
NYS Sales Tax Exempt: EX-106514

BUSINESS TRAVEL

4000 1234 5678 9010

VALID THRU 12/14

CARDHOLDER NAME

VISA

Cornell Travel & Meal (T&M) Card

- ## What can the card be used for?
  - All business-travel related expenses and any Group, Business, Hosted or "local" meals (local is within 35 miles of your home department) and/or single-day travel less than 12 hours.
  - Meals without an overnight stay need to be funded on university funds, not sponsored funds.
  - Prepay airfare in advance, conference registrations, etc.
  - Pay for your individual meals with personal funds (cash or personal credit card)

- ## Cardholder Statement Responsibilities
  - The cardholder will receive a monthly statement in the mail at their home address
  - Review your monthly statement to ensure you recognize all charges and there is no fraudulent activity on your card.
  - If you suspect fraud, contact US Bank immediately
  - Cardholder has 60-days from the statement date to submit a fraud case to US Bank. After 60-days, Cornell is responsible for the liability of the expense.

How Does it All Work Together?
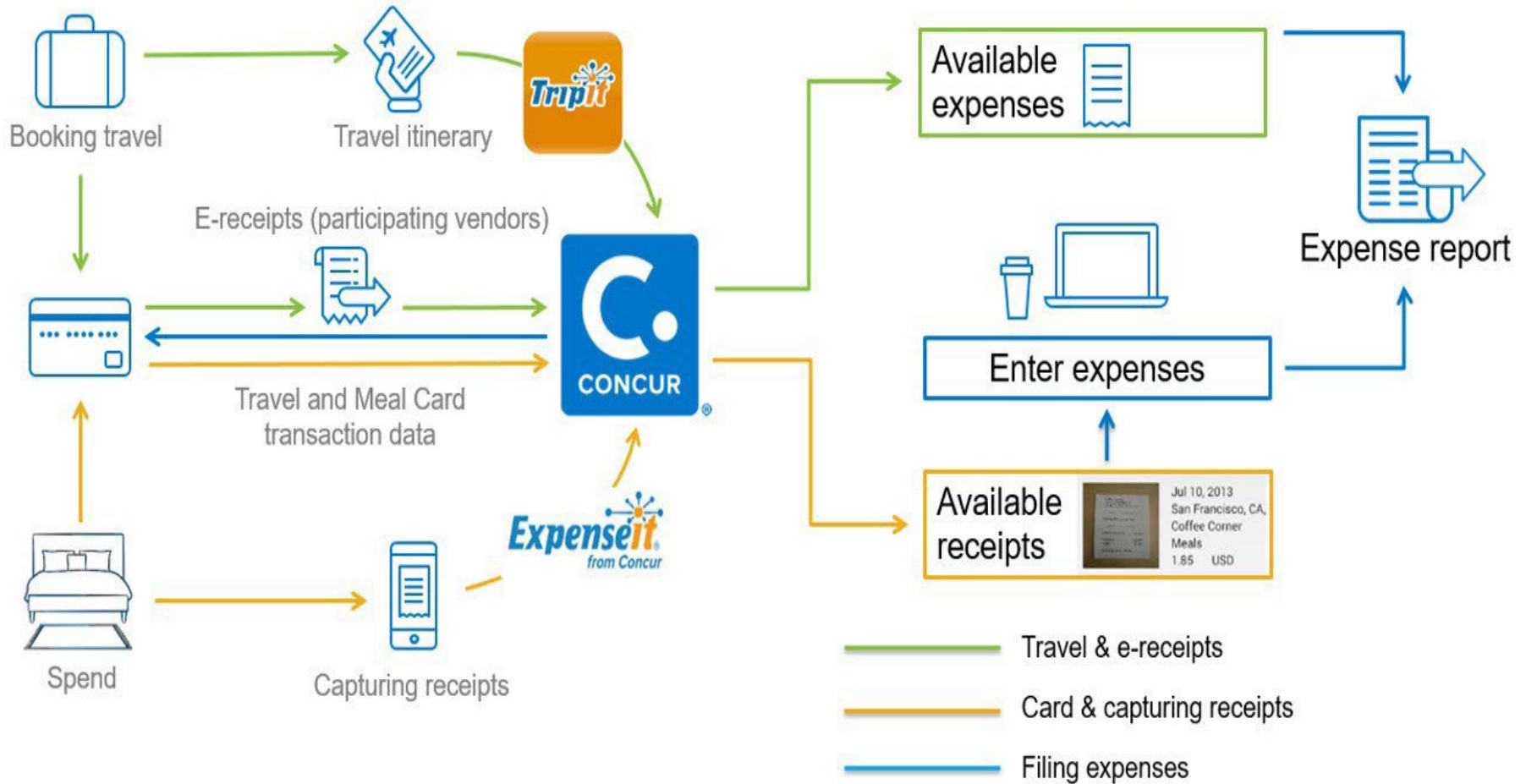
	Blog	http://blogs.cornell.edu/travel/
	Yammer	*search for Concur*
	Problems	*concur-support@cornell.edu*

Creating and Submitting your Expense Report
concur.cornell.edu