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WASHINGTON UNIVERSITY

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# **Concur – Travel Expense Management System**

## **User's Guide**

Revised October 2018

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## WELCOME TO CONCUR TRAVEL MANAGEMENT SYSTEM

Welcome to the *Concur User's Guide*. This guide is designed to provide you with the information you need to successfully use Concur and includes the following topics:

- **Overview of Concur**
- **Creating Travel Requests**
- **Requesting Advances**
- **Approving Travel**
- **Expense Reports**

## CONCUR FEATURES AND BENEFITS

Concur is an online expense authorization and reimbursement system; it is designed specifically for processing travel. Travel requests and approvals are routed electronically which generates email notifications prompting users for actions. In this paper-free environment the status of each travel document is tracked throughout the process. Transactions (encumbrances, cash advances and expenses) automatically post in Banner Finance after review and approval by the EWU Travel Accounting Office.

Benefits of Concur include:

- Improved self-service capability through a web-based, electronic process.
- Real-time access to the status of travel request authorizations and travel expense reimbursements.
- Concur automatically provides per diem rates for lodging and meals.
- Concur provides a mobile app that lets you upload receipts directly to your request.
- Concur automatically encumbers budget.
- Reduced processing time for travel authorization and travel expense reimbursements.
- Electronic approval queue that allows supervisors and budget authorities the ability to review and approve authorizations, advances and travel expense reports online.
- Less paperwork supports improved sustainability practices and a "greener" footprint.

## CONCUR USER ROLES

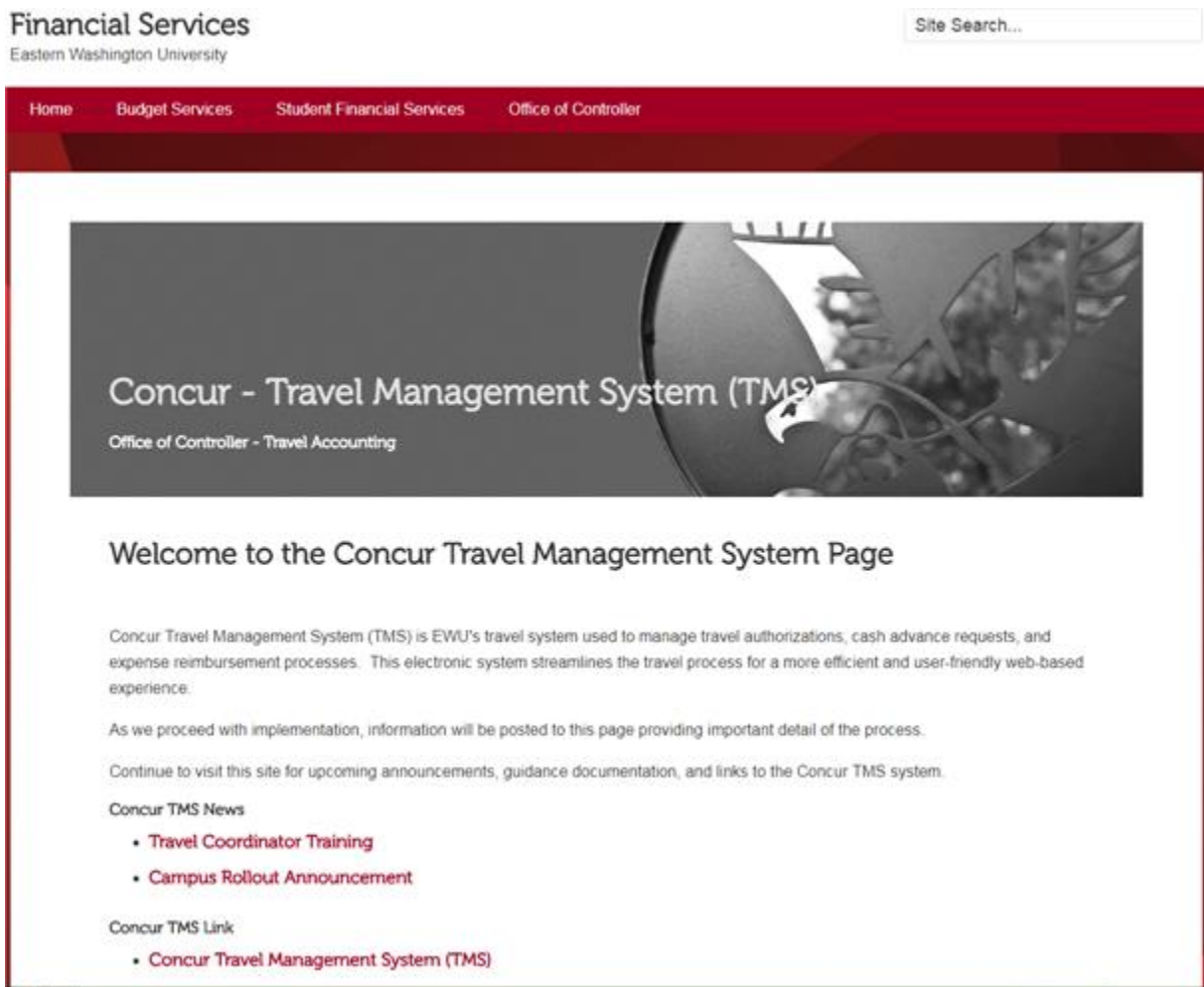
- **Traveler:** The person traveling on university business.
- **Delegate/Proxy:** A delegate is typically the department travel coordinator/preparer (who might also be the procurement card and/or CTA cardholder). The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A Delegate prepares travel authorizations (TAs) and travel expenses (TRs) for travelers and usually purchases departmental travel expenses such as airfare and rental car transportation. A delegate can be assigned to multiple travelers. Also, a traveler can have more than one delegate.
  - A delegate can also be assigned to an approver. However, a delegate must have an approval role in order to serve as an approver delegate.
  - Delegates can be assigned for a temporary period of time or as a permanent role.
- **Approver:** The approver is the person(s) approving university business travel. Approvers typically include the traveler's supervisor and budget authority. There can be multiple approvers depending on funding source(s), procurement methods, destination, and other departmental needs. Approval notifications are sent via email prompting action in Workflow.
- **Event Manager:** The event manager is typically the department travel coordinator/preparer who is preparing a "master request" for multiple employees with common travel information (such as flight, hotel, conference fees, etc.) attending the same event. The master request is then copied and sent to each attendee for editing and submittal.

## TRAVEL POLICY AND GUIDANCE

All EWU travelers must abide by state law and EWU travel policy when traveling on EWU business. Specifically, the Washington State Administrative & Accounting Manual (SAAM) and the Concur EWU Employee Travel Guide are the governing policies for university employee and student travel. Travelers should also be aware of and use the resources available on the EWU Travel website. Travelers have the primary responsibility to ensure compliance with travel policy. However, supervisors and the EWU Travel Accounting office play a role in monitoring for compliance as well.

For Washington State Travel policy visit: <http://www.ofm.wa.gov/policy/10.htm> and <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>

For travel policies, procedures, and resources, visit the [Concur Travel Management System](#) site.



## ACCESS REQUEST

Access is provided at implementation, however it is strongly recommended that all users view the Concur online training modules and/or attend the Concur classroom training offered by HR Training & Development. Please visit the [Training Scheduler](#) to enroll in training: <https://web.ewu.edu/trainsched/>

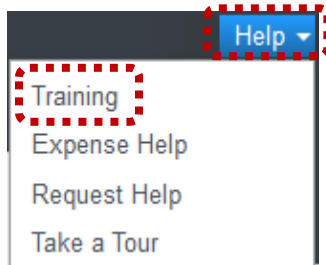
Refer to the *Logging into Concur* section in this Guide for instructions on accessing the system.

## RESOURCES


The following resources are available:

- The Travel Accounting website: <https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/>

- Concur online training modules: [Concur Travel](#). Log into Concur. Select **Help** in the top right-hand corner. Select **Training**.



- Select the module and associated videos from the left-hand choices or view training documents:






Training Videos

- Expense
- Request

Welcome to the Concur training site!

Click the links in the left menu to access training videos that will help you to quickly learn the basics of booking travel, submitting your expenses, or creating and managing requests.






**Guides and FAQs:**

In addition to completing the interactive simulations, we also recommend that you download the following training materials:

- EWU Travel Website
- Concur Expense QuickStart Guide

Concur Training Site



For questions, please contact

James Waterman - Travel Accounting:  
(509) 359-2249  
[jwaterman@ewu.edu](mailto:jwaterman@ewu.edu)

Lori Holznagel - Mgr, AP & Travel:  
(509) 359-7905  
[lholznagel@ewu.edu](mailto:lholznagel@ewu.edu)

Tammy Felicjan - Assoc Controller,  
Ops & Compliance:  
(509) 359-6821  
[tfelicjan@ewu.edu](mailto:tfelicjan@ewu.edu)

- For classroom training visit the Training Scheduler: <https://web.ewu.edu/trainsched/>
- For individual one-on-one assistance, contact Travel Accounting.

## TRAVEL CHECK LIST

Prior to processing travel in Concur, it is recommended to consider the following items. This is not a comprehensive list. For questions or instructions on traveling on university business, contact Travel Accounting or refer to the *EWU Employee Travel Guide* available on the Travel Accounting web page.

- Is travel being processed for yourself or are you acting as a delegate?
- Is travel being paid by grant money
- What is the airfare
- What budget is the travel being charged to
- Are there other travel related expenses
- Who will be approving the travel
- What are the dates
- Will a rental car be used
- Will a travel advance be requested
- Will a privately owned vehicle be used

## TRAVEL ADVANCE AND TRAVEL REIMBURSEMENT CHECK DISTRIBUTION

Travel advance checks and/or travel reimbursement checks are no longer picked up from Student Financial Services. Prior to entering travel in Concur determine how the check will be distributed:

1. **Direct Deposit** – This is not tied to Payroll Direct Deposit. Visit the **Accounts Payable** page: <https://sites.ewu.edu/financialservices/office-of-controller/accounts-payable/>. In the **Forms & Documents** section, select the **Direct Deposit Agreement Form**. Complete the form as directed.

Office of Controller

# Accounts Payable

About Us

Accounts Payable is primarily responsible for processing payment documents for vendor invoices, contracts, travel, utilities, refunds and reimbursements using the ERP Financial System, while complying with university, state and federal policies, procedures and regulations.

**Forms and Documents**  
Click to see Forms and Documents below

**Frequently Asked Questions**  
Click to see FAQ's below

**Tutorials**  
Click to see Tutorials below

## Forms and Documents

**Invoice Voucher A19**  
Instructions to prepare an Invoice Voucher form A19 below

**Voucher Distribution**  
Instructions to prepare a Voucher Distribution form below

**Direct Deposit Agreement Form**  
Instructions to prepare a Direct Deposit Agreement form below

**Contractor Invoice**  
Instructions to prepare a Contractor Invoice form below

- **Mail** – Checks will be mailed to the address specified in Accounts Payable. If you do not already have an Accounts Payable vendor address established, your Banner permanent address will be used. You can verify your permanent address using EagleNet, or you can contact Accounts Payable to specify an address to be used.

## LOGGING INTO CONCUR

There are multiple ways to access Concur:

- If accessing Concur from an off-site location, access Travel Accounting web page (<https://access.ewu.edu/travel-accounting>) and select the Concur log on link.
- Use the Concur mobile app.
- Access via the **Banner Secure Links** page and select the Concur link: <https://sites.ewu.edu/it/services/administrative-information-systems/banner/>

### Banner Secure Links

Production Systems (PROD) Training Systems (TRNG) Advanced

- Banner Admin Pages
- EagleNET - SSB [PROD] (or via Eastern SSO)
- myEWU - Luminis [PROD]
- SOAR - u achieve [PROD]
- **CONCUR Travel Management System [PROD]**
- TEMS - Travel and Expense Management System [PROD]
- EDIE - Education Data and Information Environment [PROD]
- Oracle Discoverer Viewer [ODSP]
- Oracle Discoverer Plus (Report Development) [ODSP]
- Jasper [ODSP and REPT]
- CLSS - Section Scheduler [PROD]

1. If you are not already logged in, enter your EWU NetID and password. Click **Login**.

Enter your NetID and Password

NetID:

Password:

**LOGIN** clear

Need your NetID or password?

2. The Concur home page displays:



[Requests](#)
[Expense](#)
[App Center](#)

[Help](#)

start something big

Hello, Traveler

+

New

10

Authorization Requests

00

Available Expenses

10

Open Reports

06

Cash Advances

Send receipts directly to Concur by connecting your favorite apps.

[Connect](#)

Receipts from your ride?

COMPANY NOTES

[EWU Travel Accounting Website](#)

Please visit the EWU Travel Accounting website for information on travel policies, procedures, and forms, as well as general travel information.

[In-site Help](#)

Be sure to use the help link above to for assistance with forms and system functionality.

[Deployment Toolkit](#)

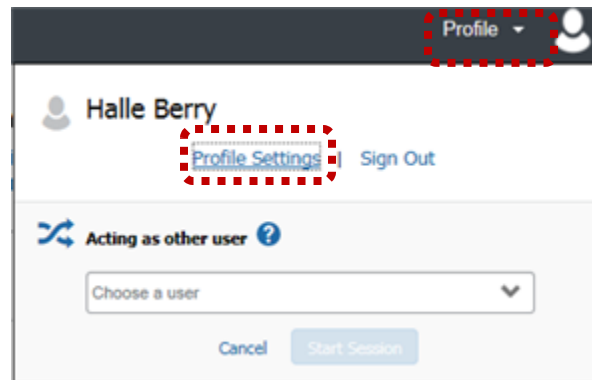
You can access the "Deployment Toolkit" using this link above.

[Read more](#)

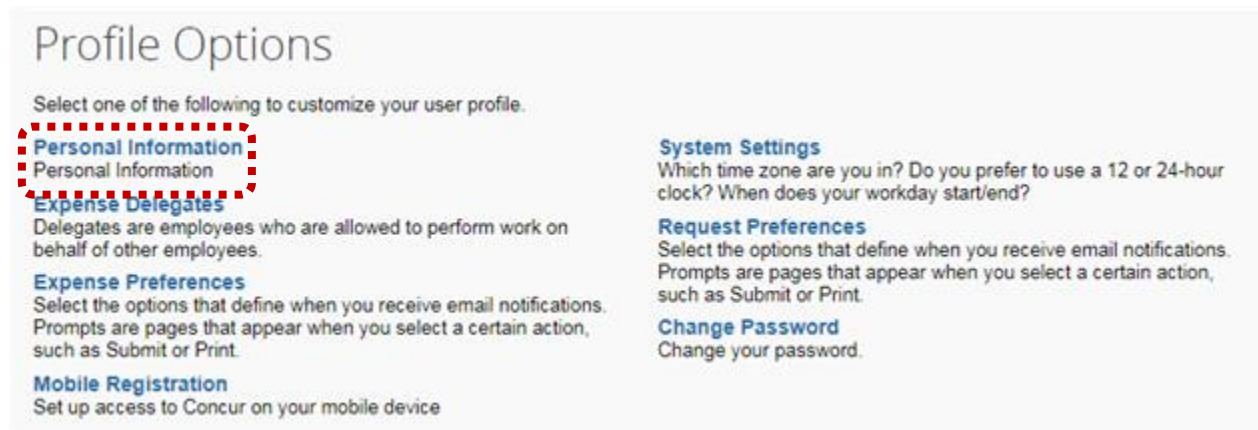
## PROFILE: ADDRESS, APPROVERS, DELEGATES, AND FUNDING DEFAULT

Prior to processing travel, you must update your Profile to ensure the correct routing and processing of your travel approvals and reimbursements. Enter your address, confirm your email address, emergency contact, and add your funding default. Consult your supervisor for default budget index, and add one or more delegates that will process your travel.

1. In the top right-hand corner of the home page select **Profile**. Click **Profile Settings**.



2. Click **Personal Information**.



## PERSONAL INFORMATION

- **Work Address** – Add your work address. Click **Save** to save changes. The work address defaults as the payment address unless otherwise specified.

- **Home Address:** Add your home address. Click **Save** to save changes.

Home Address Go to top

Street  
12345 1st Street

City  
Cheney

State/Province/Region  
WA

Postal Code  
99004

Country  
United States of America

**Save**

- **Contact Information:** Verify and/or change your contact information. Click **Save** to save changes if applicable.
  - Work and Home phone numbers are required.

Contact Information Go to top

Work Phone **[Required\*\*]**  
509-359-1234

Work Extension

Work Fax  
509-359-5678

2nd Work Phone/Remote Office

Home Phone **[Required\*\*]**  
509-235-1234

Pager

Other Phone

Mobile Phone  
United States of America (+1) 509-555-7890

**Save**

- **Email Addresses:** Verify your email address. **Important Note:** If the email address is not verified, automatic email notifications will not be generated.
  - Email addresses must be verified. Click **Verify**.

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	Verify	Contact?	Actions
Email 1	jwaterman@ewu.edu	Not Verified	Yes	<a href="#">Verify</a>

- An email will be generated with a verification code. Copy the code provided.

Concur

## Welcome Ashley Judd to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here:

Example

Verification Code: HGG4G93ZV26S8EC2P11P

Concur E-Mail Verify

- Enter the verification code in Concur and click **OK**:

**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	Verify	Contact?	Actions
Email 1 ashley.judd@ewu.edu	Check email for code Enter Code <input type="text"/> <b>OK</b>	Resend   Cancel Yes	

- **Emergency Contact:** Enter your emergency contact information. Click **Save** to save changes

**Emergency Contact** Go to top

Name  Relationship

Street  ☐ Address same as employee

City  State/Province/Region  Postal Code

Country  Phone  Alternate Phone

**Save**

## ASSIGN DELEGATE

- Click **Request Delegates** in the left-hand column to select a Delegate(s):

4. The **Request Delegates** page displays.

5. Click **Add**.

6. Enter the delegate's last name in the employee name field:

7. Select the delegate from the drop-down list.

8. **Important Note:** Select the delegate and select the following check-boxes: **Can Prepare**, **Can View Receipts**, **Receives Emails**. Click **Save**. If all three boxes are not checked the delegate will not be able to prepare travel or receive processing email notifications.

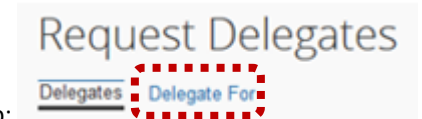
Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

	Name	Can Prepare	Can View Receipts	Receives Emails
<input checked="" type="checkbox"/>	Felicijan, Tammy tfelicijan@ewu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

9. If applicable, add additional delegates.

- Delegates apply to both requests and expense reports. You do not need to set up your delegates for each one. Once a delegate is set-up, they can prepare either request or expense reports.



**Note:** To view a list of travelers that have added you as a Delegate, click the **Delegate For** tab:

## ASSIGN APPROVER

Approvers are pre-assigned, however the approver can be changed if applicable. Approvers are typically the department supervisor or manager. Verify the applicable approver displays.

1. Click **Request Approvers** in the left-hand column to verify the Approver:

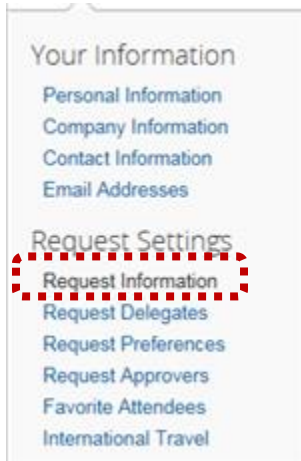
2. The **Request Approvers** page displays:

- If your approver is not correct, enter the name of the applicable approver. Click **Save**.
- Approvers apply to both requests and expense reports. Approvers are typically the department supervisor or manager. You do not need to verify your approver for each one. Once an approver is assigned, they can approve either request or expense reports

## FUNDING DEFAULT

The funding default is the default index travel will be charged to. Index codes may be changed as well as the percentage or dollar amount each index is charged. **Note:** All travel will be applied to default index, however funding may be changed for individual travel authorization reports and expense reports.

1. To enter a default index code, click **Request Information** under **Request Settings**:



2. The **Request Information** page displays. The **User Group**, **Reimbursement Currency** and **EWU-Traveler Type** fields default and do not require changing.

The image shows the 'Request Information' form. At the top, there are 'Save' and 'Cancel' buttons. Below them are four fields: 'User Group' with a dropdown menu showing 'Faculty/Staff', 'Reimbursement Currency' with a dropdown menu showing 'US, Dollar', 'EWU-Index' with a text input field showing 'Default (999999)', and 'EWU-Traveler Type' with a dropdown menu showing 'Faculty/Staff Travel'.

3. To enter the default index, click in the **EWU-Index** field. Select your department from the list.

The image shows the 'EWU-Index' dropdown menu. It has a search bar at the top with the text 'Default (999999)'. Below the search bar, there are radio buttons for 'Text', 'Code', and 'Either'. The 'Code' radio button is selected. Below the radio buttons, there is a list of department codes and names: 'Default (999999)', '300006-Workforce-Construction (300006)', '100194-Office of Controller (100194)', 'USBOR-Cold Springs Dam HAER (500009)', 'BPA-Taft-Bell Transmission Line (500001)', 'BPA-Native American Alumni Assoc (500016)', '570155-Federal - SEOG Grant 2015-2016 (570155)', 'BPA - Black Ranch (500005)', 'Federal - SEOG Repay 05-06 (570004)', 'USBOR-Furnish Ditch HAER (500011)', and 'CO-Applied Psych (200010)'.



## Request Information



4. Click **Save**:

## REGISTER MOBILE DEVICE

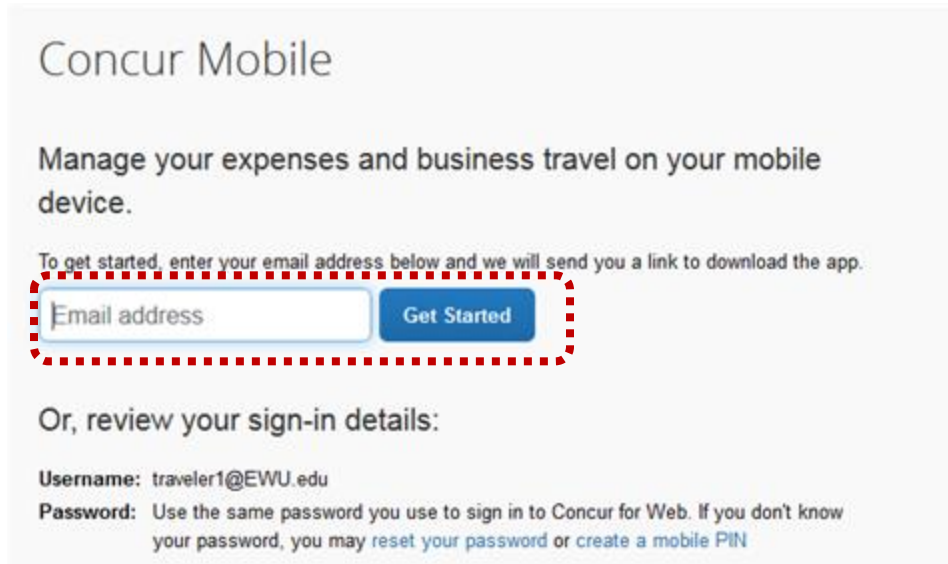
Your mobile device can be registered with Concur. A mobile application is available that allows receipts and documents to be photographed and directly uploaded to your expense report.

1. From the **Profile Options** page, select **Mobile Registration**:

The screenshot shows the 'Profile Options' page with a navigation bar at the top containing 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Mobile Registration'. The left sidebar lists categories: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses), 'Request Settings' (Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees, International Travel), 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Favorite Attendees), and 'Other Settings' (System Settings, Connected Apps, Concur Connect, Change Password, Mobile Registration). The main content area is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' Below this are several sections: 'Personal Information' (Personal Information), 'Expense Delegates' (Delegates are employees who are allowed to perform work on behalf of other employees.), 'Expense Preferences' (Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.), 'System Settings' (Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?), 'Request Preferences' (Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.), and 'Change Password' (Change your password.). The 'Mobile Registration' link is highlighted with a red dashed border and includes the text 'Set up access to Concur on your mobile device'.

1. Enter your email address and click **Get Started**. Follow the additional instructions provided. Help is available within the mobile app to assist with app setup and management.





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:

**Username:** traveler1@EWU.edu

**Password:** Use the same password you use to sign in to Concur for Web. If you don't know your password, you may [reset your password](#) or [create a mobile PIN](#)

## DELEGATE ROLE

A delegate is typically the department travel coordinator/preparer (who might also be the procurement card and/or corporate travel account cardholder). The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A delegate prepares travel authorizations and expense reports for travelers and usually purchases departmental travel expenses such as airfare and rental car transportation. A delegate can be assigned to multiple travelers. Also, a traveler can have more than one delegate.

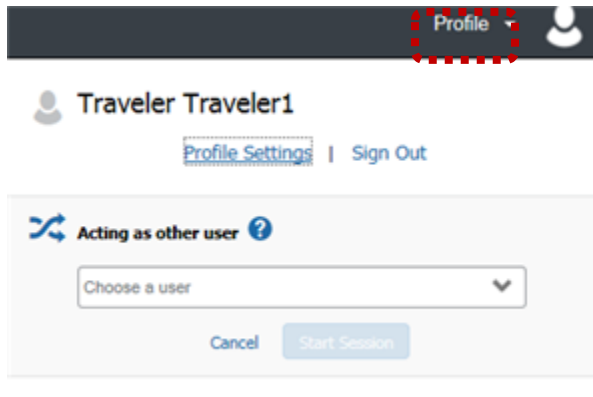
The delegate's role is assigned by their department. The role can vary significantly from department to department. Delegates generally conduct the following functions.

- Create the Travel Authorization (TA) document in Concur. This includes developing estimates for travel expenses for the trip.
- Submit the TA to the traveler for review and submittal.
- Procure necessary transportation and lodging (airline, rental car, hotel, etc.). This will typically be processed by the delegate, but could be processed by a third party CTA or P-card holder.
- Create the Travel Expense Report (TR) after travel is completed and submit to traveler for review and submittal. The delegate will ensure that all expenses are supported with receipts attached.
- The Delegate will assist travelers and approvers with Concur questions and setup.

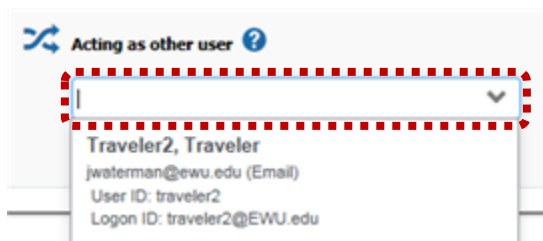
Delegates follow the same procedures as Travelers to create and submit TAs and TRs. However, Delegates must first select the traveler they will assist.

## SELECTING A TRAVELER

1. To select a traveler, access Concur and click **Profile** in the top right-hand corner:



2. Click in the **Acting as other user** field. If the traveler has selected you as a delegate, their name populates in the list. Click on the traveler name.



**Note:** Delegates cannot submit TAs or TRs to supervisors on the traveler's behalf. The Delegate is a preparer role and only has the option of forwarding travel documents to the traveler. The traveler must review and submit all TAs and TRs. Either the traveler or the delegate can request an advance. If the delegate is requesting the advance the traveler still must review the request to verify that it is accurate.

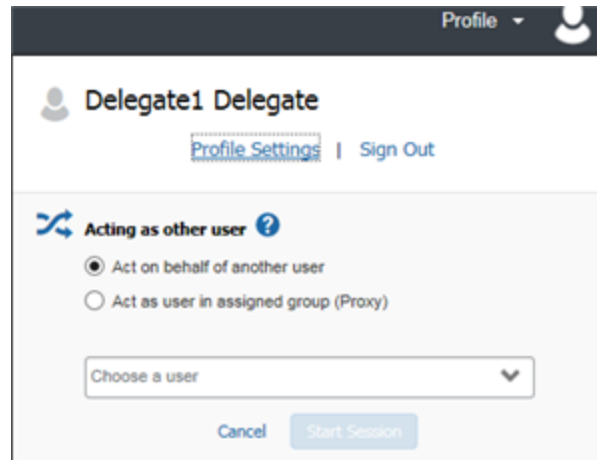
- To prepare TAs and TRs for your assigned travelers, follow the instructions in this Guide.

To approve TAs and TRs for your assigned travelers, after you have procured their lodging, transportation, etc., follow the approval and forwarding instructions in this Guide.

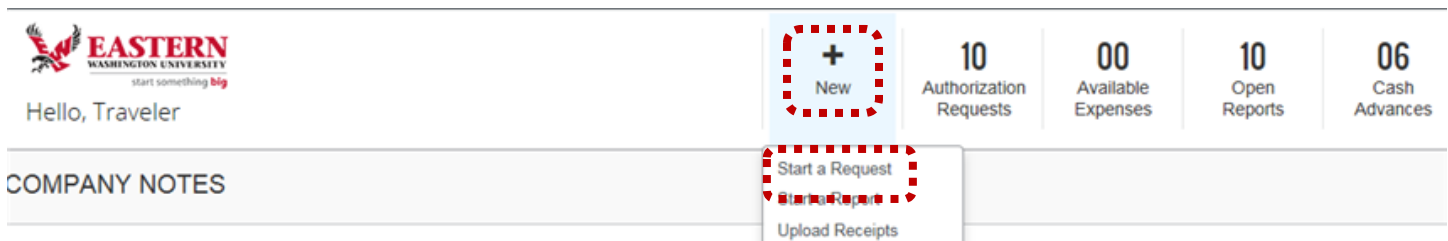
## TRAVEL AUTHORIZATION REPORT

Prior to travel, a travel authorization (TA) is created. The TA includes all necessary information for a reviewer to know where, when and why the trip is requested to take place. The TA also provides an estimate of what a trip will cost and how it will be funded. The following provides instructions on creating an authorization report.

**Note:** If acting as a delegate be sure to select the traveler you are acting as delegate for:



1. On the Concur home page click **New** and select **Start a Request**:



2. The **Request Header** page displays. Enter the following:
  - A red bar on the left-hand side of the field indicates a required field.

- **Request Policy** – Select the applicable trip type from the drop-down:

- **Request Trip Name** - The report name is entered in the following format: the travelers first initial and last name; space; the

travel date (MMDDYY); space; the travel destination city:

Request/Trip Name  
PFournier 100217 New York

- **Request/Trip Start Date** – Use the calendar icon to select the date travel commences:

Request/Trip Start Date  
10/02/2017

- **Request/Trip End Date** – Use the calendar icon to select the date travel concludes:

Request/Trip End Date  
10/07/2017

- **Index** – The index defaults based on the user profile. If the index needs to be changed, click **Index** field and select from the drop-down, or click **X** to remove the existing index and type in the applicable index. **Note:** Delegates should verify that a default index has been entered in the Traveler's profile. If an index has not been entered the field will default to index 99999. Requests submitted with index 99999 will be returned for correction.

Index  
100194-Office of Controller (100194)

Type to search by: ☐ TEXT ☒ CODE ☐ TEXT (Code)

100194-Office of Controller (100194)

Traveler Type  
Faculty/Staff Travel

Board Travel  
Faculty/Staff Travel  
Guest Travel  
Student Travel  
Team/Group Travel

- **Traveler Type:** Select the applicable traveler type from the drop-down:

Trip Type  
Out-of-State

In-State  
International Travel  
Out-of-State

- **Trip Type:** Select the applicable trip type from the drop-down:

Report/Trip Purpose

▼

Conference Participant  
Development  
Faculty Recruiting  
International Travel  
Meeting  
Other  
Student Recruiting  
Teacher Supervision  
Workshop/Seminar/Training

- **Report/Trip Purpose** – Select the trip purpose from the drop-down:

Destination City

New York, New York

×

- **Destination City** – Enter the destination city.

- **Additional Information** – Add a brief trip description in the **Additional Information** field (this is a required field):

Additional Information

Higher Ed training Conference

Comment

- **Comments** – If desired add comments:

**Note:** Cash Advance request information is added after expense types have been entered.

Cash Advance Policy Fixed Limit Amount

## Cash Advance

Cash Advance Amount

USD



Cash Advance Comment

3. Click the **Expense** tab to enter trip expenses:

**Additional Information** Higher Ed training Conference

Request Header Expenses Approval Flow Audit Trail

Request Policy: \*EWU-Travel Request Policy-NIT

Request/Trip Name: PFournier 100217 New York

Request/Trip Start Date: 10/02/2017

Request/Trip End Date: 10/07/2017

Index: 100194-Office of Controller (100194)

Traveler Type: Faculty/Staff Travel

Trip Type: Out-of-State

Report/Trip Purpose: Conference Participant

Destination City: New York, New York

Destination Country: UNITED STATES

Additional Information: Higher Ed training Conference

Comment:

☐ I will contact OGI for international travel requirements.

#### 4. The **Expenses** page displays.

Request/Trip Name: PFournier 100217 New York

Additional Information: Higher Ed Training Conference

Request Header Expenses Approval Flow Audit Trail

+ New Expense

Date	Expense Type	Amount	Requested

Expense Type:

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

01. Travel Expenses	02. Transportation	07. Fees
Below Per Diem Allowance	Airfare	Seminar/Conference Registration Fees
Daily Meal Allowance	Car Mileage	08. Other
Hotel	Car Rental	Other Travel Related Expenses
Hotel Exception Needed	Charter Bus/Transfers	
Hotel Tax	Other Ground Transportation	
	Parking	

- Click the applicable expense type in the right-hand column (for example **Daily Meal Allowance**, **Hotel Exception**, **Airfare**, **Seminar/Conference Registration**). Complete all required fields for that expense type.
  - As each expense type is added, click the check box for **Pay by Travel Accounting** or **Pay by Department** *only* if applicable. Expenses not paid by Travel Accounting or the Department are reimbursed to the traveler. Click **Save** after each expense type is selected and completed.

Expense Type: Daily Meal Allowance

Trip Start Date: 10/02/2017

Trip End Date: 10/07/2017

Destination City: New York, New York

# of Days At This Location: 6

Transaction Amount: 0.00 USD

Comment:

☐ \*Pay by Travel Accounting ☐ \*Pay by Department

Save Allocate Cancel

- To add additional expenses, click + **New Expense**.

Request/Trip Name: PFournier 100217 New York

Additional Information: Higher Ed training Conference

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
10/02/2017	Daily Meal Allowance	\$444.00	\$444.00

**Note:** When adding a hotel exception, enter the *total* difference between the per diem amount (which populates automatically) and the actual hotel charge. Select the **Hotel Exception** reason from the drop-down.

Expense Type: Hotel Exception Needed

Transaction Date: 10/02/2017

Transaction Amount: 345.00 USD



Comment:

☐ \*Pay by Travel Accounting ☐ \*Pay by Department

Hotel Exception



- 1 - Accompanying an elected official or foreign dignitary
- 2 - Escalated costs during special events or disasters
- 3 - Lodging amount is less than increased transportation costs
- 4 - Staying at lodging where a meeting or conference is located
- 5 - ADA compliance / health and safety of traveler
- 6 - Using lodging accommodations for a meeting space
- 7 - No valid exception - Personal expense

**Note:** The **Below Per Diem Allowance** expense type is used when hotel or meal allowances fall below the allotted per diem amounts (for example, meals are provided, travel status falls outside meal periods, or lodging costs fall below the per diem amount.). Enter the below per diem dollar amount with a negative sign (for example; -24.00).

- As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

**Request 33A9**


Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header  Expenses  Approval Flow Audit Trail

[+ New Expense](#) [Delete](#)

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	10/02/2017	Daily Meal Allowance	\$444.00	\$444.00
<input type="checkbox"/>	10/02/2017	Hotel	\$1,505.00	\$1,505.00
<input type="checkbox"/>	10/02/2017	Airfare	\$0.00	\$0.00

**10/02/2017 Daily Meal Allowance \$444.00 \$444.00**



Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please reduce the "Daily Meal Allowance" by using the "Below Meal Allowance" expense type. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm

5. To allocate a travel expense to an index different from the default index, add the applicable expense type. In the bottom right corner, click **Allocate**:



Expense Type: Seminar/Conference Registration Fees Transaction Date: 10/02/2017 Description: Higher Ed Training Conference

Transaction Amount: 750.00 USD Comment:

☐ \*Pay by Travel Accounting ☒ \*Pay by Department

Save Allocate Cancel

- The **Allocations for Request** page displays. Select the applicable expense type (for example; Seminar/Conference) checkbox. Click **Allocate Selected Expenses**.

Allocations for Request : PFournier 100217 New York

Request List: Allocate Selected Expenses Clear Selections Summary

Select Group \*

Date	Expense Type	Group	Amount
10/02/2017	Daily Meal All...		\$444.00
10/02/2017	Hotel		\$1,505.00
10/02/2017	Airfare		\$600.00
10/02/2017	Parking		\$25.00
<input checked="" type="checkbox"/> 10/02/2017	Seminar/Conf...		\$750.00

Allocations: Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$

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

☐ Percentage \* Trip Type \* EWU-Index Code

- Click in the **EWU-Index** field and either select from the drop-down, or enter the index number manually. Click **Save**.

Allocations Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$0.00(0%)

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

<input type="checkbox"/> Percentage	* Trip Type	EWU-Index	Code
<input type="checkbox"/> 100	Out-of-State	200307 x	Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

Save Cancel

- Allocations can be made by percent or amount. Click **Allocate By** and make the appropriate selection. Adjust the percentage or amount as needed. Click **Save**.

Allocations Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$0.00(0%)

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

<input type="checkbox"/> Percentage	* Trip Type	* EWU-Index	Code
<input type="checkbox"/> 100	Out-of-State	200307 x	Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

6. Continue to add all applicable known expenses. The total cost is displays.

Request 33XF

Request/Trip Name: H Berry 100217 New York  
Additional Information: Higher Ed Training Conference

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
10/02/2017	Hotel	\$1,455.00	\$1,455.00
10/02/2017	Daily Meal Allowance	\$444.00	\$444.00
10/02/2017	Airfare	\$650.00	\$650.00
10/02/2017	Parking	\$25.00	\$25.00

Expense Type:

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

01. Travel Expenses

02. Transportation

07. Fees

Below Per Diem Allowance

Airfare

Seminar/Conference Registration Fees

Daily Meal Allowance

Car Mileage

08. Other

Hotel

Car Rental

Other Travel Related Expenses

Hotel Exception Needed

Charter Bus/Transfers

Hotel Tax

Other Ground Transportation

Parking

TOTAL AMOUNT \$2,574.00 TOTAL REQUESTED \$2,574.00

7. Click **Attachments** to add receipts and documents. Select **Attach Documents** from the drop-down list.

Request 33A9

Request/Trip Name: P Fournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header Expenses Approval Flow Audit Trail

Attachments Print / Email Delete Request Submit Request

Check Documents Attach Documents

Status: Not Submitted Amount: \$2,724.00

- Follow the instructions in the dialog box to add an attachment. Attach all applicable receipts/documents.

Document Upload and Attach

You may attach scanned images.  
You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.  
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: Browse... Upload

No files selected

Close

8. To request a travel advance (after all travel expenses have been entered), click **Request Header**:

Request/Trip Name: P Fournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header Expenses Approval Flow Audit Trail

The travel advance available amount automatically calculates and

displays in the **Cash Advance Policy Fixed Limit Amount** field. Click in the **Cash Advance Amount** field and adjust the total as necessary.

- If expenses have been marked as paid by the department or Travel Accounting, please subtract that amount from the Cash Advance request.
- **Note:** A delegate may enter a travel advance amount for the traveler; however, the traveler must still verify the accuracy and amount.

**Request 33A9**

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header ⓘ Expenses ⚠ Approval Flow Audit Trail

⚠ This cash advance is subject to state policy requirements for timely accounting of the advance (per 1110.00). In the event THE FOLLOWING MONTH, I ACKNOWLEDGE THAT EWU WILL WITHHOLD FROM MY PAYROLL CHECK the portion in taxable income subject to applicable federal taxes.

Request Policy: \*EWU-Travel Request Policy-NIT  
Request/Trip Name: PFournier 100217 New York  
Request/Trip Start Date: 10/02/2017

Index: 100194-Office of Controller (100194)  
Traveler Type: Faculty/Staff Travel  
Trip Type: Out-of-State

Destination Country: UNITED STATES

Additional Information: Higher Ed training Conference  
Comment:   
☐ I will contact OGI for international travel requirements.

Cash Advance Policy Fixed Limit Amount: \$3,069.00

**Cash Advance**

Cash Advance Amount: 3,069.00 USD  
Cash Advance Comment:

9. To submit the Travel Request, click **Submit Request**:

**Request 33A9**

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header ⓘ Expenses ⚠ Approval Flow Audit Trail

Cancel Save Attachments Print / Email Delete Request **Submit Request**

Status: Not Submitted  
Amount: \$3,669.00

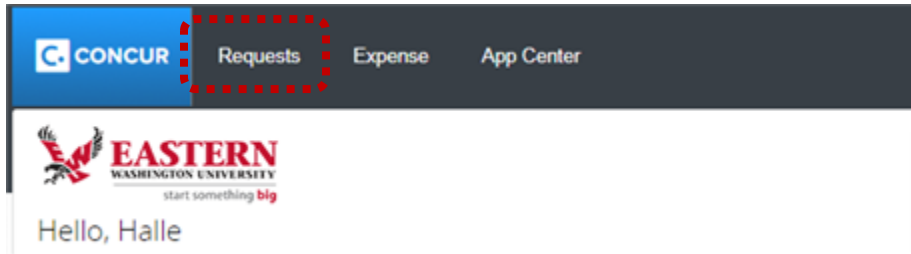
**Note:** If a delegate has created the travel request, an email notification is sent to the traveler (**Notify Employee** displays instead of **Submit Report**). The traveler must access Concur and submit the request.

## EVENT MANAGER

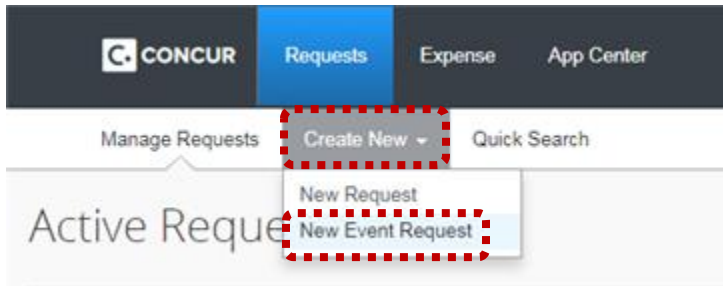
The event manager is typically a delegate who is preparing a “master request” for multiple employees with common travel information (such as flight, hotel, conference fees, etc.) attending the same event. The master request is copied and sent to each attendee for editing and submittal. To request event manager access contact Travel Accounting.

The following provides instructions on using the event manager feature to create a travel request.

1. On the Concur home page click **Requests**:



2. The **Active Request** page displays. Click the **Create New** drop-down and select **New Event Request**:

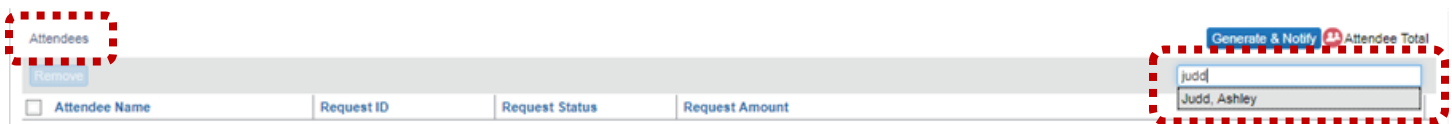


3. The **Request** page displays. Enter all required header fields. Refer to the instructions in this guide for entering header information.

- **Note:** Do not change the default Request Policy type:  . The report name can be changed later on each individual request prior to submitting the request. Enter the report name using one of the travelers names in the following format:

4. In the **Attendees** section, search for and select the employees traveling by entering the last name in the search field:

- Do not select **Generate and Notify** until after common expenses have been added.



5. Click the **Expenses** tab.

**Request**

Cancel Save Print / Email + Delete Request

Status: Not Submitted

Request/Trip Name:  
Additional Information:

Request Header Expenses Audit Trail

Request Policy: \*EWU-Test Travel Request Policy-NIT Request/Trip Name: HBerry 111317 Portland Request/Trip Start Date: 11/13/2017 Request/Trip End Date: 11/17/2017

Index: 200307-Lab Services (200307) Traveler Type: Faculty/Staff Travel Trip Type: Out-of-State Report/Trip Purpose: Conference Participant

Destination City: Portland, Oregon Destination Country: UNITED STATES

Additional Information: Training Congerence Comment: ☐ I will contact Trvl Acctg for international travel requirements

Cash Advance Policy Fixed Limit Amount:

Attendees: Generate & Notify Attendee Total: \$0.00

Remove

Attendee Name	Request ID	Request Status	Request Amount
<input type="checkbox"/> Judd, Ashley			\$0.00
<input type="checkbox"/> Alba, Jessica			\$0.00
<input type="checkbox"/> Pitt, Brad			\$0.00

6. The **Expense** page displays. Enter all known common expense types. Refer to the instructions in this guide for entering expense type information.

- Click the applicable expense type in the right-hand column (for example **Daily Meal Allowance, Hotel Exception, Airfare, Seminar/Conference Registration**). Complete all required fields for that expense type.
- As each expense type is added, click the check box for **Pay by Travel Accounting** or **Pay by Department** only if applicable. Expenses not paid by Travel Accounting or the Department are reimbursed to the traveler. Click **Save** after each expense type is selected and completed.

**Note:** The expense types are entered as single items (for example, airfare for a single ticket, not the airfare amount multiplied by the number of travelers).

**Request 334P**

Request/Trip Name: HBerry 111317 Portland  
Additional Information: Training Congerence

Request Header Expenses Audit Trail

7. After common expense types are entered, click **Request Header**.

8. Click **Generate & Notify**:

Generate & Notify

- This copies and generates a travel request for all travelers (attendees) listed.

**Note:** The delegate cannot request a travel advance for the travelers listed when generating the travel request. Travelers must review the individual travel request and request an advance prior to submitting the travel request. Travelers (or the delegate) must also change the **Request/Trip Name** to reflect the correct traveler name prior to submitting the request.

## INTERNATIONAL TRAVEL

The Office of Global Initiatives must be contacted prior to foreign travel if faculty is leading a study abroad program for students. International insurance is provided for all employees traveling abroad. Please contact the Travel Accounting office to be sure you have a copy of the policy.

1. On the Concur home page click **New** and select **Start a Request**:

2. The **Request Header** page displays. Enter the following:

- **Request Policy** – Select the applicable trip type from the drop-down:
- **Request Trip Name** - The report name is entered in the following format: the travelers first initial and last name; space; the travel date (MMDDYY); space; the travel destination city:
- **Request/Trip Start Date** – Use the calendar icon to select the date travel commences:

- **Request/Trip End Date** – Use the calendar icon to select the date travel concludes:

Request/Trip End Date  
10/07/2017

- **Index** – The index defaults based on the user profile. If the index needs to be changed, click **Index** field and select from the drop-down, or click X to remove the existing index and type in the applicable index.

Index  
100194-Office of Controller (100194) X

Type to search by: ☐ TEXT ☒ CODE ☐ TEXT (Code)

100194-Office of Controller (100194)

Traveler Type  
Faculty/Staff Travel X

Board Travel  
Faculty/Staff Travel  
Guest Travel  
Student Travel  
Team/Group Travel

- **Traveler Type**: Select the applicable traveler type from the drop-down:

Trip Type  
International Travel X

In-State  
International Travel  
Out-of-State

- **Trip Type**: Select **International Travel** from the drop-down:

Report/Trip Purpose  
International Travel X

Conference Participant  
Development  
Faculty Recruiting  
International Travel  
Meeting  
Other  
Student Recruiting  
Teacher Supervision  
Workshop/Seminar/Training

- **Report/Trip Purpose** – Select the trip purpose from the drop-down:

Destination City  
London, UNITED KINGDOM

- **Destination City** – Enter the destination city.



- **Additional Information** – Add a brief trip description in the **Additional Information** field (this is a required field):

Additional Information

Global Education Symposium

Comment

- **Comments** – If desired add comments:

☐ I will contact Trvl Acctg for international travel requirements

- **International** check-box- Select the check-box:

**Note:** Cash Advance request information is added after expense types have been entered.

Cash Advance Policy Fixed Limit Amount

## Cash Advance

Cash Advance Amount

USD



Cash Advance Comment

3. Click the **Expense** tab to enter trips expenses:

# Request

Cancel
Save
Print / Email
Delete Request
Submit Request

Status: Not Submitted

Request/Trip Name:  
Additional Information

Request Header
Expenses
Approval Flow
Audit Trail

Request Policy  
\*EWU-Travel Request Policy-NIT

Request/Trip Name  
PFournier 100217 London

Request/Trip Start Date  
10/02/2017

Request/Trip End Date  
10/07/2017

Index  
100194-Office of Controller (100194)

Traveler Type  
Faculty/Staff Travel

Trip Type  
International Travel

Report/Trip Purpose  
International Travel

Destination City  
London, UNITED KINGDOM

Destination Country  
UNITED KINGDOM

Additional Information  
Global Education Symposium

Comment

☒ I will contact OGI for international travel requirements.

Cash Advance Policy Fixed Limit Amount

Cash Advance

Cash Advance Amount
USD

Cash Advance Comment

4. The **Expenses** page displays.

Request 33XG

Request/Trip Name: PFournier 100217 London  
Additional Information: Global Education Symposium

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

<input type="checkbox"/> Date	Expense Type	Amount	Requested
		TOTAL AMOUNT	TOTAL REQUESTED
		\$0.00	\$0.00

Expense Type:

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

01. Travel Expenses	02. Transportation	07. Fees
Below Per Diem Allowance	Airfare	Seminar/Conference Registration Fees
Daily Meal Allowance	Car Mileage	08. Other
Hotel	Car Rental	Other Travel Related Expenses
Hotel Exception Needed	Charter Bus/Transfers	
Hotel Tax	Other Ground Transportation	
	Parking	



5. Click the applicable expense type in the right-hand column (for example **Daily Meal Allowance**, **Hotel Exception**, **Airfare**, **Seminar/Conference Registration**). Complete all required fields for that expense type.
- As each expense type is added, click the check box for **Pay by Travel Accounting** or **Pay by Department only** if applicable. Expenses not paid by Travel Accounting or the Department are reimbursed to the traveler. Click **Save** after each expense type is selected and completed.

- **Note:** For expenses that are paid for (or charged) in foreign currency (not daily meals or hotel per diem), such as parking, ground transportation, or conference registration fees, enter the amount and select the applicable currency type on the expense. For example:

- To add additional expenses, click **+ New Expense**.



**Note:** When adding a hotel exception, enter the *total* difference between the per diem amount (which populates automatically) and the actual hotel charge. Select the **Hotel Exception** reason from the drop-down.

**Note:** The **Below Per Diem Allowance** expense type is used when hotel or meal allowances fall below the allotted per diem amounts (for example, meals are provided, travel status falls outside meal periods, or lodging costs fall below the per diem amount.). Enter the below per diem dollar amount with a negative sign (for example; -24.00).





- As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

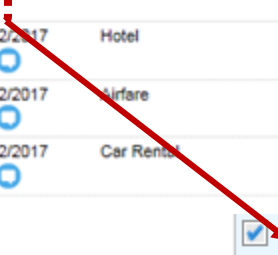
Request 33AC


Request/Trip Name: PFourmier 100217 London  
Additional Information: Global Education Symposium

Request Header  Expenses  Approval Flow Audit Trail

[+ New Expense](#) [Delete](#)

<input type="checkbox"/> Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/> 10/02/2017 	Daily Meal Allowance	\$720.00	\$720.00
<input type="checkbox"/> 10/02/2017 	Hotel	\$1,415.00	\$1,415.00
<input type="checkbox"/> 10/02/2017 	Airfare	\$685.00	\$685.00
<input type="checkbox"/> 10/02/2017 	Car Rental	\$264.76 €225.00	\$264.76



☒ 10/02/2017  Daily Meal Allowance \$444.00 \$444.00

Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please reduce the "Daily Meal Allowance" by using the "Below Meal Allowance" expense type. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm

- To allocate a travel expense to an index different from the default index, add the applicable expense type. In the bottom right corner, click **Allocate**:

Expense Type: Seminar/Conference Registration Fees

Transaction Date: 10/02/2017

Description: Global Education Symposium

Transaction Amount: 900.00 EUR

Amount in USD: 1,059.06

Comment: Conference fee

☐ \*Pay by Travel Accounting ☒ \*Pay by Department

Buttons: Save, Allocate, Cancel

- The **Allocations for Request** page displays. Select the applicable expense type (for example; Seminar/Conference) checkbox. Click **Allocate Selected Expenses**.

#### Allocations for Request : PFournier 100217 London

Request List

Buttons: Allocate Selected Expenses, Clear Selections, Summary

Select Group \*

Date	Expense Type	Group	Amount
10/02/2017	Daily Meal All...		\$720.00
10/02/2017	Hotel		\$1,415.00
10/02/2017	Airfare		\$685.00
10/02/2017	Car Rental		\$264.76 €225.00
10/02/2017	Seminars/Conf...		\$1,059.06 €900.00
10/02/2017	Hotel Exceptio...		\$570.72 €485.00

Allocations

Buttons: Allocate By, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites

- Click in the **EWU-Index** field and either select from the drop-down, or enter the index number manually. Click **Save**.

Allocations

Total:\$1,059.06 Allocated:\$1,059.06(100%) Remaining:\$0.00(0%)

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

☐ Percentage ☐ 100 \* Trip Type International T. EWU-Index Code

200307 x International Tr...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

- Allocations can be made by percent or amount. Click **Allocate By** and make the appropriate selection. Adjust the percentage or amount as needed. Click **Save**.

Allocations

Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$0.00(0%)

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

☐ Percentage ☐ 100 Trip Type Out-of-State \* EWU-Index Code

200307 x Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

- Continue to add all applicable known expenses. The total cost is displays.

Request 33XG

Request/Trip Name: PFourmier 100217 London  
Additional Information: Global Education Symposium

Attachments ▾ Print / Email ▾ Delete Request Submit Request

Status: Not Submitted  
Amount: \$4,409.24

Request Header Expenses Approval Flow Audit Trail

+ New Expense Create

Date	Expense Type	Amount	Requested
10/02/2017	Daily Meal Allowance	\$910.00	\$910.00
10/02/2017	Hotel	\$1,485.00	\$1,485.00
10/02/2017	Airfare	\$685.00	\$685.00
10/02/2017	Car Rental	\$265.85 € 225.00	\$265.85
10/02/2017	Seminar/Conference Registration Fees	\$1,063.39 € 900.00	\$1,063.39

Expense Type:

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

01. Travel Expenses  
Below Per Diem Allowance  
Daily Meal Allowance  
Hotel  
Hotel Exception Needed  
Hotel Tax

02. Transportation  
Airfare  
Car Mileage  
Car Rental  
Charter Bus/Transfers  
Other Ground Transportation  
Parking

07. Fees  
Seminar/Conference Registration Fees  
08. Other  
Other Travel Related Expenses

TOTAL AMOUNT \$4,409.24 TOTAL REQUESTED \$4,409.24

- Click **Attachments** to add receipts and documents. Select **Attach Documents** from the drop-down list.

## Request 33AC

Request/Trip Name: PFournier 100217 London  
Additional Information: Global Education Symposium

Request Header  Expenses  Approval Flow Audit Trail

Attachments ▾

[Check Documents](#)

[Attach Documents](#)

- Follow the instructions in the dialog box to add an attachment. Attach all applicable receipts/documents.

Document Upload and Attach

You may attach scanned images.

You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Browse...

Upload

No files selected

Close

9. To request a travel advance (after all travel expenses have been entered), click **Request Header**. The travel advance amount automatically calculates and displays in the **Cash Advance Policy Fixed Limit Amount** field. Click in the **Cash Advance Amount** field and adjust the total as necessary.
- If expenses have been marked as paid by the department or Travel Accounting, please subtract that amount from the Cash Advance request.
- **Note:** A delegate may enter a travel advance amount for the traveler; however, the traveler must still verify the accuracy and amount.

# Request 33AC

Cancel

Save

Attachments

Print / Email

Delete Request



Submit Request


Status: Not Submitted

Amount: \$4,714.54

Request/Trip Name: PFournier 100217 London

Additional Information: Global Education Symposium

Request Header  [Expenses](#)  [Approval Flow](#) [Audit Trail](#)

 This travel request is for International Travel. In addition to your approver, it must also be forwarded to the VP of your organization for review and final approval (SAAM 10.10).

Request Policy *EWU-Travel Request Policy-NIT	Request/Trip Name PFournier 100217 London	Request/Trip Start Date 10/02/2017	Request/Trip End Date 10/07/2017
Index 100194-Office of Controller (100194)	Traveler Type Faculty/Staff Travel	Trip Type International Travel	Report/Trip Purpose International Travel
Destination Country UNITED KINGDOM	Destination City London, UNITED KINGDOM		

Additional Information Global Education Symposium	Comment <input checked="" type="checkbox"/> I will contact OGI for international travel requirements.
--	--

Cash Advance Policy Fixed Limit Amount  
\$4,029.54

Cash Advance

Cash Advance Amount 4,029.54	Cash Advance Comment
---------------------------------	----------------------

10. To submit the Travel Request, click **Submit Request**:

**Note:** If a delegate has created the travel request, an email notification is sent to the traveler. The traveler must submit the request.

## GROUP TRAVEL

The following provides information on requesting group travel and processing group travel expenses.

**Note:** If acting as a delegate be sure to select the traveler you are acting as delegate for:

## GROUP TRAVEL REQUEST

1. On the Concur home page click **New** and select **Start a Request**:

2. The **Request Header** page displays. Enter the following:



**Request** [Holznagel, Lori]

Cancel Save Print / Email Delete Request Submit Request

Status: Not Submitted

**Request/Trip Name:**  
Additional Information:

Request Header Expenses Approval Flow Audit Trail

Request Policy: \*EWU-Travel Request Policy-NIT

Request/Trip Name: Request/Trip Start Date: Request/Trip End Date:

Index: Default (999999) Traveler Type: Faculty/Staff Travel Trip Type: Report/Trip Purpose: Destination City:

Destination Country: Select one

Additional Information: Comment: ☐ I will contact OGI for international travel requirements.

Cash Advance Policy Fixed Limit Amount:

Cash Advance: Cash Advance Amount: USD Cash Advance Comment:

- **Request Policy** – Select **EWU-Group Travel Request** from the drop-down:
- **Request Trip Name** - The report name is entered in the following format: the travelers first initial and last name; space; the travel date (MMDDYY); space; the travel destination city. The traveler's name is the faculty/staff member who is sponsoring the group.
- **Request/Trip Start Date** – Use the calendar icon to select the date travel commences:
- **Request/Trip End Date** – Use the calendar icon to select the date travel concludes:
- **Number of People Traveling** – Enter the total number of individuals traveling (including the sponsor):
- **Index** – The index defaults based on the user profile. If the index needs to be changed, click **Index** field and select from the drop-down, or click **X** to remove the existing index and type in the applicable index.

**Request Policy**

\*EWU-Group Travel Request Policy-NIT X

\*EWU-Travel Request Policy-NIT

\*EWU-Group Travel Request Policy-NIT

**Request/Trip Name**

LHolznagel 100917 Los Angeles X

**Request/Trip Start Date**

10/09/2017

**Request/Trip End Date**

10/14/2017

**Number of People Traveling**

3

**Index**

100194-Office of Controller (100194) X

Type to search by: ☐ TEXT ☒ CODE ☐ E

Text (Code)

100194-Office of Controller (100194)

Traveler Type

Team/Group Travel x v

Board Travel

Faculty/Staff Travel

Guest Travel

Student Travel

Team/Group Travel

- **Traveler Type:** Select **Team/Group Travel** traveler type from the drop-down:

Trip Type

Out-of-State x v

In-State

International Travel

Out-of-State

- **Trip Type:** Select the applicable traveler type from the drop-down:

Report/Trip Purpose

Conference Participant

Development

Faculty Recruiting

International Travel

Meeting

Other

Student Recruiting

Teacher Supervision

Workshop/Seminar/Training

- **Report/Trip Purpose** – Select the trip purpose from the drop-down:

Destination City

Los Angeles, California x

- **Destination City** – Enter the destination city.

- **Additional Information** – Add a brief trip description in the **Additional Information** field (this is a required field):

Additional Information

Concur User Conference

Comment

- **Comments** – If desired add comments:

**Note:** Cash Advance request information is added after expense types have been entered.

Cash Advance Policy Fixed Limit Amount

## Cash Advance

Cash Advance Amount

USD



Cash Advance Comment

- Click the **Expense** tab to enter trips expenses:

Request/Trip Name: LHolznagel 100917 Los Angeles  
Additional Information: Concur User Conference

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

Request Policy *EWU-Group Travel Request Policy-NIT	Request/Trip Name LHolznagel 100917 Los Angeles	Request/Trip Start Date 10/09/2017	Request/Trip End Date 10/14/2017	Number of People Traveling 3
Index 100194-Office of Controller (100194)	Traveler Type Team/Group Travel	Trip Type Out-of-State	Report/Trip Purpose Workshop/Seminar/Training	Destination City Los Angeles, California
Destination Country UNITED STATES				

Additional Information  
Concur User Conference

Comment

☐ I will contact OGI for international travel requirements.

Cash Advance Policy Fixed Limit Amount

Cash Advance

Cash Advance Amount

USD

Cash Advance Comment

- The **Expenses** page displays.

Request/Trip Name: LHolznagel 100917 Los Angeles  
 Additional Information: Concur User Conference

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
<div> <div>Expense Type:</div> <div>           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.         </div> </div> <div> <div>01. Travel Expenses</div> <div>           Below Meal Allowance            Daily Meal Allowance            Hotel Group            Hotel Tax         </div> </div> <div> <div>02. Transportation</div> <div>           Airfare            Car Rental            Charter Bus/Transfers            Other Ground Transportation            Parking         </div> </div> <div> <div>07. Fees</div> <div>           Seminar/Conference Registration Fees            08. Other            Other Travel Related Expenses         </div> </div>			

- Click the applicable expense type in the right-hand column (for example **Daily Meal Allowance**, **Group Hotel**, **Airfare**, **Seminar/Conference Registration**). Complete all required fields for each expense type.
- As each expense type is added, click the check box for **Pay by Travel Accounting** or **Pay by Department** *only* if applicable. Expenses not paid by Travel Accounting or the Department are reimbursed to the traveler. Click **Save** after each expense type is selected and completed.

Expense Type: Daily Meal Allowance

Trip Start Date: 10/09/2017 Trip End Date: 10/14/2017

Destination City: Los Angeles, California # of Days At This Location: 7 # of People: 3

Transaction Amount: 0.00 USD

Comment:

☐ \*Pay by Travel Accounting ☐ \*Pay by Department



Save Allocate Cancel

- To add additional expenses, click **+ New Expense**.

Date	Expense Type	Amount	Requested
10/09/2017	Daily Meal Allowance	\$1,344.00	\$1,344.00


**Note:** When adding a hotel exception, enter the *total* difference between the per diem amount (which populates automatically) and the actual hotel charge multiplied by the number of rooms per night. Select the **Hotel Exception** reason from the drop-down.

**Note:** The **Below Per Diem Allowance** expense type is used when hotel or meal allowances fall below the allotted per diem amounts (for example, meals are provided, travel status falls outside meal periods, or lodging costs fall below the per diem amount.). Enter the below per diem dollar amount with a negative sign (for example; -24.00).

- As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

Date	Expense Type	Amount	Requested
10/09/2017	Daily Meal Allowance	\$1,344.00	\$1,344.00
10/09/2017	Hotel Group	\$2,370.00	\$2,370.00
10/09/2017	Seminar/Conference Registration Fees	\$1,800.00	\$1,800.00
10/09/2017	Airfare	\$1,044.00	\$1,044.00
10/09/2017	Other Ground Transportation	\$105.00	\$105.00

☒ 10/09/2017      Daily Meal Allowance      \$1,344.00      \$1,344.00



Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please reduce the "Daily Meal Allowance" by using the "Below Meal Allowance" expense type. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm. Please visit [www.gsa.gov](http://www.gsa.gov) for per diem rates.

6. To allocate a travel expense to an index different from the default index, add the applicable expense type. In the bottom right corner, click **Allocate**:

Expense Type: Seminar/Conference Registration Fees      Transaction Date: 10/09/2017      Description: Concur User Conference

Transaction Amount: 1,800.00      USD      Comment: \$600.00 per attendee

☐ \*Pay by Travel Accounting      ☒ \*Pay by Department

Save      **Allocate**      Cancel

- The **Allocations for Request** page displays. Select the applicable expense type (for example; Seminar/Conference) check-box. Click **Allocate Selected Expenses**.

### Allocations for Request : LHolznagel 100917 Los Angeles

**Request List**

**Allocate Selected Expenses**      Clear Selections      Summary

Select Group \*

<input type="checkbox"/>	Date ▼	Expense Type	Group	Amount
<input type="checkbox"/>	10/09/2017	Daily Meal All...		\$1,344.00
<input type="checkbox"/>	10/09/2017	Hotel Group		\$2,370.00
<input checked="" type="checkbox"/>	10/09/2017	Seminar/Conf...		\$1,800.00
<input type="checkbox"/>	10/09/2017	Airfare		\$1,044.00
<input type="checkbox"/>	10/09/2017	Other Ground...		\$105.00

**Allocations**

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

- Click in the **EWU-Index** field and either select from the drop-down, or enter the index number manually. Click **Save**.

Allocations Total:\$1,800.00 Allocated:\$1,800.00(100%) Remaining:\$0.00(0%)

<input type="checkbox"/> Percentage	* Trip Type	* EWU-Index	Code
<input type="checkbox"/> 100	Out-of-State	200307 x	Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

- Allocations can be made by percent or amount. Click Allocate By and make the appropriate selection. Adjust the percentage or amount as needed. Click **Save**.

Allocations Total:\$1,800.00 Allocated:\$1,800.00(100%) Remaining:\$0.00(0%)

<input type="checkbox"/> Percentage	* Trip Type	* EWU-Index	Code
<input type="checkbox"/> 100	Out-of-State	200307 x	Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

- Continue to add all applicable known expenses. The total cost is displays.

Request 33A [Holznagel, Lori]

Request/Trip Name: LHolznagel 100917 Los Angeles  
Additional Information: Concur User Conference

Status: Not Submitted  
Amount: \$6,663.00

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

Date	Expense Type	Amount	Requested
10/09/2017	Daily Meal Allowance	\$1,344.00	\$1,344.00
10/09/2017	Hotel Group	\$2,370.00	\$2,370.00
10/09/2017	Seminar/Conference Registration Fees	\$1,800.00	\$1,800.00
10/09/2017	Airfare	\$1,044.00	\$1,044.00
10/09/2017	Other Ground Transportation	\$105.00	\$105.00

TOTAL AMOUNT: \$6,663.00 | TOTAL REQUESTED: \$6,663.00

Expense Type: Seminar/Conference Registration Fees | Transaction Date: 10/09/2017 | Description: Concur User Conference

Transaction Amount: 1,800.00 USD | Comment: \$600.00 per attendee

☐ \*Pay by Travel Accounting | ☒ \*Pay by Department

Save | Allocate | Cancel

8. Click **Attachments** to add receipts and documents. Select **Attach Documents** from the drop-down list.

Request 33A [Holznagel, Lori]

Request/Trip Name: LHolznagel 100917 Los Angeles  
Additional Information: Concur User Conference

Status: Not Submitted  
Amount: \$6,663.00

Request Header | Expenses | Approval Flow | Audit Trail

Attachments | Print / Email | Delete Request | Submit Request

Check Documents  
Attach Documents

- Follow the instructions in the dialog box to add an attachment. Attach all applicable receipts/documents.

Document Upload and Attach

You may attach scanned images.  
You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.  
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

No files selected

9. To request a travel advance (after all travel expenses have been entered), click **Request Header**. The travel advance amount automatically calculates and displays in the **Cash Advance Amount** field.
- If expenses have been marked as paid by the department or Travel Accounting, please subtract that amount from the Cash Advance request.



- **Note:** A delegate may enter a travel advance amount for the traveler; however, the traveler must still verify the accuracy and amount.

**Request 33A** [Holznagel, Lori]

**Request/Trip Name:** LHolznagel 100917 Los Angeles  
**Additional Information:** Concur User Conference

Request Header | Expenses ⚠ | Approval Flow | Audit Trail

**Request Policy:** \*EWU-Group Travel Request Policy-NIT  
**Request/Trip Name:** LHolznagel 100917 Los Angeles  
**Request/Trip Start Date:** 10/09/2017

**Index:** 100194-Office of Controller (100194)  
**Traveler Type:** Team/Group Travel  
**Trip Type:** Out-of-State

**Destination Country:** UNITED STATES

**Additional Information:** Concur User Conference  
**Comment:**  
☐ I will contact Travel Accounting for international travel requir

**Cash Advance Policy Fixed Limit Amount:** \$5,619.00

**Cash Advance**

**Cash Advance Amount:** \$5,619.00 x USD  
**Cash Advance Comment:**

10. To submit the Travel Request, click **Submit Request**:

**Request 33A** [Holznagel, Lori]

**Request/Trip Name:** LHolznagel 100917 Los Angeles  
**Additional Information:** Concur User Conference

Request Header | Expenses ⚠ | Approval Flow | Audit Trail

Cancel | Save | Attachments | Print / Email | Delete Request | **Submit Request**

Status: Not Submitted  
Amount: \$6,663.00

## GROUP TRAVEL EXPENSE

The following provides instructions on completing the expense report for group travel. **Note:** If acting as a delegate be sure to select

**Delegate1 Delegate**  
[Profile Settings](#) | [Sign Out](#)

**Acting as other user** ?

☒ Act on behalf of another user  
☐ Act as user in assigned group (Proxy)

Choose a user

Cancel | Start Session

the traveler you are acting as delegate for:

- From the Concur home page, select **Authorization Requests** from the **My Tasks** section:

**EASTERN WASHINGTON UNIVERSITY**  
start something big

Hello, Traveler

+ New

13 Authoriza Reques

### COMPANY NOTES

[EWU Travel Accounting Website](#)  
Please visit the EWU Travel Accounting website for information on travel policies, procedures, and forms, as well as general travel information.

[In-site Help](#)  
Be sure to use the help link above to for assistance with forms and system functionality.

[Deployment Toolkit](#)  
You can access the "Deployment Toolkit" using this link above.

### MY TASKS

**20** Open Requests
 

**Authorization Requests** 13
 

Cash Advances 07

**00** Available Expenses →
 

You currently have no available expenses.

- Click **Expense** for the applicable request from the **Active Requests** list.

Active Requests (4) Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With Go

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
<input type="checkbox"/>	L'Holznelgel 100917 Los Angeles Concur User Conference	33AJ	Approved	10/09/2017 10/14/2017	10/05/2017	\$6,663.00	\$6,663.00	\$6,663.00	Expense

- The **Create a New Expense Report** page displays. Click **Next**.

## Create a New Expense Report

## Report Header

Policy *EWU-US Group Expense Polic	Report/Trip Name LHolznagel 100917 Los Angeles	Report/Trip Start Date 10/09/2017	Report/Trip End Date 10/14/2017	Number of People Traveling 3
EWU-Index 100194-Office of Controller (1001)	Traveler Type Team/Group Travel	Trip Type Out-of-State	Report/Trip Purpose Workshop/Seminar/Training	
Additional Information Concur User Conference	Comment			

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
LHolznagel 100917 Los Angeles	33AJ	No	\$6,663.00	\$6,663.00	\$6,663.00

Next >> Cancel

4. The **Travel Allowances** system message displays. **Note:** Select **No** for group travel.

Travel Allowances

Does this trip include Per Diem expenses? If Group Travel, select "No" and use group-specific expense types.

Yes No

5. The **Expenses** page displays. All expenses must be added (including expenses already entered in the travel request).

- **Note:** It is recommended that a copy of the request be printed or downloaded prior to entering expenses. Access the

request and click **Print/Email**.

Create Expense Report Attachments Print / Email Cancel Request Close/Inactivate Request

- Click the applicable expense type in the right-hand column (for example **Group Hotel, Airfare, Seminar/Conference Registration**). Complete all required fields for that expense type.

- For Group Meals - Enter the total per diem amount from the Request.

New Expense Available Receipts

Expense Type: Group Meals/Entertainment ▼ Transaction Date: 10/09/2017 Additional Information: Concur User Conference

Enter Vendor Name: City of Purchase: Los Angeles, California Payment Type: Cash (reimbursable) ▼

Amount: 1,344.00 USD Comment:

**Attendees** Attendees: 1 | Attendee Total: \$1,344.00 | Remaining: \$0.00

**New Attendee** Advanced Search Favorites Search Recently Used Remove Create Group

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Amount
<input type="checkbox"/>	Holznagel, Lori M.			Faculty/Staff	\$1,344.00

- Click **New Attendee** to add additional travelers. Enter the attendee type and first and last name. Click **Save & Add Another** to add additional attendees.

Add Attendee ✕

Attendee Type: Student ▼ Last Name: Student

First Name: Felice ✕

**Save & Add Another** Save Cancel

- Click **Save**.

New Expense Available Receipts

Expense Type: **Group Meals/Entertainment** Transaction Date: **10/09/2017** Additional Information: **Concur User Conference**

Enter Vendor Name:  City of Purchase: **Los Angeles, California** Payment Type: **Cash (reimbursable)**

Amount: **1,344.00** USD Comment:

**Attendees** Attendees: 3 | Attendee Total: \$1,344.00 | Remaining: \$0.00

**New Attendee** **Advanced Search** **Favorites**  **Remove** **Create Group**

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Amount
<input type="checkbox"/>	Student, Sammy			Student	\$448.00
<input type="checkbox"/>	Student, Felice			Student	\$448.00
<input type="checkbox"/>	Holznagel, Lori M.			Faculty/Staff	\$448.00

**Save** **Itemize** **Allocate** **Attach Receipt** **Cancel**

**Note:** A **Group Travel Roster** form must be attached for each day of per diem meals. Visit the Travel Accounting site, <https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/> and download the form:

### Travel Forms

Current Travel Authorization Forms TA & TEV +

Travel Authorization Form for Travel prior to 1/1/18 +

Central Travel Account Log Sheet +

**Group Travel Roster and Receipts** -



- Group Travel Roster and Receipts

Lodging Exception Form +

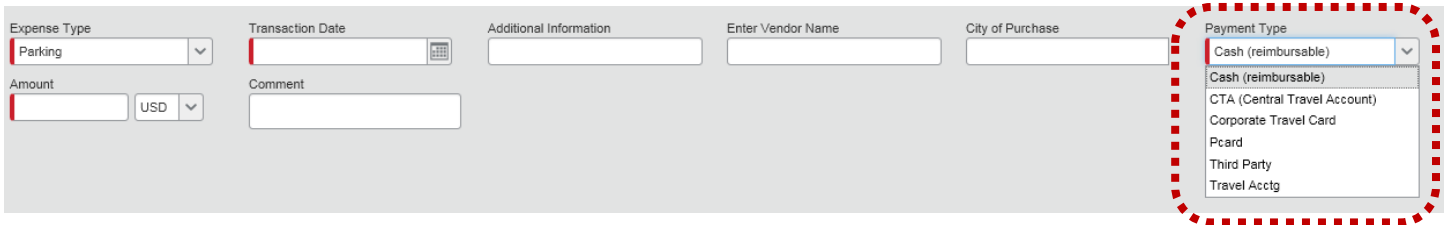
PFourrier 100217 New York

**+ New Expense** **Import Expenses** **Details** **Receipts** **Print / Email**

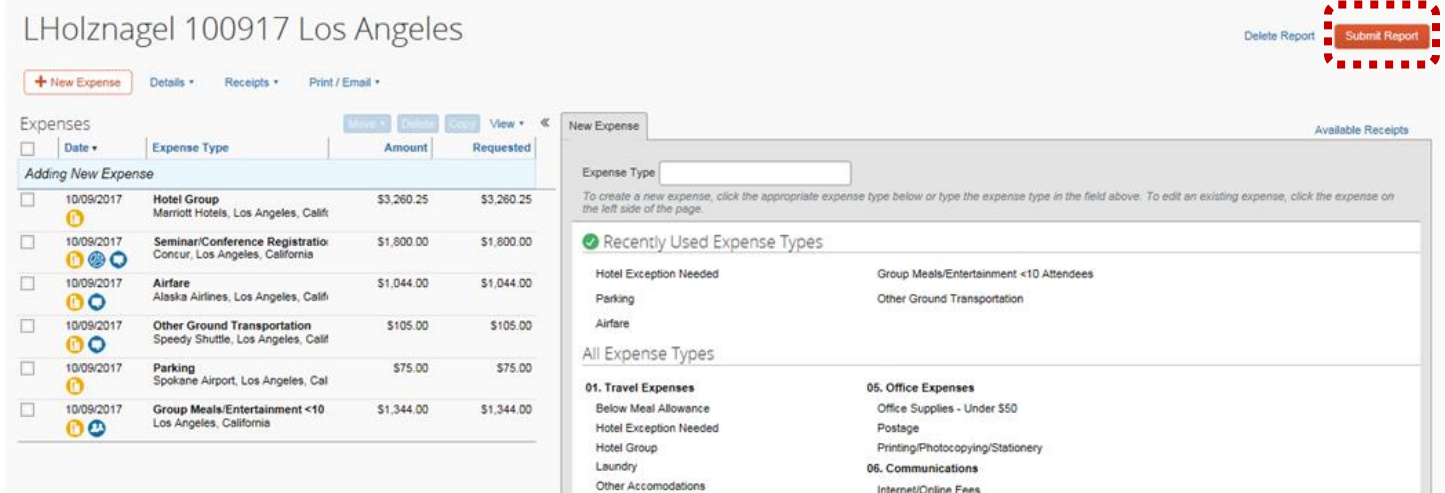
- To add additional expenses, click **+ New Expense**.

- As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

- Continue to add all applicable expenses. The report should account for a full cost of the trip, regardless of payments type. Be sure to specify payment type in the drop down box for each expense.



The total cost is displays. Click **Submit Report**.



Date	Expense Type	Amount	Requested
10/09/2017	Hotel Group Marriott Hotels, Los Angeles, Calif	\$3,260.25	\$3,260.25
10/09/2017	Seminar/Conference Registration Concur, Los Angeles, California	\$1,800.00	\$1,800.00
10/09/2017	Airfare Alaska Airlines, Los Angeles, Calif	\$1,044.00	\$1,044.00
10/09/2017	Other Ground Transportation Speedy Shuttle, Los Angeles, Calif	\$105.00	\$105.00
10/09/2017	Parking Spokane Airport, Los Angeles, Cal	\$75.00	\$75.00
10/09/2017	Group Meals/Entertainment <10 Los Angeles, California	\$1,344.00	\$1,344.00

- The **Final Review** page displays. Click **Attach Receipt** Images. Add required receipts; select the applicable expense check-box. Click **Browse** to search for and add the receipt. Click **Upload**.

## Final Review



## User Electronic Agreement

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

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

## Reminder: Receipts Required!

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

<a href="#">Print *EWU-Detailed Report with Summary Data</a> <a href="#">Attach Receipt Images</a> <a href="#">View Receipts</a>			
	Expense Type	Date ▲	Amount
	Hotel Group Marriott Hotels, Los Angeles, California	10/09/2017	\$3,260.25
	Seminar/Conference Registration Fees Concur, Los Angeles, California	10/09/2017	\$1,800.00
	Airfare Alaska Airlines, Los Angeles, California	10/09/2017	\$1,044.00
	Other Ground Transportation Speedy Shuttle, Los Angeles, California	10/09/2017	\$105.00
	Parking Spokane Airport, Los Angeles, California	10/09/2017	\$75.00
	Group Meals/Entertainment <10 Attendees Los Angeles, California	10/09/2017	\$1,344.00

Accept &amp; Submit

Cancel

<a href="#">Print *EWU-Detailed Report with Summary Data</a> <a href="#">Attach Receipt Images</a> <a href="#">View Receipts</a>			
	Expense Type	Date ▲	Amount
<input checked="" type="checkbox"/>	Hotel Group Marriott Hotels, Los Angeles, California	10/09/2017	\$3,260.25
<input type="checkbox"/>	Seminar/Conference Registration Fees Concur, Los Angeles, California	10/09/2017	\$1,800.00
<input type="checkbox"/>	Airfare Alaska Airlines, Los Angeles, California	10/09/2017	\$1,044.00
<input type="checkbox"/>	Other Ground Transportation Speedy Shuttle, Los Angeles, California	10/09/2017	\$105.00
<input type="checkbox"/>	Parking Spokane Airport, Los Angeles, California	10/09/2017	\$75.00
<input type="checkbox"/>	Group Meals/Entertainment <10 Attendees Los Angeles, California	10/09/2017	\$1,344.00

## Receipt Upload and Attach

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach a file to the Available Receipts, choose and upload up to 10 files, without selecting an expense line item.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Browse...

Files Selected for uploading:

Upload

8. Click **Accept & Submit** to complete the expense report:

Final Review

x

User Electronic Agreement

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

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

Accept & Submit

Cancel

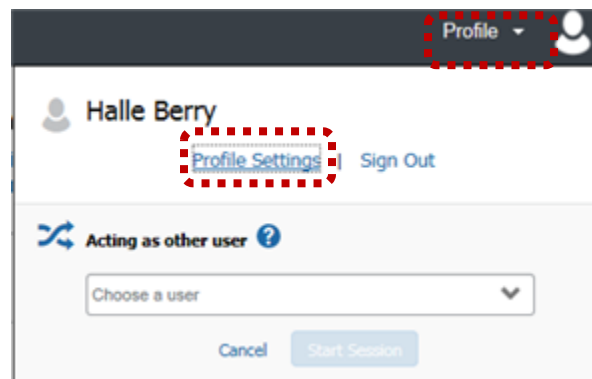
## MILEAGE REIMBURSEMENT

Post-trip travel reimbursement requests must be completed and submitted to Travel Accounting by the 10th of the month following trip completion. The following provides information on submitting monthly mileage reimbursement requests.

**Note:** Prior to submitting monthly mileage reimbursement the traveler's vehicle must be set-up in Profile Settings.

## PROFILE SETTINGS

1. In the top right-hand corner of the home page select **Profile**. Click **Profile Settings**.



### Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Personal Car**
- Favorite Attendees

2. In the left-hand column under **Expense Settings**, select **Personal Car**:



3. The **Personal Car Registration** page displays. Click **New**:

4. Enter the following:

- **Vehicle ID** – Enter POV (personal owned vehicle) and the applicable reimbursement rate (Standard for the standard rate, Idaho contract for the contract rate). For example; **POV – Standard** or **POV – Idaho Contract**.
- **Vehicle Type** – Select the corresponding rate (**Idaho Contract Rate** or **Standard Rate**) from the drop-down list.

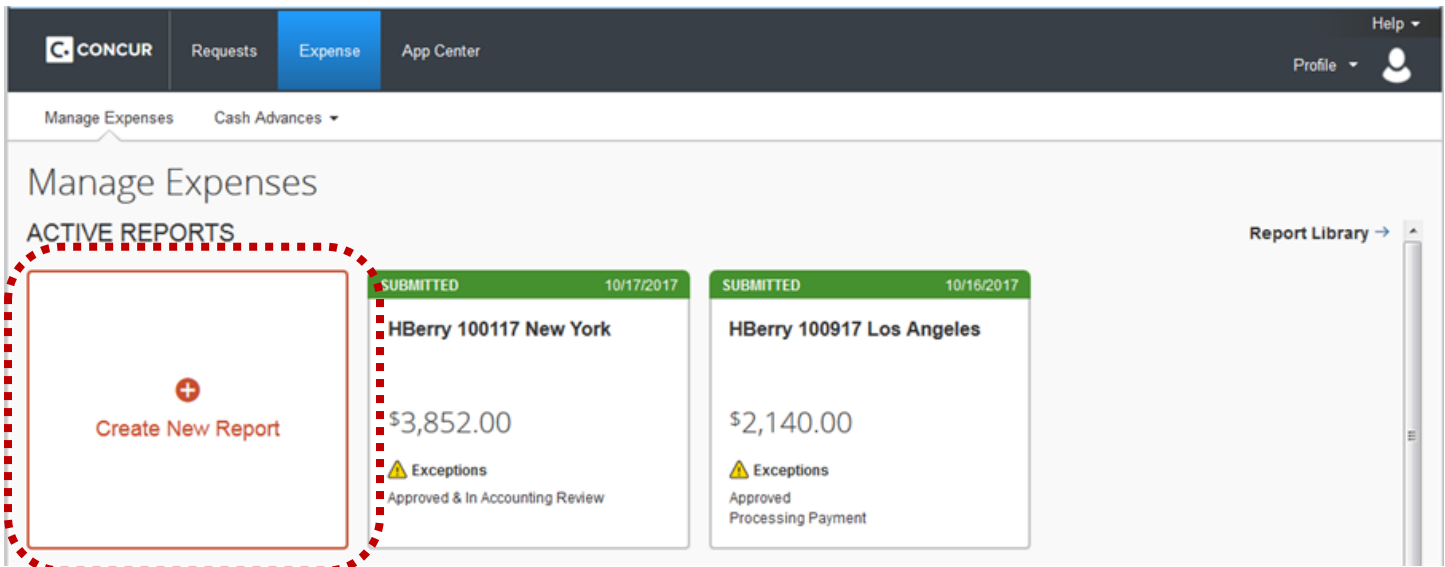
5. Click **Save**.

**Note:** If the traveler is eligible for reimbursement for both rates, click **New** and repeat steps 4-5.

## MILEAGE EXPENSE REIMBURSEMENT

1. On the main menu, click **Expense**.

2. The **Manage Expenses** page displays. Select **Create New Report**.



3. Enter the following in the **Create a New Expense Report** page:

Request Policy

\*EWU-Travel Request Policy-NIT

\*EWU-Travel Request Policy-NIT

\*EWU-Group Travel Request Policy-NIT

4. **Policy** – Select the applicable trip type from the drop-down:
5. **Report/Trip Name** - The report name is entered in the following format: the travelers first initial and last name; space; the month of travel; dash 2 digit year; space; POV:

Request/Trip Name

HBerry Oct-17 POV

6. **Report/Trip Start Date** – Use the calendar icon to select the first day of the month:

Request/Trip Start Date

10/01/2017

7. **Report/Trip End Date** – Use the calendar icon to select the last day of the month:

Request/Trip End Date

10/31/2017

8. **Index** – The index defaults based on the user profile. If the index needs to be changed, click **Index** field and select from the drop-down, or click **X** to remove the existing index and type in the applicable index.

Index

100194-Office of Controller (100194)

Type to search by: ☐ TEXT ☒ CODE ☐ F

Text (Code)

100194-Office of Controller (100194)

Traveler Type

x
▼

- Board Travel
- Faculty/Staff Travel
- Guest Travel
- Student Travel
- Team/Group Travel

9. **Traveler Type:** Select the applicable traveler type from the drop-down:

Trip Type

▼

- In-State
- International Travel
- Out-of-State

10. **Trip Type:** Select the applicable trip type from the drop-down:

Report/Trip Purpose

▼

- Conference Participant
- Development
- Faculty Recruiting
- International Travel
- Meeting
- Other
- Student Recruiting
- Teacher Supervision
- Workshop/Seminar/Training

11. **Report/Trip Purpose** – Select the trip purpose from the drop-down:

12. **Additional Information** – Enter the following; *Mileage for Month and Year* (this is a required field):

Additional Information

## Create a New Expense Report

Report Header

Policy EWU-Test US Expense Policy	Report/Trip Name HBerry Oct-17 POV	Report/Trip Start Date 10/01/2017	Report/Trip End Date 10/31/2017
Index 200307-Lab Services (200307)	Traveler Type Faculty/Staff Travel	Trip Type In-State	Report/Trip Purpose Meeting
Additional Information Mileage for October 2017		Comment	

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div>					

  
16. Click **Next**:

Next &gt;&gt;

17. The Travel Allowances dialog displays. Unless day-trip meals are being claimed, click **No**.

### Travel Allowances ✕

? Does this trip include Per Diem expenses? If Group Travel, select "No" and use group-specific expense types.

18. The **New Expense** tab displays. Select **Personal Car Mileage** from the expense type list.

## HBerry Oct-17 POV

Details ▾
Receipts ▾
Print / Email ▾

### Expenses

Date ▾	Expense Type	Amount	Requested
Adding New Expense			

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 it

✔ Recently Used Expense Types

Seminar/Conference Registration Fees	Airfare	Hotel
--------------------------------------	---------	-------

All Expense Types

<b>01. Travel Expenses</b> Below Meal Allowance Hotel Hotel Exception Needed Hotel Group Laundry Other Accommodations	<b>...02. Transportation</b> Other Ground Transportation <span style="border: 2px dashed red; padding: 2px;">Personal Car Mileage</span> <b>03. Meals &amp; Entertainment</b> Group Meals/Entertainment <10 Attendees Group Meals/Entertainment 10+ Attendees	<b>07. Fees</b> Passports/Visa Fees Resort/Safe Warrantee Fee Seminar/Conference Registration Fees <b>08. Other</b> BOT Stipend - Option 1 Food Products-Grocery/Bulk (Team Snacks) Other Travel Related Expenses Personal/Non Reimbursable
<b>02. Transportation</b> Airfare Airline Fees - Baggage Car Rental Charter Bus/Transfers	<b>05. Office Expenses</b> Office Supplies - Under \$50 Postage Printing/Photocopying/Stationery <b>06. Communications</b> Internet/Online Fees	

19. Enter the required fields (indicated by red bar). **Note:** The system calculates the correct mileage reimbursement rate based on the Vehicle ID selected.

HBerry Oct - 17 POV

Delete Report Submit Report

+ New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			This travel report is for a trip that occurred more than 10 days after return. Please be sure to submit travel expense reports within this time frame (SAAM 10.82).

Expenses

Expense Type	Date	Amount	Requested
Adding New Expense			

New Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 04/01/2018 Additional Information: From Location: Cheney To Location: Spokane

Payment Type: Cash (reimbursable) Distance: Amount: 0 0.00 USD Comment:

Vehicle ID: POV - Standard Rate Number of Passengers: 0 Distance to Date: 0

Mileage Calculator

20. Click **Mileage Calculator**. A map displays based on the From and To locations. Click **Add Mileage to Expense**.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- Cheney, WA 99004, USA
- Spokane, WA, USA

16.5 MI Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

- Lt. Col. Michael P. Anderson Memorial Hwy and I-90 E 16.5 mi. About 23 mins
- Cheney Spokane Rd 16.4 mi. About 27 mins
- Cheney Spokane Rd and S Grove Rd 16.4 mi. About 29 mins

412-414 Lt. Col. Michael P. Anderson Memorial Hwy, Cheney, WA 99004, USA

16.5 mi. About 23 mins

1. Head northeast on 1st St/Lt. Col. Michael P. Anderson Memorial Hwy toward College Ave Continue to follow Lt. Col. Michael P. Anderson Memorial Hwy 5.9 mi

2. Keep right at the fork, follow signs for I-90 0.5 mi

Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 16.5 MI

Add Mileage to Expense Cancel

21. Click **Save**.

New Expense Available Receipts

**View Reimbursement Rates**

Expense Type: **Personal Car Mileage** Transaction Date: **04/01/2018** Additional Information: From Location: **Cheney, WA 99004, USA** To Location: **Spokane, WA, USA**

Payment Type: **Cash (reimbursable)** Distance - Amount: **17** : **9.10** USD Comment:

Vehicle ID: **POV - Standard Rate** Number of Passengers: **0** Distance to Date: **0**

[Mileage Calculator](#)

22. Continue to add all POV trips for the month (click **New Expense** to add additional trips and repeat steps above).

23. Click **Submit Report** when finished.

HBerry Oct-17 POV Delete Report

[+ New Expense](#) [Details](#) [Receipts](#) [Print / Email](#)

**Expenses**

Date	Expense Type	Amount	Requested
10/01/2017	Personal Car Mileage	\$9.10	\$9.10

TOTAL AMOUNT: **\$9.10** TOTAL REQUESTED: **\$9.10**

**New Expense** Available Receipts

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**

Personal Car Mileage	Seminar/Conference Registration Fees	Airfare
Hotel		

**All Expense Types**

<b>01. Travel Expenses</b> Below Meal Allowance Hotel Hotel Exception Needed Hotel Group Laundry Other Accommodations <b>02. Transportation</b> Airfare Airline Fees - Baggage Car Rental Charter Bus/Transfers	<b>...02. Transportation</b> Other Ground Transportation Parking Personal Car Mileage <b>04. Meals &amp; Entertainment</b> Group Meals/Entertainment <10 Attendees Group Meals/Entertainment 10+ Attendees <b>05. Office Expenses</b> Office Supplies - Under \$50 Postage Printing/Photocopying/Stationery <b>06. Communications</b> Internet/Online Fees	<b>07. Fees</b> Passports/Visa Fees Resort/Save Warrantee Fee Seminar/Conference Registration Fees <b>08. Other</b> BOT Stipend - Option 1 Food Products-Grocery/Bulk (Team Snacks) Other Travel Related Expenses Personal/Non Reimbursable
--	--	---

## TRAVEL AUTHORIZATION (TA) APPROVAL

Prior to travel, a travel authorization (TA) is created. The TA includes all necessary information for a reviewer to know where, when and why the trip is requested to take place. The TA also provides an estimate of what a trip will cost and how it will be funded.

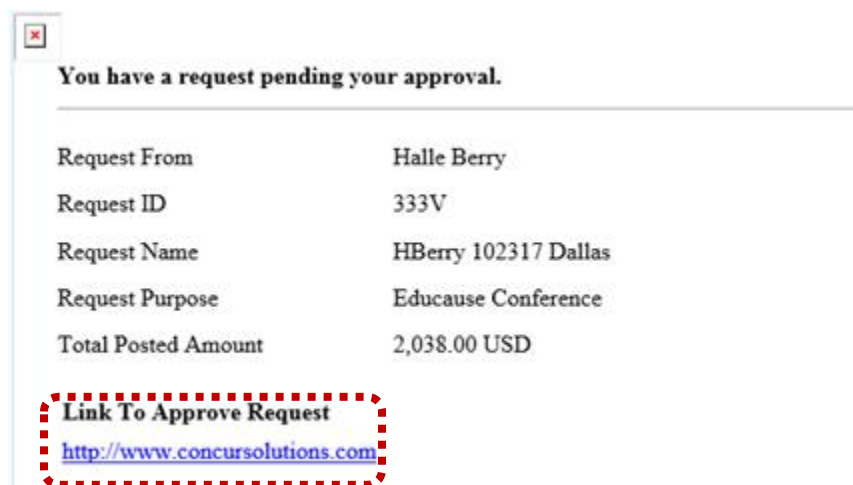
### HOW DO I KNOW A TRAVEL AUTHORIZATION IS READY FOR REVIEW?

After the traveler or a delegate completes a travel authorization, the traveler submits it for review. The travel authorization will automatically forward through Workflow to the traveler's immediate supervisor for review. After the initial review, the supervisor has an option to forward the travel authorization for additional review or submit to Travel Accounting for review and processing. If you are the immediate supervisor or a reviewer Concur forwards the travel authorization to you for review, you will receive an email asking you to review the travel authorization. Follow these instructions on how to access and review the travel authorization.

## TRAVEL AUTHORIZATION APPROVAL

The following provides instructions on approving travel authorizations. Approval notifications are sent to the approver identified on the traveler's profile. **Note:** If a delegate has created the travel request, an email notification is sent to the traveler. The traveler must submit the request.

1. When travel has been submitted for approval an email notification is automatically generated.



2. Click the link in the email to access the request.
3. The travel request displays. Review the header information and any comments associated with the request (including the cash advance amount, if applicable) and click **Expense Summary** to review expenses.

Request 33A9 [Traveler1, Traveler]

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Status: Submitted & Pending Approval  
Amount: \$3,669.00

Request Header Expense Summary Approval Flow Audit Trail

**Request Policy**  
Request Policy: \*EWU-Travel Request Policy-NIT  
User last name: Traveler1, Traveler  
Request/Trip Name: PFournier 100217 New York  
Request/Trip Start Date: 10/02/2017  
Request/Trip End Date: 10/07/2017

**Index**  
Index: 100194-Office of Controller (100194)  
Traveler Type: Faculty/Staff Travel  
Trip Type: Out-of-State  
Report/Trip Purpose: Conference Participant  
Destination City: New York, New York

**Destination Country**  
Destination Country: UNITED STATES

**Additional Information**  
Higher Ed training Conference  
Comment:   
☐ I will contact OGI for international travel requirements.

**Cash Advance Policy Fixed Limit Amount**  
\$3,069.00

**Cash Advance**  
Cash Advance Amount: \$3,069.00  
Travel Start Date: 10/02/2017  
Travel End Date: 10/07/2017  
Cash Advance Comment:

4. Click each expense to review. Check the **Information** icon or and **Comments** icon . Add **Comments** and click **Save** if desired.

Request 33A9 [Traveler1, Traveler]

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Status: Submitted & Pending Approval  
Amount: \$3,669.00

Request Header Expense Summary Approval Flow Audit Trail

Date	Expense Type	Amount	Requested
10/02/2017	Daily Meal Allowance	\$444.00	\$444.00
10/02/2017	Hotel	\$1,505.00	\$1,505.00
10/02/2017	Per Diem	\$600.00	\$600.00
10/02/2017	Parking	\$25.00	\$25.00
10/02/2017	Seminar/Conference Registration Fees	\$750.00	\$750.00
10/02/2017	Hotel Exception Needed	\$345.00	\$345.00
		<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
		\$3,669.00	\$3,669.00

Please note, if your actual hotel cost (excluding tax) exceeds the Per Diem rate, you must include a "Hotel Exception Needed" expense type (SAAM 10.30).

**Previous Comment**  
Entered By Traveler Traveler1: Marriott Hotel

Expense Type: Hotel  
Trip Start Date: 10/02/2017  
Trip End Date: 10/06/2017  
Destination City: New York, New York  
# of Nights at this location: 5  
Transaction Amount: 1,505.00 USD  
Approved Amount: 1,505.00

☐ \*Pay by Travel Accounting ☐ \*Pay by Department

Save Allocate Cancel

5. Continue to review all expenses.


6. Once all expenses have been reviewed click one of the following:

Send Back to User Approve Approve & Forward



- **Send Back to User** – Returns the request to the delegate (or traveler). Enter the reason for returning in **Comment** and click **OK**. The delegate (or traveler) will be notified via email.

- **Approve** – Sends the TA directly to Travel Accounting for final approval.
- **Approve & Forward** – Used to send to another Approver.

- Click in the **User-Added Approver** field and search for the desired additional approver. Click the plus sign  to add another approver.



7. To access requests directly from the Concur home page, click **Required Approvals** to access the travel request.

CONCUR | Requests | Expense | Approvals | App Center | Administration | Help | Profile

Hello, Patrice-Test

+ New | **01 Required Approvals** | 06 Authorization Requests | 00 Available Expenses | 01 Open Reports | 00 Cash Advances

### COMPANY NOTES

[EWU Travel Accounting Website](#)  
Please visit the EWU Travel Accounting website for information on travel policies, procedures, and forms, as well as general travel information.

[In-site Help](#)  
Be sure to use the help link above to for assistance with forms and system functionality.

[Deployment Toolkit](#)  
You can access the "Deployment Toolkit" using this link above.

[Read more](#)

### MY TASKS

**01** Required Approvals →  
 Traveler T. | PFournier 100217 New York  
 \$3,669.00 — Travel

**00** Available Expenses →  
 You currently have no available expenses.

**01** Open Reports →  
 05/16 Portland Higher Ed  
 \$1,928.54

8. Click **Requests**.

## Approvals

**01** Requests  
 00 Expense Reports

### Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
No records found.				

9. Click the applicable **Request ID**.

## Approvals

**01** Requests  
 00 Expense Reports

### Requests

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
PFournier 100217 New York Higher Ed training Conference	33A9	Traveler1, Traveler	10/02/2017 10/07/2017	09/27/2017	\$3,669.00

**Note:** Follow the steps above for approving.

## TRAVEL EXPENSE REPORTS

Once travel is completed, a Travel Expense Report (TR) must be submitted to report actual expenses and close travel. Also, additional expenses may be reported. The TR creates the reimbursement (if applicable) and releases the budget encumbered by the associated TA. The following provides instructions on creating TRs in Concur.

1. From the Concur home page, select **Authorization Requests** from the **Open Requests** section:

The screenshot shows the Concur home page for Eastern Washington University. The header includes the university logo, the text 'Hello, Traveler', a '+ New' button, and a notification for '13 Authorization Requests'. Below this is a 'COMPANY NOTES' section with links to 'EWU Travel Accounting Website', 'In-site Help', and 'Deployment Toolkit'. The 'MY TASKS' section features two cards: '20 Open Requests' and '00 Available Expenses'. The 'Open Requests' card is expanded, showing 'Authorization Requests' (13) and 'Cash Advances' (07). The 'Authorization Requests' item is highlighted with a red dashed box. The 'Available Expenses' card shows 'You currently have no available expenses.' with a checkmark icon.

2. Click **Expense** for the applicable Request from the **Active Requests** list.

The screenshot shows the 'Active Requests (13)' page. At the top, there are buttons for 'Delete Request', 'Copy Request', and 'Close/Inactivate Request'. Below these is a search bar with 'Request Name', 'Begins With', and a 'Go' button. A table lists the active requests. The first row is highlighted with a red dashed box, and the 'Expense' button in the 'Action' column is also highlighted with a red dashed box.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
<input type="checkbox"/>	PFournier 100217 New York Higher Ed training Conference	33A9	Approved	10/02/2017	09/27/2017	\$3,669.00	\$3,669.00	\$3,669.00	Expense

3. The **Create a New Expense Report** page displays. Click **Next**.

CONCUR Requests Expense App Center Help Profile

Manage Expenses View Cash Advances

## Create a New Expense Report

Report Header

Policy: EWU-US Expense Policy Report/Trip Name: PFournier 100217 New York Report/Trip Start Date: 10/02/2017 Report/Trip End Date: 10/07/2017

EWU-Index: 100194-Office of Controller (1001) Traveler Type: Faculty/Staff Travel Trip Type: Out-of-State Report/Trip Purpose: Conference Participant

Additional Information: Higher Ed training Conference Comment:

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
PFournier 100217 New York	33A9	No	\$3,669.00	\$3,669.00	\$3,669.00

Next >> Cancel

4. The **Travel Allowances** system message displays. Select the applicable response:

**Travel Allowances** x

? Does this trip include Per Diem expenses? If Group Travel, select "No" and use group-specific expense types.

Yes No

5. The **Travel Allowances** page display. The trip itinerary must be added. Enter trip departure information and click **Save**. . Enter trip return information and click **Save**
- This page also allows additional itineraries to be added if there were multiple legs of the trip. If applicable, enter additional itineraries clicking **Save** after each is entered.
  - After the itinerary(ies) has been added, click **Next**.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name: PFournier 100217 New York  
 Selection: EWU FEED

**Add Stop** **Delete Rows**

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

### New Itinerary Stop

Departure City: Spokane, Washington

Date: 10/02/2017 Time: 6:30 AM

Arrival City: New York, New York

Date: 10/02/2017 Time: 5:15 PM

**Save**

- After all itineraries have been added the **Travel Allowances** itineraries displays. Click **Next**.



## Travel Allowances For Report: PFournier 100217 New York

1 Create New Itinerary 2 Available Itineraries 3 Expenses &amp; Adjustments

## Assigned Itineraries

Edit Unassign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: PFournier 100217 New York				
Spokane, Washington	10/02/2017 06:30 AM	New York, New York	10/02/2017 05:15 PM	NEW YORK COUNTY, US-NY,....
New York, New York	10/07/2017 07:20 AM	Spokane, Washington	10/07/2017 10:45 PM	SPOKANE COUNTY, US-WA, US

## Available Itineraries

Current Itineraries ▼

Delete

Assign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Paul - Test TA				
Dallas, Texas	09/13/2017 08:00 AM	Spokane, Washington	09/13/2017 10:00 AM	SPOKANE COUNTY, US-WA, US
Spokane, Washington	09/14/2017 09:00 PM	Dallas, Texas	09/14/2017 11:00 PM	DALLAS COUNTY, US-TX, US

&lt;&lt; Previous

Next &gt;&gt;

7. The meal allowances page displays (if per diem expenses were included). If meals were provided, select the applicable meals and click **Create Expenses**.

**Note:** Travelers must be in travel status during the entire meal period to be eligible for reimbursement. If you are not in travel status during the meal period, please check meals that do not meet this criteria. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm.

## Travel Allowances For Report: PFournier 100217 New York



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location ▼	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/02/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	10/03/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$52.00
<input type="checkbox"/>	10/04/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$52.00
<input type="checkbox"/>	10/05/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$52.00
<input type="checkbox"/>	10/06/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$19.00
<input type="checkbox"/>	10/07/2017 New York, New York	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00

&lt;&lt; Previous

Create Expenses

Cancel

8. The **Expenses** page displays. All expenses must be added (including expenses already entered in the travel request).

➤ **Note:** It is recommended that a copy of the request be printed or downloaded prior to entering expenses. Access the request and click **Print/Email**.

Create Expense Report

Attachments ▼

Print / Email ▼

Cancel Request

Close/Inactivate Request

PFournier 100217 New York

Delete Report Submit Report

[+ New Expense](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)
[Print / Email](#)
[Hide Exceptions](#)

Expense Type	Date	Amount	Exception
Daily Meal Allo...	10/02/2017	\$74.00	⚠ Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please select from the menu above Details > Travel Allowances > Expenses & Adjustments and check meals that do not meet this criteria. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm. Please visit www.gsa.gov for per diem rates.
Daily Meal Allo...	10/03/2017	\$52.00	⚠ Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please select from the menu above Details > Travel

Expense Type	Date	Amount	Requested
<input type="checkbox"/> 10/07/2017 Daily Meal Allowance New York, New York		\$74.00	\$74.00
<input type="checkbox"/> 10/06/2017 Daily Meal Allowance New York, New York		\$19.00	\$19.00
<input type="checkbox"/> 10/05/2017 Daily Meal Allowance New York, New York		\$52.00	\$52.00
<input type="checkbox"/> 10/04/2017 Daily Meal Allowance New York, New York		\$52.00	\$52.00
<input type="checkbox"/> 10/03/2017 Daily Meal Allowance New York, New York		\$52.00	\$52.00
<input type="checkbox"/> 10/02/2017 Daily Meal Allowance New York, New York		\$74.00	\$74.00

TOTAL AMOUNT	TOTAL REQUESTED
\$323.00	\$323.00

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**

- BOT Stipend - Option 1
- Other Travel Related Expenses
- Hotel Group

**All Expense Types**

**01. Travel Expenses**

- Below Meal Allowance
- Hotel
- Hotel Exception Needed
- Hotel Group
- Laundry
- Other Accommodations

**02. Transportation**

- Airfare
- Airline Fees - Baggage
- Car Rental
- Charter Bus/Transfers
- Other Ground Transportation

**...04. Meals & Entertainment**

- Group Meals/Entertainment 10+ Attendees

**05. Office Expenses**

- Office Supplies - Under \$50
- Postage
- Printing/Photocopying/Stationery

**06. Communications**

- Internet/Online Fees

**07. Fees**

- Passports/Visa Fees
- Resort/SAFE Warrantee Fee
- Seminar/Conference Registration Fees

9. Click the applicable expense type in the right-hand column (for example **Hotel Exception, Airfare, Seminar/Conference Registration**). Complete all required fields for that expense type.

New Expense

Available Receipts

Expense Type	Transaction Date	Additional Information
Other Ground Transportation	10/02/2017	
Enter Vendor Name	City of Purchase	Payment Type
	New York, New York	Cash (reimbursable)
Amount	Comment	

Save

Itemize

Allocate

Attach Receipt

Cancel

- **Note:** Hotel expenses must be itemized. If the hotel amount exceeds the per diem rate due to an hotel exception, deselect the **Travel Allowance** check box (this releases the per diem) After entering the expense, click **Itemize**.



**New Expense** Available Receipts

Expense Type <b>Hotel</b> ▼	Transaction Date <b>10/02/2017</b>	Additional Information <input type="text"/>
Hotel Exception <input type="text"/> ▼	Vendor <b>Marriott Hotels</b> ▼	City of Purchase <b>New York, New York</b>
Payment Type <b>Cash (reimbursable)</b> ▼	Amount <b>1,505.00</b> <b>USD</b> ▼	<input checked="" type="checkbox"/> Travel Allowance
Comment <input type="text"/>	Request <b>10/02/2017, \$1,505.00 - PFO</b> ▼	

- Complete the required fields and click **Save Itemizations**.

**Expense** Available Receipts

**Nightly Lodging Expenses**

Check-in Date <input type="text"/>	Check-out Date <b>10/02/2017</b>	Number of Nights <input type="text"/>
---------------------------------------	-------------------------------------	--

**Recurring Charges (each night)**


Room Rate <input type="text"/>	Room Tax <input type="text"/>
Other Room Tax 1 <input type="text"/>	Other Room Tax 2 <input type="text"/>

☐ Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense Type Choose an expense type ▼	Amount <input type="text"/>
Expense Type Choose an expense type ▼	Amount <input type="text"/>

PFournier 100217 New York

 Import Expenses Details ▾ Receipts ▾ Print / Email ▾

10. To add additional expenses, click **+ New Expense**.

**Note:** When adding a hotel exception, enter the *total* difference between the per diem amount and the hotel charge. Select the **Hotel Exception** reason from the drop-down.


Expense **Nightly Lodging Expenses**

Expense Type: **Hotel Exception Needed** ▾ Transaction Date: **10/02/2017** Additional Information:

**Hotel Exception** ▾ Vendor: **Marriott Hotels** ▾ City of Purchase: **New York, New York**

Payment Type: **Cash (reimbursable)** ▾ Amount: **345.00** USD ▾ ☒ Travel Allowance

Comment:  Request: **10/02/2017, \$345.00 - PFoun** ▾

 [Show reimbursable allowances for 10/02/2017](#)



The report should account for a full cost of the trip, regardless of payments type. Be sure to specify payment type in the drop down box for each expense.

Expense Type: **Parking** ▾ Transaction Date:  Additional Information:  Enter Vendor Name:  City of Purchase:

Amount:  USD ▾ Comment:

Payment Type: **Cash (reimbursable)** ▾

- Cash (reimbursable)
- CTA (Central Travel Account)
- Corporate Travel Card
- Pcard
- Third Party
- Travel Acctg

11. As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

PFournier 100217 New York

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

### Exceptions

Expense Type	Date	Amount	Exception
Daily Meal Allo...	10/02/2017	\$74.00	⚠ Travelers must be in travel status during the entire me Allowances > Expenses & Adjustments and check meals t
Hotel	10/02/2017	\$1,505.00	❗ The Itemization amounts do not add up to the expense

### Expenses

[Move ▾](#) [Delete](#) [Copy](#) [View ▾](#) «

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>		New York, New York		
<input type="checkbox"/>	10/05/2017	Daily Meal Allowance New York, New York	\$19.00	\$19.00
<input type="checkbox"/>	10/05/2017	Daily Meal Allowance New York, New York	\$52.00	\$52.00

☒ 10/06/2017 Daily Meal Allowance New York, New York \$19.00 \$19.00

⚠

Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please select from the menu above Details > Travel Allowances > Expenses & Adjustments and check meals that do not meet this criteria. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm. Please visit [www.gsa.gov](http://www.gsa.gov) for per diem rates.

12. To allocate a travel expense to an index different from the default index, add the applicable expense type. In the bottom right corner, click **Allocate**:

Expense Available Receipts

Expense Type Seminar/Conference Registr	Transaction Date 10/02/2017	Additional Information
Enter Vendor Name Higher Ed Training Conference	City of Purchase New York, New York	Payment Type Cash (reimbursable)
Amount 750.00 USD	Comment	Request 10/02/2017, \$750.00 - PFoun

[Save](#) [Itemize](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

- The **Allocations for Request** page displays. Select the applicable expense type (for example; Seminar/Conference) checkbox. Click **Allocate Selected Expenses**.

**Request List**

Allocate Selected Expenses Clear Selections Summary

Select Group \*

Date	Expense Type	Group	Amount
<input type="checkbox"/> 10/02/2017	Daily Meal All...		\$444.00
<input type="checkbox"/> 10/02/2017	Hotel		\$1,505.00
<input type="checkbox"/> 10/02/2017	Airfare		\$600.00
<input type="checkbox"/> 10/02/2017	Parking		\$25.00
<input checked="" type="checkbox"/> 10/02/2017	Seminar/Conf...		\$750.00

**Allocations** Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$

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

☐ Percentage ☒ Trip Type ☒ EWU-Index Code

- Click in the **EWU-Index** field and either select from the drop-down, or enter the index number manually. Click **Save**.

**Allocations** Total:\$750.00 Allocated:\$750.00(100%) Remaining:\$0.00(0%)

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

☐ Percentage ☒ Trip Type ☒ EWU-Index Code

☐ 100 Out-of-State 200307 x Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

Save Cancel

- Allocations can be made by percent or amount. Click **Allocate By** and make the appropriate selection. Adjust the percentage or amount as needed. Click **Save**.

**Allocations** Total:\$1,800.00 Allocated:\$1,800.00(100%) Remaining:\$0.00(0%)

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

☐ Percentage ☒ Trip Type ☒ EWU-Index Code

☐ 100 Out-of-State 200307 x Out-of-State-10...

Type to search by: ☐ TEXT ☒ CODE ☐ EITHER

Text (Code)

200307-Lab Services (200307)

13. Continue to add all applicable expenses. The total cost is displays. Click **Submit Report**.

PFourrier 100217 New York

[+ New Expense](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)
[Print / Email](#)

[Delete Report](#)
[Hide Exceptions](#)

Expense Type	Date	Amount	Exception
Daily Meal Allo...	10/02/2017	\$74.00	⚠ Travelers must be in travel status during the entire meal period to be eligible for reimbursement (SAAM 10.40). If you are not in travel status during the meal period, please select from the menu above Details > Travel Allowances > Expenses & Adjustments and check meals that do not meet this criteria. Breakfast: 7 to 8am, Lunch: 12 to 1pm, Dinner: 6 to 7pm. Please visit <a href="http://www.gsa.gov">www.gsa.gov</a> for per diem rates.
Hotel	10/02/2017	\$1,505.00	❗ The itemization amounts do not add up to the expense amount.

Expenses	Move	Delete	Copy	View
<input type="checkbox"/> 10/07/2017 Daily Meal Allowance New York, New York				
<input type="checkbox"/> 10/06/2017 Daily Meal Allowance New York, New York				
<input type="checkbox"/> 10/05/2017 Daily Meal Allowance New York, New York				
<input type="checkbox"/> 10/04/2017 Daily Meal Allowance New York, New York				
<input type="checkbox"/> 10/03/2017 Daily Meal Allowance New York, New York				
<input type="checkbox"/> 10/02/2017 Daily Meal Allowance New York, New York				
<input checked="" type="checkbox"/> 10/02/2017 Hotel Marriott Hotels, New York, New Yo				
<input type="checkbox"/> 10/02/2017 Hotel Exception Needed Marriott Hotels, New York, New Yo				
<input type="checkbox"/> 10/02/2017 Airfare American Airlines, New York, New				
<input checked="" type="checkbox"/> 10/02/2017 Seminar/Conference Registration Higher Ed Training Conference, New York, New York				
<input type="checkbox"/> 10/02/2017 Parking				
TOTAL AMOUNT		\$4,170.50	TOTAL REQUESTED \$3,203.00	

Expense

Expense Type: Seminar/Conference Registr...

Transaction Date: 10/02/2017

Enter Vendor Name: Higher Ed Training Conference

City of Purchase: New York, New York

Amount: 750.00 USD

Payment Type: Cash (reimbursable)

Request: 10/02/2017, \$750.00 - PFoun

[Save](#)
[Itemize](#)
[Allocate](#)
[Attach Receipt](#)
[Cancel](#)

14. The **Final Review** page displays. Add required receipts; select the applicable expense check-box. Click **Browse** to search for and add the receipt. Click **Upload**.

<input checked="" type="checkbox"/>		Airfare American Airlines, New York, New York	10/02/2017	\$600.00
<input type="checkbox"/>		Seminar/Conference Registration Fees Higher Ed Training Conference, New York, New York	10/02/2017	\$750.00

#### Receipt Upload and Attach

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach a file to the Available Receipts, choose and upload up to 10 files, without selecting an expense line item.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

No files selected

[Browse...](#)
[Upload](#)

Files Selected for uploading:

[Browse](#)
[Upload](#)

15. Click **Accept & Submit** to complete the expense report:

Final Review

User Electronic Agreement

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

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

Reminder: Receipts Required!

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

Print \*EWU-Detailed Report with Summary Data

Attach Receipt Images

View Receipts

	Expense Type	Date ▲	Amount
<input checked="" type="checkbox"/>	Hotel Exception Needed Marriott Hotels, New York, New York	10/02/2017	\$345.00
<input type="checkbox"/>	Airfare American Airlines, New York, New York	10/02/2017	\$600.00
<input type="checkbox"/>	Seminar/Conference Registration Fees Higher Ed Training Conference, New York, New York	10/02/2017	\$750.00

Receipt Upload and Attach

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach a file to the Available Receipts, choose and upload up to 10 files, without selecting an expense line item.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Browse...

Upload

No files selected

Accept & Submit

Cancel

## TRAVEL EXPENSE REIMBURSEMENT (TR) APPROVAL

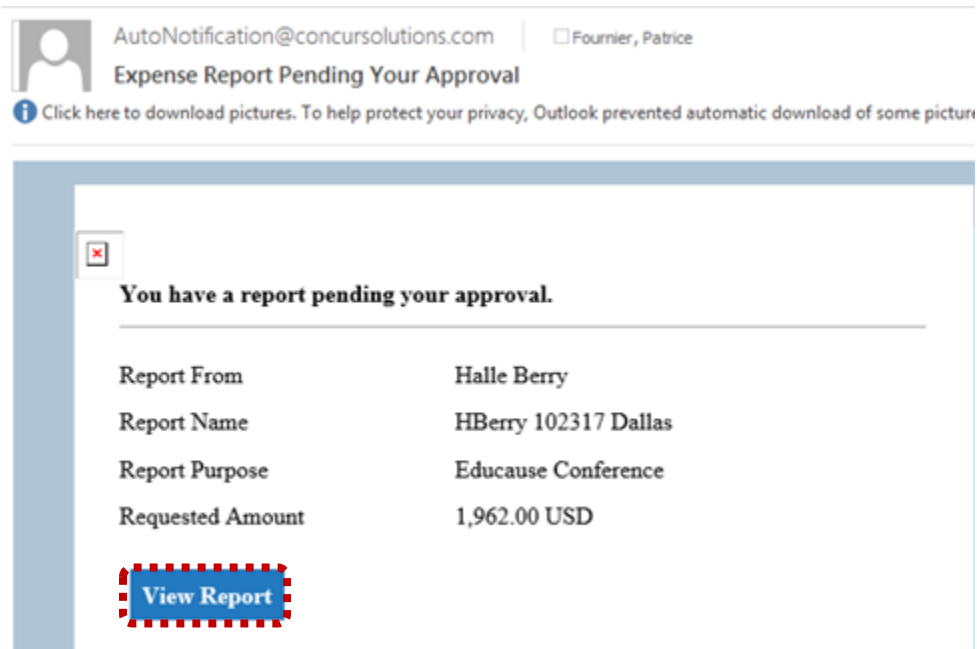
The following provides instructions on approving travel expense reports (TRs) once travel is complete. Reviewing travel reimbursement reports is similar to reviewing travel authorization reports. The difference is that travel authorizations have already been approved when you review a travel reimbursement so, there is no need to route a travel reimbursement through approval chains unless the Traveler did not complete a TA for this trip. Approval notifications are sent to the approver identified on the traveler's profile.

### HOW DO I KNOW A TRAVEL EXPENSE REPORT IS READY FOR REVIEW?

After the traveler or a delegate completes a travel expense report, the traveler submits it for review. The travel expense report will automatically forward through Workflow to the traveler's immediate supervisor for review. After the initial review, the supervisor has an option to forward the travel expense report for additional review or submit to Travel Accounting for review and processing. If you are the immediate supervisor or a reviewer forwards the travel expense report to you for review, you will receive an email asking you to review the travel expense report. Follow these instructions on how to access and review the TR.



1. When a travel expense has been submitted for approval an email notification is automatically generated:



2. Click **View Report** to directly access the expense.
3. The travel expense displays. Review expense information.

Approvals Home Requests Reports

PFournier 100217 New York [Traveler1, Traveler]

Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense Type	Date	Amount	Exception
N/A			⚠ This report has allocations to multiple funding sources. Please forward to all necessary approvers.
N/A			⚠ Be sure to forward to budget level approver, if necessary.

**Expenses**

	Transaction D...	Expense Type	Enter Vendor...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
⚠	10/07/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$74.00	\$74.00
⚠	10/06/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$19.00	\$19.00
⚠	10/05/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$52.00	\$52.00
⚠	10/04/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$52.00	\$52.00
⚠	10/03/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$52.00	\$52.00
⚠	10/02/2017	Daily Meal Allowance			New York, New...	Cash (reimburs...	\$74.00	\$74.00
ⓘ	10/02/2017	Hotel Exception Needed	Marriott Hotels		New York, New...	Cash (reimburs...	\$345.00	\$345.00
ⓘ	10/02/2017	Airfare	American Airlines		New York, New...	CTA (Central Tr...	\$600.00	\$600.00
ⓘ	10/02/2017	Seminar/Conference Registration Fees	Higher Ed Train...		New York, New...	Cash (reimburs...	\$750.00	\$750.00
ⓘ	10/02/2017	Parking	Spokane Airport		New York, New...	Cash (reimburs...	\$25.00	\$25.00

TOTAL AMOUNT \$2,043.00 TOTAL REQUESTED \$1,999.00

**Report Summary**

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$1,399.00

Requests (1)

Request...	Request ID	Amount A...	Amount R...
> PFournier...	33A9	\$3,669.00	\$1,670.00

Send Back to User

Approve

Approve &amp; Forward

4. Once all expenses have been reviewed click one of the following:

- **Send Back to User** – Returns the expense to the delegate (or traveler). Enter the reason for returning in **Comment** and click **OK**. The delegate (and/or traveler) will be notified via email.

**Send Back Request** [X]

Comment History

Creation date	Entered By	Comment Text

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment

OK Cancel

- **Approve** – Sends the TR directly to Travel Accounting for final approval.
- **Approve & Forward** – Used to send to another Approver.

Manager Approval: Fournier, Patrice-Test [ + ] [ - ]

User-Added Approver: [ + ] [ - ]


User-Added Approver: Felicijan, Tammy M. (tfelicijan@ewu.edu) [ + ] [ - ]

Grant Office Approver: [ + ] [ - ]

(this step may be skipped)

Travel Accounting Review: [ + ] [ + ] [ - ]

(this step may be skipped)

- Click in the **User-Added Approver** field and search for the desired additional approver. Click the plus sign  to add another approver.



User-Added Approver:

tammy|

Felicijan, Tammy M. (tfelicijan@ewu.edu)  
 User ID: 00280373  
 Logon ID: tfelicijan@ewu.edu



5. To access expenses directly from the Concur home page, click **Required Approvals**.

**CONCUR** Requests Expense Approvals App Center Administration | Help

Hello, Patrice-Test

**02** Required Approvals **06** Authorization Requests **00** Available Expenses **01** Open Reports **00** Cash Advances

Expense and approve from anywhere.

Download the App CONCUR.

**COMPANY NOTES**

EWU Travel Accounting Website  
 Please visit the EWU Travel Accounting website for information on travel policies, procedures, and forms, as well as general travel information.  
[Per Diem Rates](#)  
 To view per diem rates relevant to your place of travel, please visit the GSA website at [www.gsa.gov](http://www.gsa.gov).  
[In-site Help](#)  
 Be sure to use the help link above to for assistance with forms and system functionality.

**MY TASKS**

**02** Required Approvals →

Traveler T. | PFournier 100217 London  
 \$4,714.54 — Travel

Traveler T. | PFournier 100217 New York  
 \$2,043.00 — Expense

**00** Available Expenses →

You currently have no available expenses.

**01** Open Reports →

05/16 Portland Higher Ed  
 \$1,928.54

6. Select **Expense Reports**.

Approvals Home Requests Reports

**Approvals**

**01** Requests **01** Expense Reports

**Expense Reports**

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
PFournier 100217 New York Higher Ed training Conference	Traveler1, Traveler	10/04/2017	\$1,399.00	\$2,043.00

7. Click the applicable expense report.

**Note:** Follow the steps above for approving.

## REVIEWING TRAVEL

The following provides instructions on reviewing travel.

1. Access Concur and click **Requests** or **Expense**.

CONCUR Requests Expense App Center

Help Profile

Eastern Washington University  
start something big

Hello, Traveler

+ New 14 Authorization Requests 00 Available Expenses 15 Open Reports 07 Cash Advances

COMPANY NOTES

[EWU Travel Accounting Website](#)  
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[Per Diem Rates](#)  
To view per diem rates relevant to your place of travel, please visit the GSA website at [www.gsa.gov](http://www.gsa.gov).

[In-site Help](#)  
Be sure to use the help link above to for assistance with forms and system functionality.

Read more

MY TASKS

2. For requests, click the desired report (request or expense) to access:

Active Requests (14)

Delete Request Copy Request Close/Inactivate Request

View

Request Name Request ID Status Request Dates Date Submitted Total Approved... Remaining... Action

Paul - Test Policy Name	33AT	Approved	10/07/2017	10/05/2017	\$270.00	\$270.00	\$270.00	Expense
PFournier 100217 New York Higher Ed training Conference	33A9	Approved	10/08/2017	09/27/2017	\$3,669.00	\$3,669.00	\$1,670.00	Expense
PFournier 100217 London Global Education Symposium	33AC	Submitted & Pending Approval - Fournier, Patrice-Test	10/02/2017	09/29/2017	\$4,714.54	\$0.00	\$0.00	
dawn test	336D	Not Submitted	10/07/2017	08/21/2017	\$0.00	\$0.00	\$0.00	
Paul - 2nd Group Testing	337V	Sent Back to User - Administrator, Concur	09/08/2017	08/14/2017	\$2,419.00	\$0.00	\$0.00	
			08/16/2017					

3. Click the tabs to view the desired information:

Request 33A9

Create Expense Report Attachments Print / Email Cancel Request Close/Inactivate Request

Status: Approved  
Amount: \$3,669.00

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header Expense Summary Approval Flow Audit Trail


Be sure to forward to budget level approver, if necessary.  
This report has allocations to multiple funding sources. Please forward to all necessary approvers.  
This cash advance is subject to state policy requirements for timely accounting of the advance (SAAM 10.80). In the event of failure to complete a travel expense report or account for this advance BY THE 10TH DAY OF THE FOLLOWING MONTH, I ACKNOWLEDGE THAT EWU WILL WITHHOLD FROM MY PAYROLL CHECK the portion in default and understand that the unsubstantiated portion of the cash advance will be treated as taxable income subject to applicable federal taxes.  
Warning: This report contains request entries with comments. Please review for procurement requirements/directions.

4. For expenses, click the desired expense:

## Manage Expenses

## ACTIVE REPORTS

Report Library →



Create New Report

REPORTED	06/08/2017	RETURNED	05/03/2017
<b>Testing Per Diem</b>		<b>Meeting with Concur</b>	
\$296.00		\$1,281.00	
<a href="#">download test fa audit rule</a>		<a href="#">Add Hotel Spend</a>	

NOT SUBMITTED

**PFournier 100217 New York**

10/03/2017

\$0.00

5. Click **Details** and select the desired option:

## PFournier 100217 New York

[Recall](#) [Copy Report](#)
[Hide Exceptions](#)

[Summary](#)
[Details](#)
[Receipts](#)
[Print / Email](#)

**Exceptions**

Expense Type

NIA

Daily Meal Allo

**Report**

Report Header

Totals

Audit Trail

Approval Flow

Comments

**Travel Allowances**

Itineraries

Expenses & Adjustments

Reimbursable Allowances Summary

**Allocations**

Allocations

Amount Due Company

Amount Due Employee

Report Summary

Report Totals

Requests (1)


Request Name	Request ID	Amount Approved	Amount Remaining
PFournier 100217 New York	33A9	\$3,669.00	\$1,670.00

## CANCELLING TRAVEL


The following provides instructions on cancelling travel. Cancelling travel releases the budget encumbrance.

- Travel can be cancelled by the approver or by Travel Accounting during the travel authorization report process or during the expense reimbursement approval process.

1. Access Concur and click **Requests** or **Expense**.


[Requests](#)
[Expense](#)
[App Center](#)

[Help](#)



Hello, Traveler

+

New

14

Authorization Requests

00

Available Expenses

15

Open Reports

07

Cash Advances

**COMPANY NOTES**

[EWU Travel Accounting Website](#)

Please visit the EWU Travel Accounting website for information on travel policies, procedures, and forms, as well as general travel information.

[Per Diem Rates](#)

To view per diem rates relevant to your place of travel, please visit the GSA website at [www.gsa.gov](http://www.gsa.gov).

[In-site Help](#)

Be sure to use the help link above to for assistance with forms and system functionality.

[Read more](#)

**MY TASKS**

HR Training & Development

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Revised October 2018

2. For requests, click the desired report (request or expense) to access:

Active Requests (14)

View ▾

Request Name ▾ Begins With ▾  Go

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total	Approved...	Remaining...	Action
<input type="checkbox"/> ⚠	Paul - Test Policy Name Test	33AT	Approved	10/07/2017	10/05/2017	\$270.00	\$270.00	\$270.00	Expense
<input type="checkbox"/> ⚠	PFournier 100217 New York Higher Ed training Conference	33A9	Approved	10/08/2017	09/27/2017	\$3,669.00	\$3,669.00	\$1,670.00	Expense
<input type="checkbox"/> ⚠	PFournier 100217 London Global Education Symposium	33AC	Submitted & Pending Approval - Fournier, Patrice-Test	10/02/2017	09/29/2017	\$4,714.54	\$0.00	\$0.00	
<input type="checkbox"/> ⚠	dawn test test	336D	Not Submitted	10/07/2017		\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> ⚠	Paul - 2nd Group Testing	337V	Sent Back to User - Administrator, Concur	08/21/2017	08/10/2017	\$2,419.00	\$0.00	\$0.00	
				09/08/2017					
				08/14/2017					
				08/16/2017					

3. Click **Cancel Request**.

Manage Requests New Request Quick Search

Request 33A9

Request/Trip Name: PFournier 100217 New York  
Additional Information: Higher Ed training Conference

Request Header ⚠ Expense Summary ⚠ Approval Flow Audit Trail

Create Expense Report Attachments ▾ Print / Email ▾ **Cancel Request** Close/Inactivate Request

Status: Approved  
Amount: \$3,669.00

2. For expenses, click the desired expense:

Manage Expenses

ACTIVE REPORTS

Report Library →

**RETURNED** 06/08/2017

**Testing Per Diem**

\$296.00

dawn test fa audit rule

**RETURNED** 05/03/2017

**Meeting with Concur**

\$1,281.00

Add Hotel Spend

**NOT SUBMITTED**

**PFournier 100217 New York**

10/03/2017

\$0.00

3. Click **Delete Report**.

Manage Expenses View Cash Advances

Meeting with Concur

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses

Adding New Expense

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	05/06/2017	Daily Meal Allowance Minneapolis, Minnesota	\$20.00	\$20.00

New Expense

Expense Type

Available Receipts

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.

**Delete Report** **Submit Report**

**Note:** If a cash advance was issued it must be returned. Contact Travel Accounting for more information.

## APPENDIX A - CONCUR EWU EMPLOYEE TRAVEL GUIDE

This document describes university travel procedures using the Concur Travel Request and Expense system.<sup>1</sup> This is a companion document to the [Concur Training Guide](#), a step-by-step tutorial prepared by the Information Technology Training & Development Office.

These documents should be used in conjunction with other travel guidelines and state travel policy available on the [EWU Travel Accounting website](#). Please visit the website for a description of travel guideline documents and their purpose.

**EWU Employee Travel Guide:** Travel procedures as related to State policy

**Concur Employee Travel Guide:** Travel procedures above as related to Concur input

**Concur User Training Guide:** Detailed directions for inputting travel into Concur

EWU Travel Accounting

319 Showalter Hall, Cheney, WA 99004

Phone: (509) 359-2449

Email: [jwaterman@ewu.edu](mailto:jwaterman@ewu.edu)

Website: <https://access.ewu.edu/travel-accounting>

Help Desk Hours: Monday – Friday, 8:00am – 5:00pm PST

Procedures described in this document include the following:

- How to get access to Concur
- Concur user roles
- Explanation of expense types and payment methods
- Paying for transportation or registration fees
- Requesting a cash advance and repayment procedures
- Routing documents for approval
- Cancelling a Travel Authorization
- Attachments and document retention requirements
- Concur document types
- Delegate / Approver Changes and Employee Separations
- Considerations for travel crossing the fiscal year or in the next fiscal year
- Getting Help
- Frequently Asked Questions (FAQs)

## CONCUR FUNCTION OVERVIEW

Concur Travel Request and Expense is an online expense authorization and reimbursement module that is offered as a software as a service system; it is designed specifically for processing travel.<sup>2</sup> Travel requests and approvals are routed electronically using Concur's workflow system, an application that generates email notifications prompting users for actions. In this paper-free environment the status of each travel document is tracked throughout the process. Transactions (encumbrances, cash advances and expenses) automatically post in Banner Finance after review and approval by the EWU Travel Accounting Office.

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<sup>1</sup> Concur Copyright 2017 – All rights reserved.

<sup>2</sup> In addition to travel expense, Concur has other functionality opportunities that are not included in this rollout, including booking travel, credit card integration, and other types of employee reimbursement.

## CONCUR ROLES

There are four different types of Concur users.<sup>3</sup>

- **Traveler** – the employee traveling on university business.<sup>4</sup>
- **Approver** – the person(s) approving university business travel. Approvers typically include the traveler's supervisor and budget authority. There can be multiple approvers depending on funding source(s), procurement methods, destination, and other departmental needs. Approval notifications are sent via email prompting action in Concur. Approvals routing is further described later in this document.
- **Delegate/Proxy** – typically the departmental travel coordinator/preparer (who might also be the P-card and/or CTA cardholder).<sup>5</sup> The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A delegate can be assigned to multiple travelers. Also, a traveler can have more than one delegate.
  - A delegate can also be assigned to an approver. However, a delegate must have an approval role in order to serve as an approver delegate.
  - Delegates can be assigned for a temporary period of time or as a permanent role.
- **Event Manager** – typically the department travel coordinator/preparer who is preparing a “master request” for multiple employees with common travel information (such as flight, hotel, conference fees, etc.) attending the same event. The master request is then copied and sent to each attendee for editing and submittal.<sup>6</sup>

## OVERVIEW OF HOW TO TRAVEL USING CONCUR

1. Initial set up
  - Review the travel guideline and training documents located on the EWU Travel Accounting website.
  - If you would like hands-on training, sign up for Concur training through the [IT Training Scheduler](#). Classroom training is not required. However, it is recommended for those who require direct instruction.
  - As an accountable traveler, you are expected to use any responsible means needed to ensure you feel comfortable with the functionality of the system. Access to the Concur system is not dependent on completion of classroom training.<sup>7</sup>
2. Log into Concur using your SSO username and password – it's web-based and available off-campus. Navigate to the [EWU Travel Accounting](#) website for a link to the Concur sign-on page. Concur Mobile is also available for access to the system via apps on your mobile device.<sup>8</sup>
  - Once logged into Concur, view the in-site training page under the help menu in the upper right hand corner of the main page.

<sup>3</sup> One or more roles must be assigned to each user as part of their initial set up Approver roles are identified through supervisor assignment in Banner. Workflow is an integrated part of the Concur system.

<sup>4</sup> Use of a delegate is encouraged for those employees who travel infrequently or need assistance with Concur. Contact your supervisor or college business office to determine if a delegate exists within your unit.

<sup>5</sup> If acting as a Delegate click on the Profile link and choose a user from the drop down menu. Click the Start Session box and then begin acting on their behalf. The profile link becomes “Acting as ...” When the travel request is complete, click the Notify Employee box to submit to Traveler for review. When finished acting as a delegate, click on the “Acting as” link and then click the Done acting for others box. Note: Travelers must first assign the delegate in their profile. Only the traveler can request a cash advance.

<sup>6</sup> This option allows a delegate to create one request for the list of attendees instead of entering identical individual requests for each employee. The travel coordinator must have both the event manager and request proxy roles assigned to be able to view the individual requests once they are created. Assignment of the event manager roles will be coordinated through the Travel Accounting office.

<sup>7</sup> There are multiple opportunities for training related to Concur Travel Request and Expense, including in-system videos and tutorials, user-guides, as well as classroom sessions for a hands-on approach.

<sup>8</sup> System requirements: Concur is compatible with most operating systems and web browsers. Access to the mobile app is available through your app store for Apple, Android, Windows, or Blackberry devices. You can manage your mobile settings through your profile on the Concur website.

3. Update your profile in Concur if needed<sup>9</sup>
  - Review your personal settings, which include Employee ID, work address, home address, contact information, email address, and emergency contact.
  - Review request and expense settings, which include default travel index, assigned supervisor/approver, and assigned delegates. You can add or delete delegates as needed.
  - Review other settings such as system settings and mobile app registration.
  - See the Concur User Training guide for detailed instructions.
4. Create a new Travel Request<sup>10</sup>
  - Detailed instructions for creating a travel request can be found in the EWU User Training Guide.
  - Select the appropriate travel policy for the type of travel (i.e. EWU-Travel Request or EWU-Group Travel Request).
    - Group travel uses a different policy to multiply the amount of individuals in the group by the allotted travel allowances (i.e. rate x days x individuals). See the EWU User Training Guide for detailed instructions.
  - The report/trip name should be entered as: First initial Last name, Date (MMDDYY), and Destination (first city).  
Example: JDoe 092715 Austin
  - Fill out the remainder request header information, including trip start and end dates, Index, Traveler Type, Trip Type, Request Purpose, Destination City, and Additional Information.
  - For international travel, be sure to check the box that indicates your acknowledgment of additional risk management requirements. Be sure to contact Travel Accounting for international insurance information.
  - Select the applicable expense type; see Appendix A for definitions. Expense types can be itemized for further detail, and allocated to multiple indexes as needed by clicking on the appropriate box at the bottom of the form.
  - If multiple destinations are part of your travel, each destination will need to be entered as a separate expense type line item, indicating how many nights will be spent at each stop. See the EWU User Training Guide for detailed instructions.
  - Attach supporting documents. Preferred file type is pdf. However, accepted file types include: png, jpg, jpeg, pdf, html, til or tiff (do not use MS Office formats).<sup>12</sup> File size is limited to 5MB. Files are uploaded into the Concur system and attached to the request. Examples include:
    - Airline flight itinerary (or airfare quote)
    - Conference agenda (shows any meals provided) and registration form
    - Any other materials needed to assist the P-Card and/or CTA cardholders with procurement and supporting documentation
  - If hotel charges (less applicable taxes) will be more than the state-approved travel allowance amount for your area of travel, your supervisor must approve a state-designated exception. If needed, choose "Hotel Exception Needed" from the expense type list and enter the estimated amount that exceeds the standard lodging rate. Choose the reason for the exception as allowed by state travel policy from the drop-down list (see the EWU Travel Accounting website for details). This is how your supervisor approves a lodging exception. See the EWU User Training Guide for detailed instructions.
  - Concur does not procure transportation automatically – it doesn't purchase an airline ticket or pay for a rental car. It is the responsibility of the traveler to work with your department (or the travel office) for procurement of travel related costs. Please see the EWU Employee Travel Guide for directions to procure the various components of your travel.

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<sup>9</sup> Many components of your profile are preloaded based on Banner system information and are not editable. Please contact Travel Accounting if any of this preloaded information is inaccurate.

<sup>10</sup> For future trips, you can copy an existing request instead of creating new one.



- Please use the comments box in each expense type and enter “Pay by Department” or “Pay by Travel Accounting” to signify if procurement/payment should be made by those departments.
- **Pay by Department:** This signals your department CTA cardholder<sup>11</sup> to pay for transportation and/or your P-card holder to pay for conference registration. Enter the vendor name (or travel agency) and phone number in the comment field.
- **Pay by Travel Accounting:** This signals the EWU Travel Accounting Office to pay for transportation using the central CTA card; the expenses will be distributed to the Banner Index Code(s) assigned to the Request. This method can also be used to pay for expenses that cannot be procured using the CTA or P-Card; a check will be sent to the vendor address provided. Attach the invoice or other supporting detail.

**Note:** The supervisor should route the Request to your cardholder(s) before final routing to EWU Travel Accounting. Refer to routing instructions later in this document and in the EWU User Training Guide.

P-Card and CTA Cardholders: When a new Request is created, Concur generates the next available Request ID which can be used (by the cardholder) as a control number to authorize/track purchases. Reference the Request ID and Trip Name when distributing expenses in PaymentNet.

#### 5. Cash advances

- Cash advances can be requested using Concur. See the EWU User Training Guide for detailed instructions to request and return a travel advance.
  - When requesting a travel advance, be sure to reduce the available cash advance amount by those items marked as “Pay by Department” or “Pay by Travel Accounting.” The system will not automatically reduce your available cash advance based on those checkboxes.
  - If you are including daily meal allowances in your cash advance request, you must consider whether you will be in travel status for each of those meals and reduce your request accordingly by including the “Below Meal Allowance” expense type. You must be in travel status the entire meal period to qualify for reimbursement. See the EWU Employee Travel Guide for more information.
    - Breakfast 7 – 8am
    - Lunch 12 – 1pm
    - Dinner 6 – 7pm
  - Account for advances upon return from trip by completing the Expense Report. Use the expense type “Cash Advance Return” to identify the amount not used. Return any excess portion to the SFS Cashier’s Office. The Cashier will use detail code 6417 to record the recovery and should reference your Request ID associated with the cash advance. Scan and attach your receipt to the Expense Report prior to submission. If you misplace your receipt, ask the SFS Cashiers Office for a duplicate.
  - Student Financial Services Cashier’s Office  
202 Sutton Hall, Cheney, WA 99004  
(509) 359-6372  
Hours of operation: Monday – Friday 8:00am – 5:00pm PST

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<sup>11</sup> CTA (central travel account) is a credit card account issued through EWU Travel Accounting to a designated EWU employee for departmental purchase of transportation expenses. Contact EWU Travel Accounting for more information. P-Cards (purchasing cards) are credit cards issued through the EWU Purchasing Department for purchase of allowable items including conference registration fees. Contact the EWU Purchasing Department for more information.

Note: ACH direct deposit is much faster and more efficient than getting a paper check by mail. The direct deposit form is available from the [EWU Accounts Payable website](#). Frequent travelers can provide further efficiencies by applying for the [EWU corporate travel card](#) (no need for cash advances).

6. Routing for approvals – Travel Request

- The traveler user profile within Concur contains the first approver (should always be the traveler's supervisor). This is where the document is routed for the first approval upon submission. Any additional approvals are routed as needed on an ad hoc basis. Approval notifications are sent via email prompting action in Concur.
- Route the document for additional approvals as needed:
  - **Budget authority** – for each Index code used to pay expenses.
  - **CTA cardholder** – for transportation procurement. The vendor name (or travel agency) and phone number must be included in the Comment field. Attach the flight itinerary to assist the CTA holder with airline ticket purchases.
  - **P-card holder** – for conference registration payment. The vendor name and phone number must be included in the comment field. Attach the registration form or include the website URL for online registration.
  - **Department VP or designee** – required for travel to foreign countries (excluding British Columbia) or Hawaii.
  - **EWU Grants Office** – for sponsored programs (most Index 5 codes). Requests will be automatically forwarded to the Grants office for approval.
  - **Final Approval (Send to Travel Accounting)** – for compliance review and final approval/payment. Once approved, the document status will change from "Submitted" to "Approved". Financial transactions such as encumbrances, advances or expenses will post to Banner Finance with reference to the source document.

The date of final approval determines the posting date in Banner Finance. For additional assistance, contact EWU Travel Accounting.

7. Create an Expense Report.

- Upon return from trip, log into Concur, select the associated Request and click "Create Expense Report".
- The Request will be copied into a new Expense Report. The report header information will contain the request header information (trip name, start/end dates, purpose, traveler type, trip type, and index).
- Enter allowable expenses and adjust meal allowances as needed. You will be prompted to specify if travel allowances will be included in the report. If so, fill out the necessary information in the travel itinerary. See the Concur Training Guide for instructions.
  - Indicate which meals were provided to you during your trip (i.e. meals provided at a conference).
  - Adjust the first and last day allowances based on your time of travel. You must be in travel status the entire meal period to qualify for reimbursement. See the EWU Employee Travel Guide for more information.
    1. Breakfast 7 – 8am
    2. Lunch 12 – 1pm
    3. Dinner 6 – 7pm
- Hotel tax is itemized within the Hotel expense type. If Hotel lodging exceeds the standard lodging rate, choose the reason for the exception as allowed by state travel policy from the drop-down list. This is how your supervisor approves a lodging exception.
- Attach supporting documents. Collect/scan your original receipts and attach those documents to each expense type in your Expense Report within Concur. Accepted file types include: png, jpg, jpeg, pdf, html, til or tiff. File size is limited to

SMB.<sup>12</sup> Your documents will be retained in Concur for at least six years (document retention requirement). After your travel document is approved by EWU Travel Accounting, you may toss/shred the original receipts. Examples of supporting documents include the airline flight itinerary, lodging and auto rental receipts, and other travel receipts required by travel policy.

- Submit the Expense Report to your direct supervisor who will review and approve, sending the report to Travel Accounting for compliance review and final approval. Expense reports will be processed within five business days. If corrections are needed, the document will be returned via Workflow with comments. The date of final approval determines the posting date in Banner Finance.
8. Pre-trip reimbursements: Out-of-pocket purchases such as airfare or conference registrations may be reimbursed pre-trip using the Expense Reports function after the Travel Request is approved. Be sure to attach receipts.
    - Create an expense report from the original request. No per diem expenses would be included in a pre-trip reimbursement. Remove cash advance from report by clicking the information icon at the bottom left of the page next to "Outstanding Advance", check the box and click "Delete from Report."
    - Choose the expense item to be reimbursed pre-trip and fill out the necessary information. Submit the pre-trip report for approval
    - When returning from your trip, create another expense report from the original request and complete the remaining items from your travel.
  9. Cancelling a trip
    - Return any cash advance to the SFS Cashiers Office.
    - Release the budget in Concur; see instructions in the Concur Training Guide.
  10. Concur Document Types<sup>13</sup>
    - Travel documents post to Banner Finance using a unique two letter prefix:
      - TA – Travel Authorization (encumbrances)
      - TR – Expense Report (expenses, encumbrance liquidation)
      - TV – Cash advance (general ledger account only)
      - TJ – Cash advance recovery (general ledger account only)
  11. Delegate / Approver Changes and Employee Separations
    - Contact EWU Travel Accounting for instructions.
  12. Considerations for travel crossing fiscal years or in the next fiscal year
    - The date the report was pulled from Concur determines the posting date in Banner Finance for the Request and Expense Report.
  13. Getting Help
    - Contact [EWU Travel Accounting](#) for questions about Concur travel procedures or functionality.

<sup>12</sup> To reduce the size of scanned documents, reduce resolution to 300 dpi and use black and white rather than color.

<sup>13</sup> Fiscal personnel: posting activities in Banner Finance are as follows:

- TA approved – encumbrance posts to assigned index code(s).
- TR approved – encumbrance is reversed and expense is posted.
- Cash advances are not encumbered (posts to a general ledger account monitored by EWU Travel Accounting).

## FREQUENTLY ASKED QUESTIONS (FAQS) FOR CONCUR:

**1. I'm new to Eastern. How do I get started with Concur for university business travel?**

- Review the travel guideline and training documents located on the travel accounting website.
- If you would like hands-on training, sign up for Concur training through the [IT Training Scheduler](#).
- Contact EWU Travel Accounting.

**2. I'm tech savvy. Do I really need to attend Concur training?**

- As an accountable traveler, you are expected to use any responsible means needed to ensure you feel comfortable with the functionality of the system. There are multiple opportunities for training related to Concur Travel Request and Expense, including in-system videos and tutorials, user-guides, as well as classroom sessions for a hands-on approach.

**3. I attended training but I don't remember how to use Concur. Where can I find help?**

- See the [Concur website](#) to access the user guides and other materials. Contact EWU Travel Accounting for further assistance.

**4. I don't remember my Concur logon or password. What should I do?**

- Your Concur logon ID and password is the same that is used to access the campus network (if using SSO). Submit an IT HelpDesk ticket to request a password reset, if needed.

**5. I made a mistake on my TA and it's already been submitted. What should I do now?**

- You may recall a request if it has been submitted but not yet approved. You may cancel a request if it has been approved, however you will need to re-enter the request again. You may also ask your approver to return the request to you.

## CONCUR EXPENSE TYPES

Name	Group	In-State Account	Out-of-State Account	When to Use
Below Meal Allowance	Travel Expenses	71710	71720	Use to reduce meal allowance based on departmental budgetary decisions.
Daily Allowance	Travel Expenses	71710	71720	System calculated based on destination where lodging is obtained for the night.
Daily Allowance Group	Travel Expenses	71710	71720	Use for group travel mels.
Hotel	Travel Expenses	71710	71720	System calculated based on destination where lodging is obtained for the night.
Hotel Exception Needed	Travel Expenses	71710	71720	Use when lodging costs exceed max per diem; choose reason from drop-down box.
Hotel Group	Travel Expenses	71710	71720	Use for group travel lodging.
Hotel Tax	Travel Expenses	71710	71720	Separately enter lodging taxes; it's not included in the allowance calculation.
Laundry	Travel Expenses	71740	71740	Use for laundry or dry cleaning; receipt required.
Other Accommodations	Travel Expenses	71740	71740	Use for other than hotel accommodations.
Airfare	Transportation	71712	71722	Use for airline ticket expenses.
Airline Fees - Baggage	Transportation	71740	71740	Use for baggage fees; receipt required.
Car Rental	Transportation	71740	71740	Use of rental car charges/reimbursement.
Charter Bus/Transfers	Transportation	71740	71740	User for chartered bus.
Other Ground Transportation	Transportation	71740	71740	Use for taxi, shuttle, transit, ferry, etc.; attach receipts for charges exceeding \$50.
Parking	Transportation	71740	71740	Use of parking fee reimbursement.
Personal Car Mileage	Transportation	71730	71730	Enter the number of round trip and vicinity miles when using personal vehicles. Use of map tool within the system is highly encouraged.
Office Supplies - Under \$50	Office Expenses	71400	71400	Use for any office supplies under \$50
Postage	Office Expenses	71422	71422	Use for postage charges.
Printing/Photocopying/Stationery	Office Expenses	71410	71410	Use for printing/photocopying/stationery charges.
Internet/Online Fees	Communications	71740	71740	Use for internet use charges.
Conference Fees	Fees	71461	71461	Use for conference and other similar registration fees.
Passports/Vis Fees	Fees	71740	71740	Use for passport charges that are nfe fees.
Resort/Safe Warrantee Fee	Fees	71740	71740	Use for resort charges that are nfe fee.
BOT Stipend - Option 1	Other	71711	71721	Use for BOT when choosing stipend for reimbursement.
Food Products - Grocery/Bulk (Team Snacks)	Other	71740	71740	Use for any food products grocery \$50
Other Travel Related Expenses	Other	71740	71740	Other travel-related expenses (description required); attach receipts.
Personal/Non Reimbursable	Other	71740	71740	Use for personal charges that are not reimbursable.