



**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

# **Concur – Travel Expense Management System**

## **User's Guide**

Revised October 2018

Welcome to Concur Travel Management System ..... 4

    Concur Features and Benefits ..... 4

    Concur User Roles ..... 4

    Travel Policy and Guidance ..... 5

Access Request ..... 5

Resources ..... 5

Travel Check List ..... 7

Travel Advance and Travel Reimbursement Check Distribution ..... 7

Logging into Concur ..... 8

Profile: Address, Approvers, Delegates, and Funding Default ..... 10

    Personal Information ..... 10

    Assign Delegate ..... 12

    Assign Approver ..... 14

    Funding Default ..... 15

    Register Mobile Device ..... 16

Delegate Role ..... 17

    Selecting a Traveler ..... 17

Travel Authorization Report ..... 18

Event Manager ..... 28

International Travel ..... 31

Group Travel ..... 40

    Group Travel Request ..... 40

    Group Travel Expense ..... 49

Mileage Reimbursement ..... 56

    Profile Settings ..... 56

    Mileage Expense Reimbursement ..... 57

Travel Authorization (TA) Approval ..... 63

    How Do I Know a Travel Authorization Is Ready for Review? ..... 63

Travel Authorization Approval ..... 63

Travel Expense Reports ..... 67

Travel Expense Reimbursement (TR) Approval ..... 78

    How Do I Know a Travel Expense Report Is Ready for Review? ..... 78

Reviewing Travel ..... 83

Cancelling Travel ..... 84

Appendix A - Concur EWU Employee Travel Guide ..... 86

    Concur Function Overview ..... 86

    Concur Roles ..... 87

    Overview of how to travel using Concur ..... 87

Frequently Asked Questions (FAQs) for Concur: ..... 92

Concur Expense Types ..... 92

## 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.

Financial Services  
Eastern Washington University

Site Search...

Home Budget Services Student Financial Services Office of Controller

## Concur - Travel Management System (TMS)

Office of Controller - Travel Accounting

### Welcome to the Concur Travel Management System Page

Concur Travel Management System (TMS) is EWU's travel system used to manage travel authorizations, cash advance requests, and expense reimbursement processes. This electronic system streamlines the travel process for a more efficient and user-friendly web-based experience.

As we proceed with implementation, information will be posted to this page providing important detail of the process.

Continue to visit this site for upcoming announcements, guidance documentation, and links to the Concur TMS system.

**Concur TMS News**

- [Travel Coordinator Training](#)
- [Campus Rollout Announcement](#)

**Concur TMS Link**

- [Concur Travel Management System \(TMS\)](#)

## 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/>

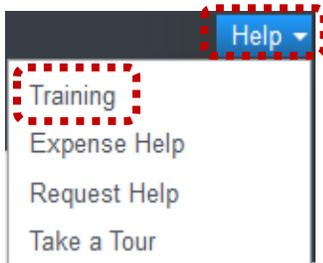
Refer to the *Logging into Concur* section in this Guide for instructions on accessing the system.

## 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:

**CONCUR**

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

**EASTERN WASHINGTON UNIVERSITY**  
start something big

For questions, please contact

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

Lori Holznel - Mgr, AP & Travel:  
(509) 359-7905  
lholznel@ewu.edu

Tammy Felicjan - Assoc Controller,  
Ops & Compliance:  
(509) 359-6821  
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.



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**
- 

**Contractor Invoice**

- **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:

CONCUR Requests Expense App Center Help Profile

**EASTERN WASHINGTON UNIVERSITY**  
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.

Receipts from your ride? Connect 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.

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

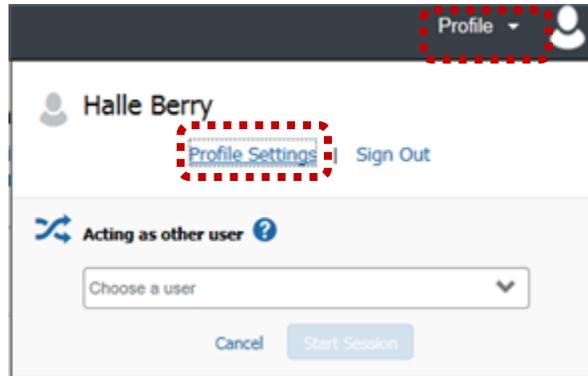
[Deployment Toolkit](#)  
You can access the "Deployment Toolkit" using this link above.

Read more

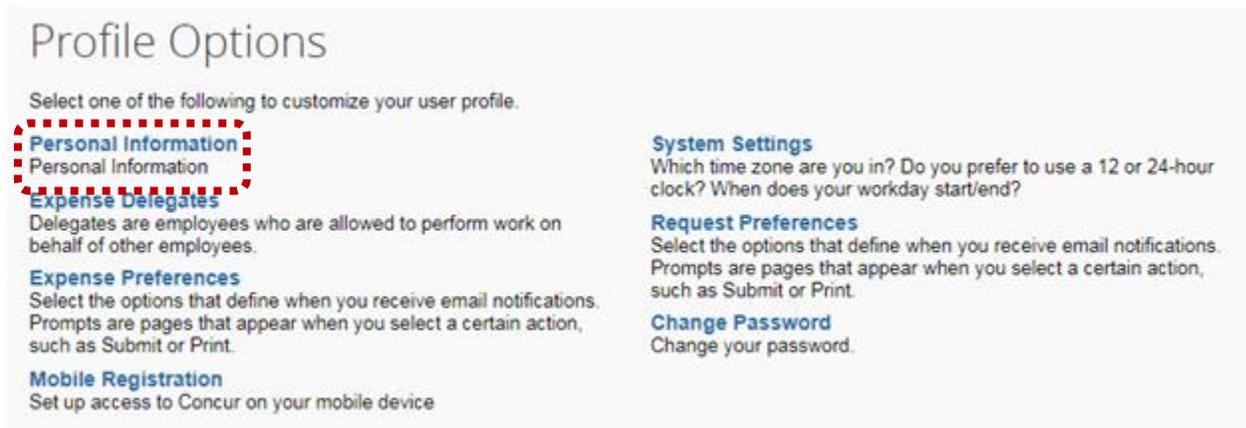
PROFILE: ADDRESS, APPROVERS, DELEGATES, AND FUNDING DEFAULT

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**.

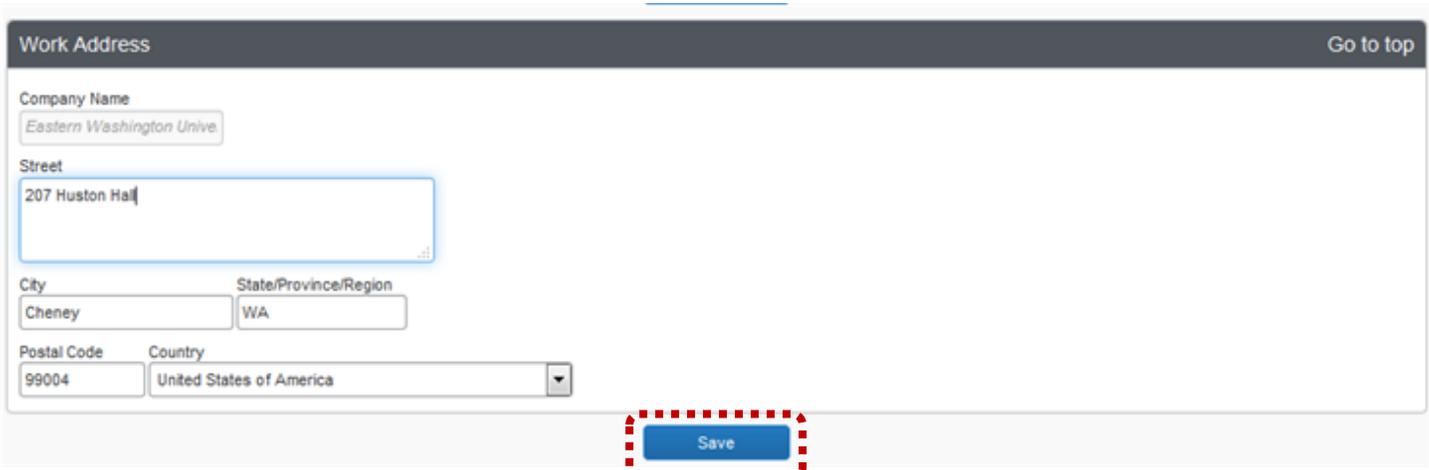


2. Click **Personal Information**.



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 State/Province/Region  
Cheney WA

Postal Code Country  
99004 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\*\*]** Work Extension Work Fax 2nd Work Phone/Remote Office  
509-359-1234 509-359-5678

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 <b>Verify</b>	Yes	

- 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:



- 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 <input type="text" value="Enter Code"/> <input type="button" value="OK"/>	Resend   Cancel Yes	

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

**Emergency Contact** Go to top

Name: Deborah Danner Relationship: Other

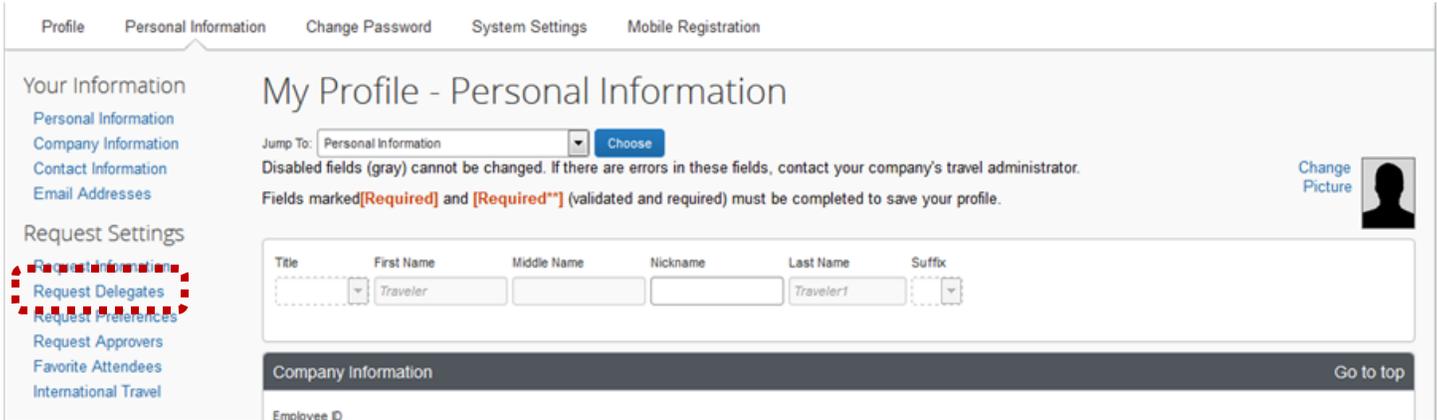
Street: 314 Showalter Hall  Address same as employee

City: Cheney State/Province/Region: WA Postal Code: 99004

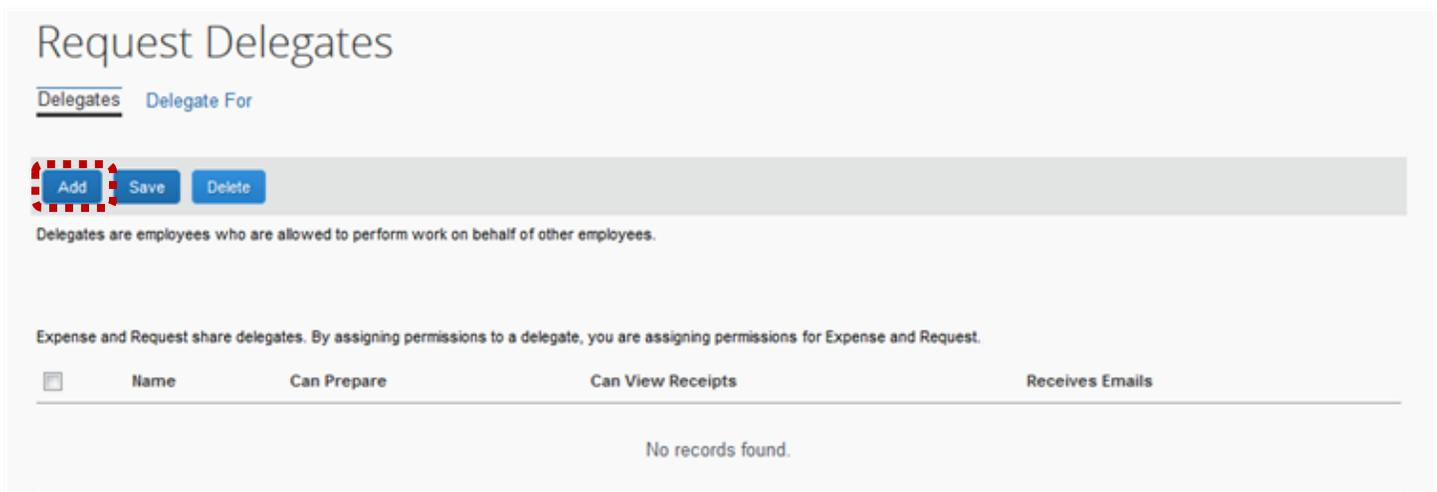
Country: United States of America Phone: Alternate Phone:

## ASSIGN DELEGATE

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



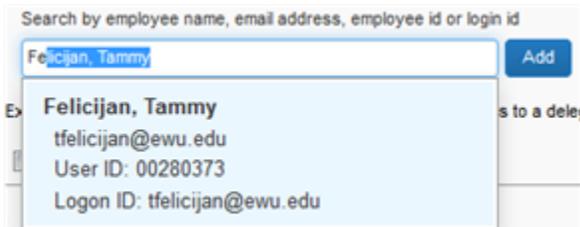
4. The **Request Delegates** page displays.
5. Click **Add**.



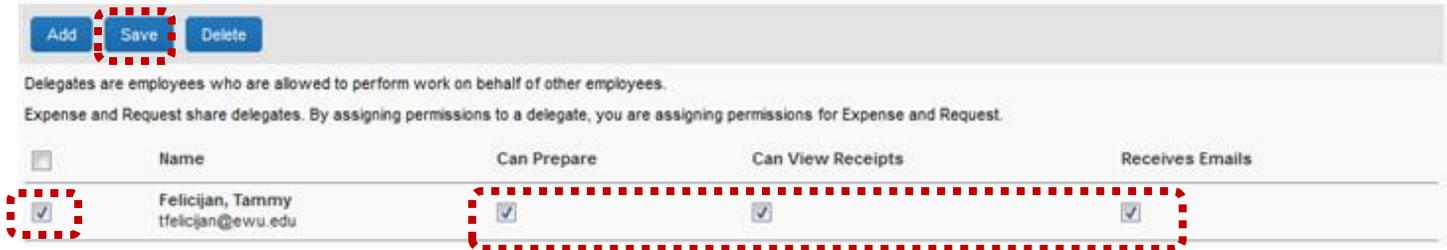
6. Enter the delegate's last name in the employee name field:  
Delegates are employees who are allowed to perform work on behalf of other employees.



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.**



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.

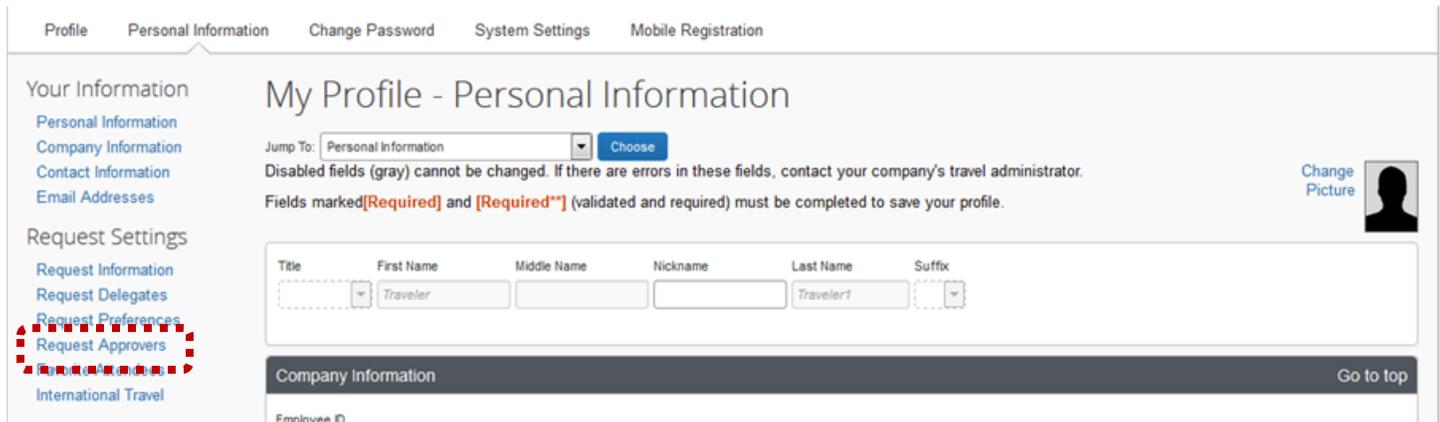


**Note:** To view a list of travelers that have added you as a Delegate, click the **Delegate For** tab:

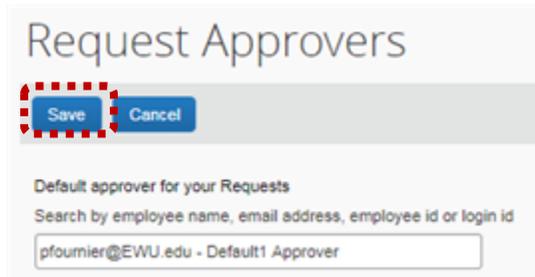
### ASSIGN APPROVER

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:

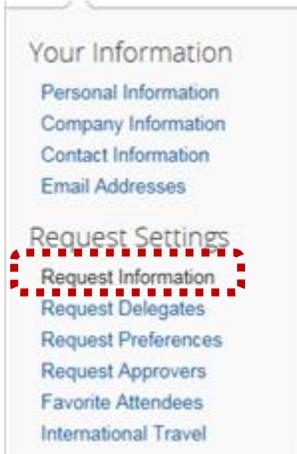


- If your approver is not correct, enter the name of the applicable approver. Click **Save**.
- Approvers apply to both requests and expense reports. Approvers are typically the department supervisor or manager. You do not need to verify your approver for each one. Once an approver is assigned, they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

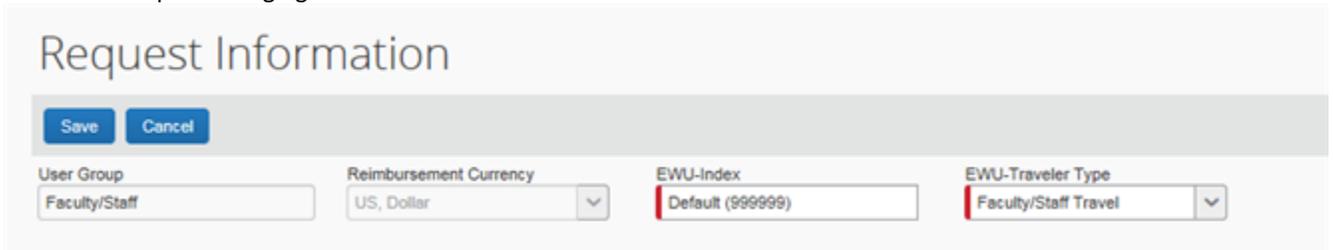
FUNDING DEFAULT

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.

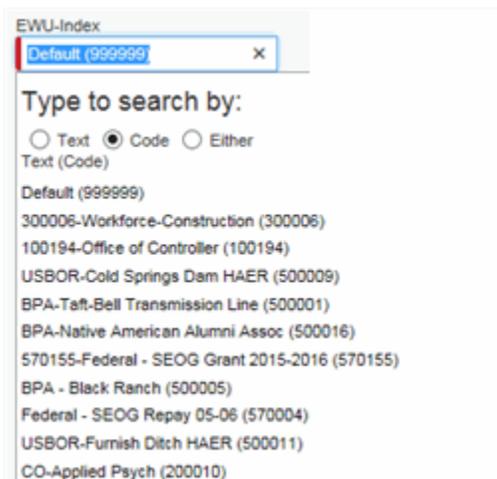
1. To enter a default index code, click **Request Information** under **Request Settings**:

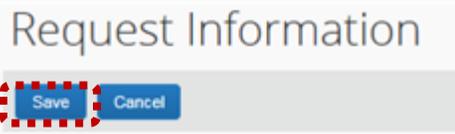


2. The **Request Information** page displays. The **User Group**, **Reimbursement Currency** and **EWU-Traveler Type** fields default and do not require changing.



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



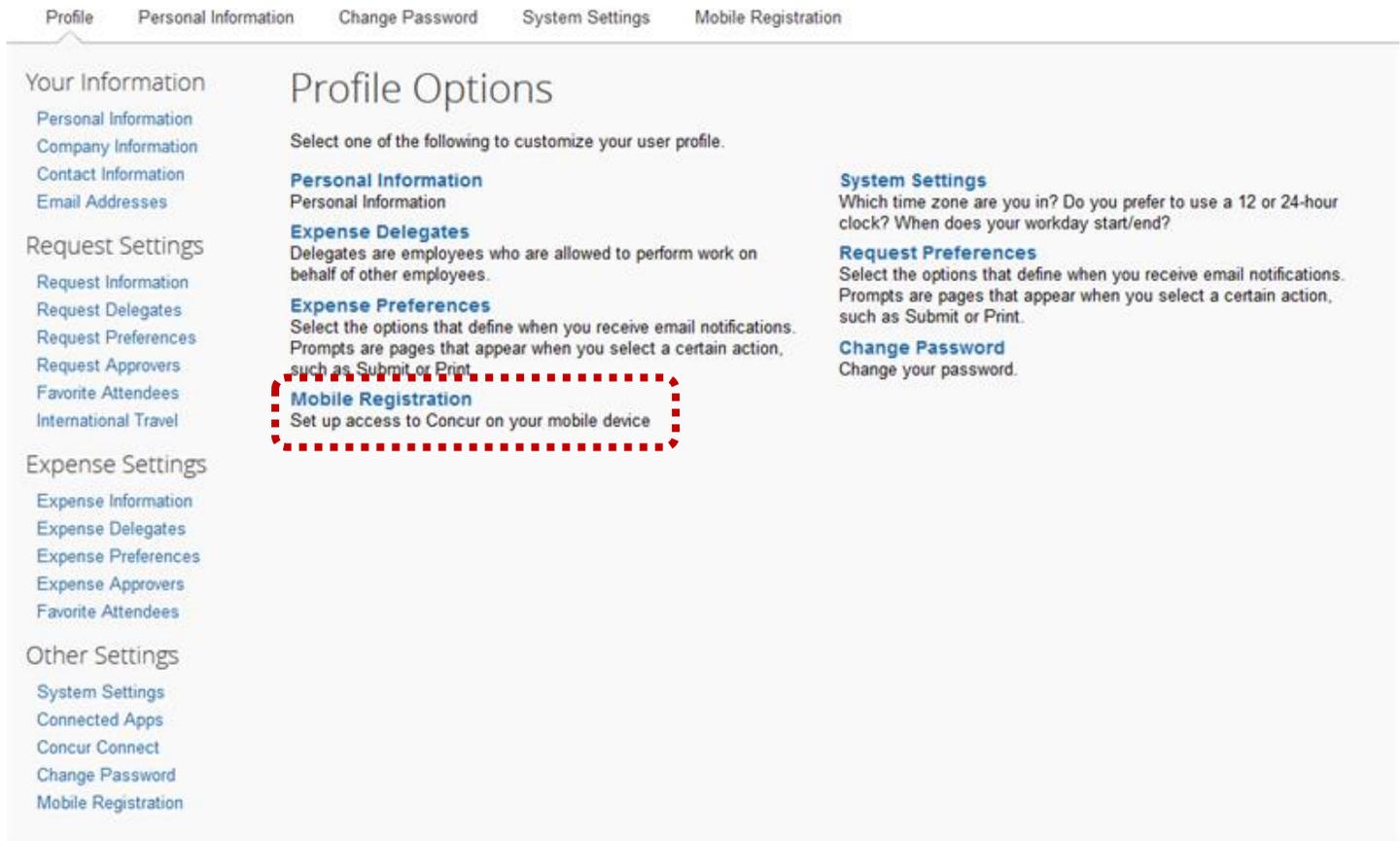


4. Click **Save**:

## 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**:



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.

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.

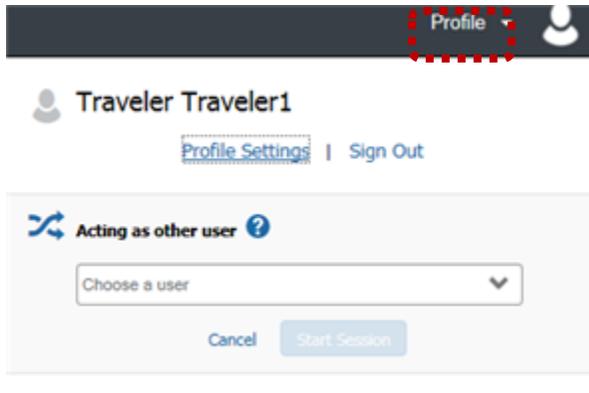
The delegate's role is assigned by their department. The role can vary significantly from department to department. Delegates generally conduct the following functions.

- 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.

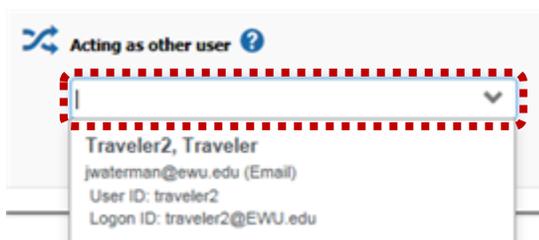
Delegates follow the same procedures as Travelers to create and submit TAs and TRs. However, Delegates must first select the traveler they will assist.

## 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.

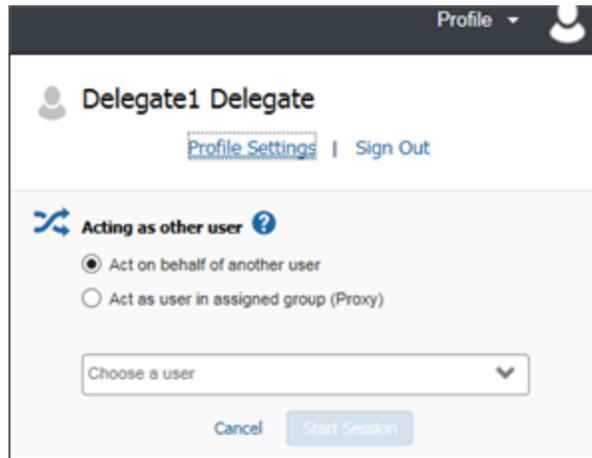
- To prepare TAs and TRs for your assigned travelers, follow the instructions in this Guide.

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.

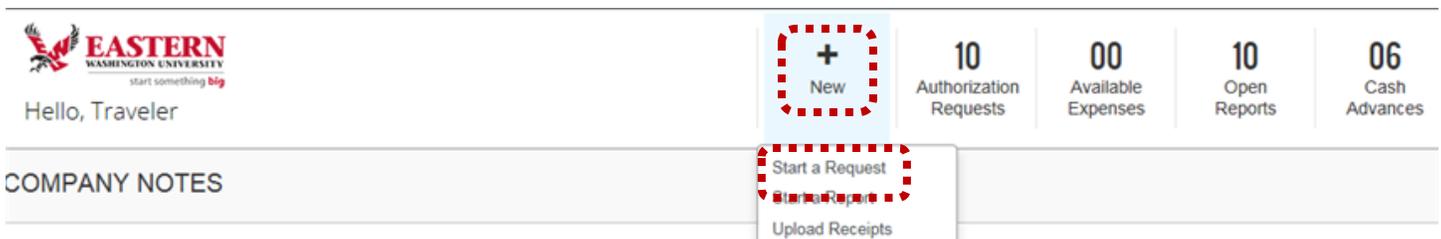
## TRAVEL AUTHORIZATION REPORT

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.

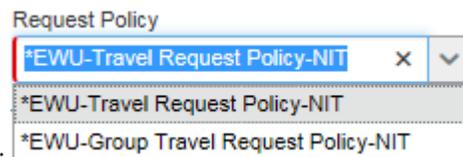
**Note:** If acting as a delegate be sure to select the traveler you are acting as delegate for:



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

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

Request/Trip Start Date

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

Request/Trip End Date

- **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

Type to search by:  TEXT  CODE  E

Text (Code)

100194-Office of Controller (100194)

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

Traveler Type

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

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

Trip Type

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

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	03. 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.

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

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.

- 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).

- 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**:

- 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

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

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

- 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: HBerry 100217 New York  
 Additional Information: Higher Ed Training Conference

Status: Not Submitted  
 Amount: \$2,574.00

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
  - 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: \$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: PFournier 100217 New York  
 Additional Information: Higher Ed training Conference

Status: Not Submitted  
 Amount: \$2,724.00

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: 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: PFournier 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.

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

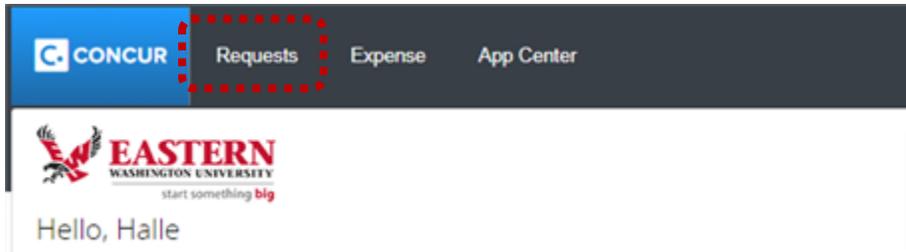
**Note:** If a delegate has created the travel request, an email notification is sent to the traveler (**Notify Employee** displays instead of **Submit Report**). The traveler must access Concur and submit the request.

## EVENT MANAGER

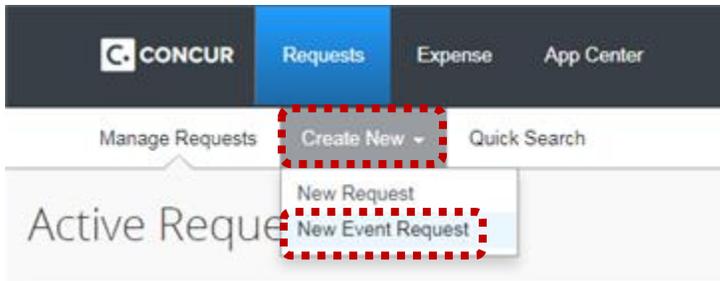
The event manager is typically a delegate who is preparing a “master request” for multiple employees with common travel information (such as flight, hotel, conference fees, etc.) attending the same event. The master request is copied and sent to each attendee for editing and submittal. To request event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

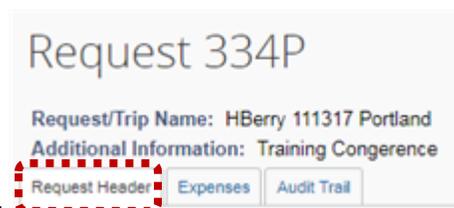
- Do not select **Generate and Notify** until after common expenses have been added.



5. Click the **Expenses** tab.

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).



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

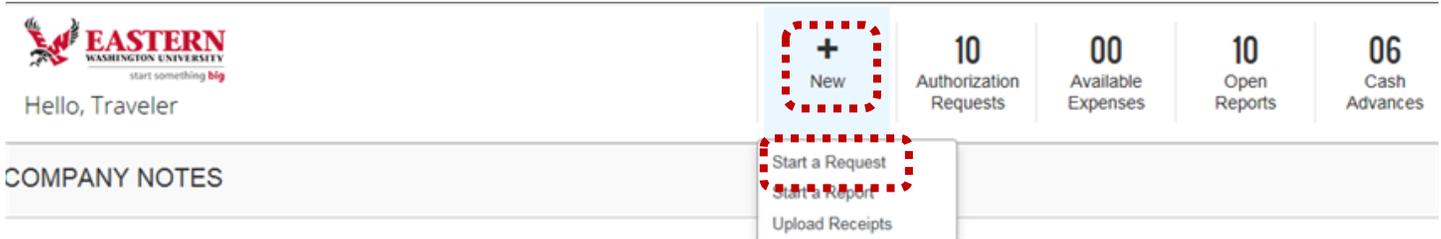
8. Click **Generate & Notify**:
  - This copies and generates a travel request for all travelers (attendees) listed.

**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.

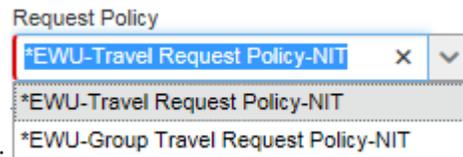
INTERNATIONAL TRAVEL

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.

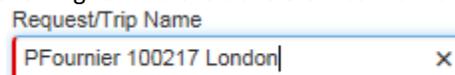
1. On the Concur home page click **New** and select **Start a Request**:



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  
 

- **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  
   
 Type to search by:  TEXT  CODE  E  
 Text (Code)  
 100194-Office of Controller (100194)

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

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

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

Trip Type  
    
 In-State  
 International Travel  
 Out-of-State

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

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

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

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** (selected) Request Header Expenses Approval Flow Audit Trail

Request Policy: \*EWU-Travel Request Policy-NIT  
 Request/Trip Name: PFourmier 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	
Hotel	Car Rental	08. Other
Hotel Exception Needed	Charter Bus/Transfers	Other Travel Related Expenses
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.

- **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**.

Date	Expense Type	Amount	Requested
10/02/2017	Daily Meal Allowance	\$720.00	\$720.00

**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.

**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: 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
<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

<input checked="" type="checkbox"/>	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

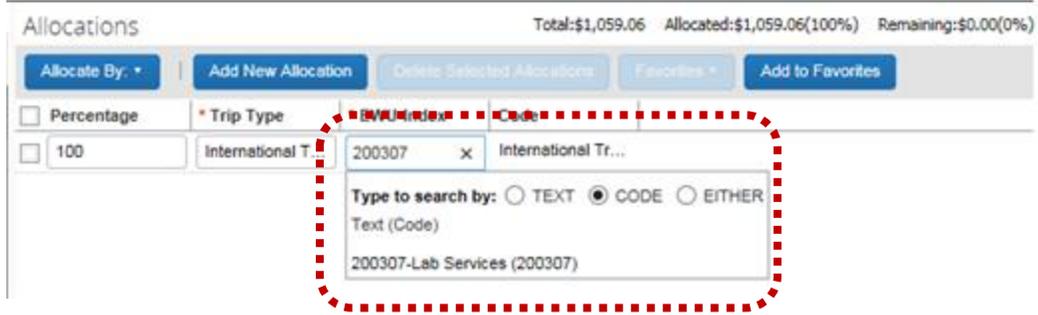
- To allocate a travel expense to an index different from the default index, add the applicable expense type. In the bottom right corner, click **Allocate**:

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

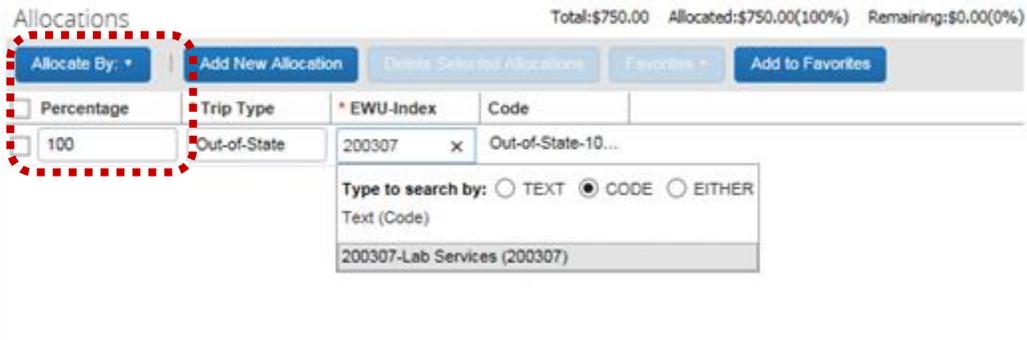
Allocations for Request : PFournier 100217 London

Date	Expense Type	Group	Amount
<input type="checkbox"/>	10/02/2017	Daily Meal All...	\$720.00
<input type="checkbox"/>	10/02/2017	Hotel	\$1,415.00
<input type="checkbox"/>	10/02/2017	Airfare	\$685.00
<input type="checkbox"/>	10/02/2017	Car Rental	\$264.76
<input checked="" type="checkbox"/>	10/02/2017	Seminar/Conf...	\$1,059.06
<input type="checkbox"/>	10/02/2017	Hotel Exceptio...	\$570.72
			€900.00
			€225.00
			€485.00

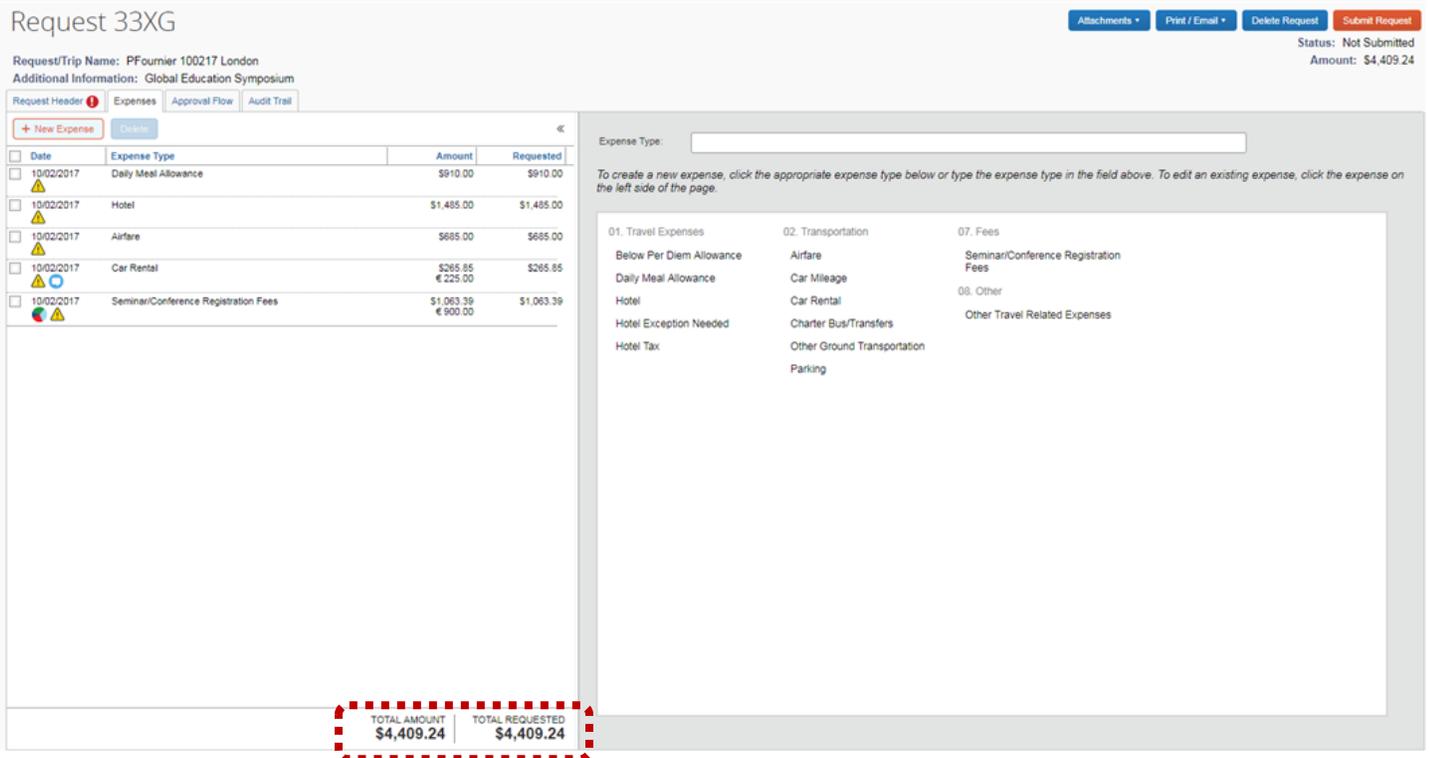
- Click in the **EWU-Index** field and either select from the drop-down, or enter the index number manually. Click **Save**.



- 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**.



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



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

# Request 33AC

Request/Trip Name: PFourmier 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

- 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: PFourmier 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 PFourmier 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.
--	---------	---

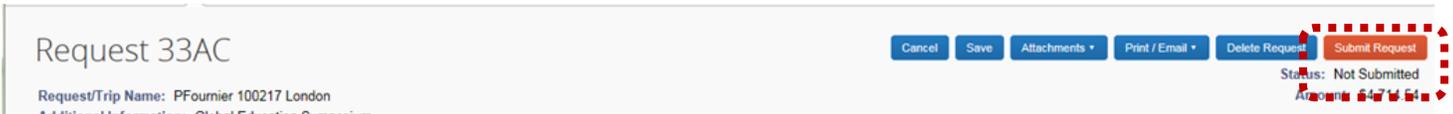
Cash Advance Policy Fixed Limit Amount  
\$4,029.54

Cash Advance

Cash Advance Amount: 4,029.54 USD

Cash Advance Comment

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

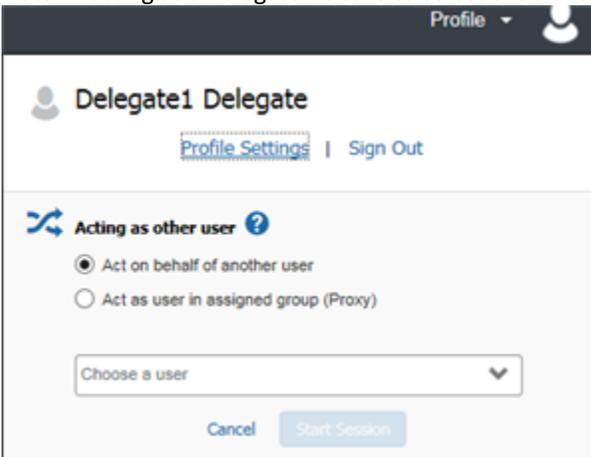


**Note:** If a delegate has created the travel request, an email notification is sent to the traveler. The traveler must submit the request.

## GROUP TRAVEL

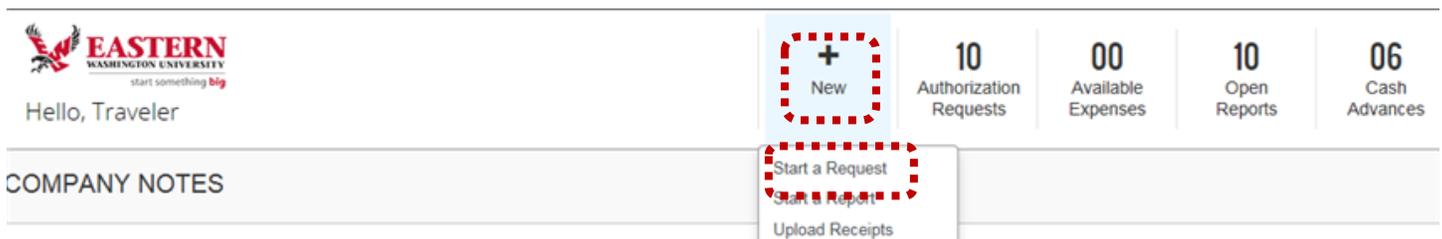
The following provides information on requesting group travel and processing group travel expenses.

**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, Lon] 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: \_\_\_\_\_

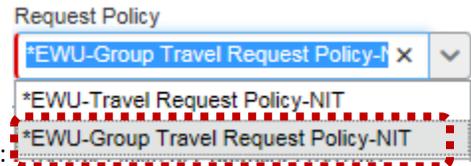
Index: Default (999999) Traveler Type: Faculty/Staff Travel Trip Type: \_\_\_\_\_ Report/Trip Purpose: \_\_\_\_\_ Destination City: \_\_\_\_\_

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.



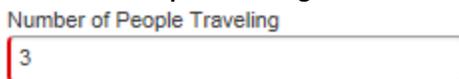
➤ **Request/Trip Start Date** – Use the calendar icon to select the date travel commences:



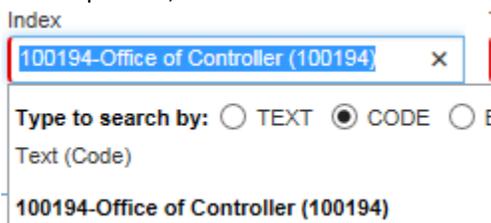
➤ **Request/Trip End Date** – Use the calendar icon to select the date travel concludes:



➤ **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.



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

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

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

- **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

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 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		<input type="checkbox"/> 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/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
		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 Meal Allowance	Airfare	Seminar/Conference Registration Fees
Daily Meal Allowance	Car Rental	08. Other
Hotel Group	Charter Bus/Transfers	Other Travel Related Expenses
Hotel Tax	Other Ground Transportation	
	Parking	

- 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:

Trip Start Date:

Trip End Date:

Destination City:

# of Days At This Location:

# of People:

Transaction Amount:  USD

Comment:

\*Pay by Travel Accounting     \*Pay by Department

- 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 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).

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

Buttons: 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 | Allocations

Buttons: Allocate Selected Expenses, Clear Selections, Summary | Allocate By, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites

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

- 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%)

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:\$1,800.00 Allocated:\$1,800.00(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)

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

Request 33A [Holznagel, Lon]

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 Details

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, Lon]

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: 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 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 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

Profile

**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:

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 info

[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

- 13** Authorization Requests
- 07** Cash Advances

**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

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

- 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
<input type="checkbox"/> LHolznagel 100917 Los Angeles	33AJ	No	\$6,663.00	\$6,663.00	\$6,663.00

Add Remove

Next >> Cancel

- 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

- 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"/>	Holzsnagel, 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

- o Click **Save**.

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

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"/> Holznel, Lori M.			Faculty/Staff	\$448.00

**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:

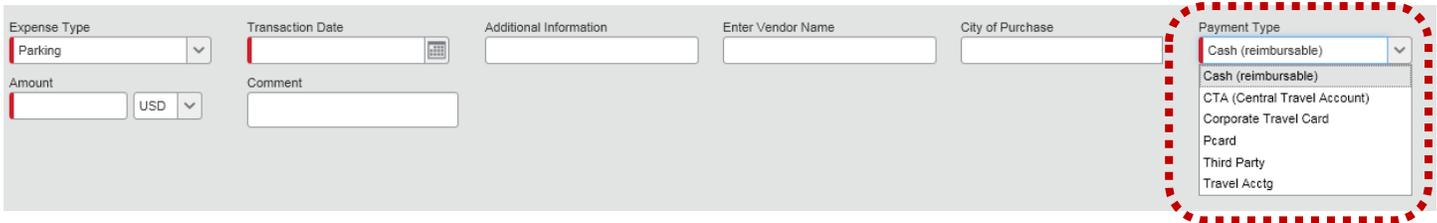
### Travel Forms

- 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 +

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

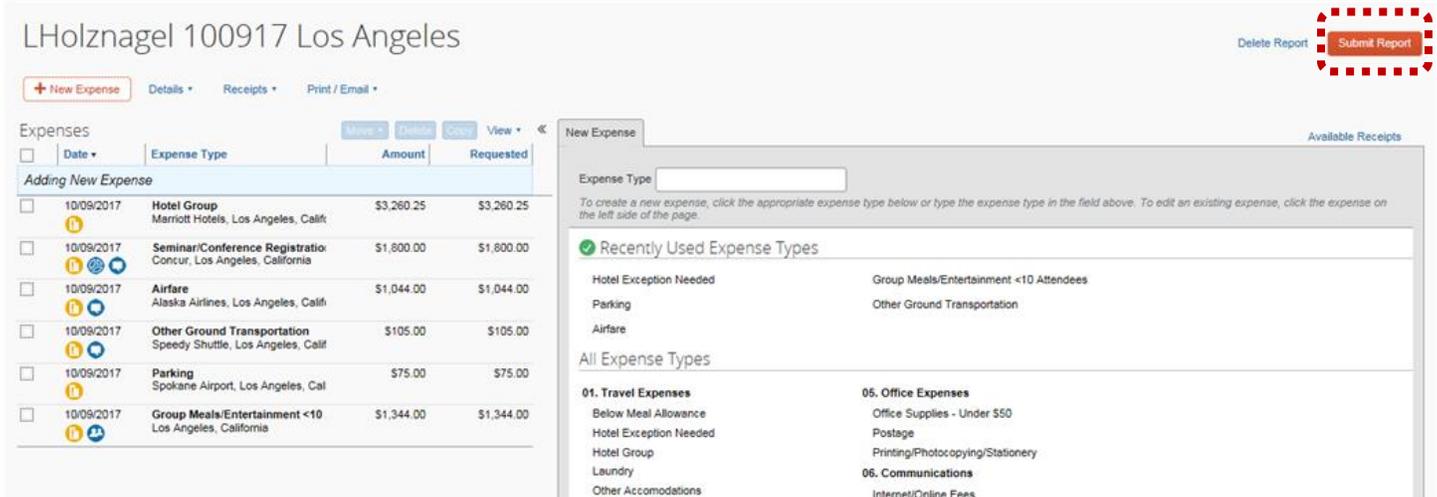
- As expense types are added, be sure to view any additional information (indicated by an exclamation point:  or  in the expense list).

- 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.



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

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



LHolznagel 100917 Los Angeles

Delete Report **Submit Report**

+ New Expense Details Receipts Print / Email

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

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

- Hotel Exception Needed
- Parking
- Airfare
- Group Meals/Entertainment <10 Attendees
- Other Ground Transportation

All Expense Types

- 01. Travel Expenses
  - Below Meal Allowance
  - Hotel Exception Needed
  - Hotel Group
  - Laundry
  - Other Accommodations
- 05. Office Expenses
  - Office Supplies - Under \$50
  - Postage
  - Printing/Photocopying/Stationery
- 06. Communications
  - Internet/Online Fees

- The **Final Review** page displays. Click **Attach Receipt** Images. Add required receipts; select the applicable expense checkbox. 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.

Print \*EWU-Detailed Report with Summary Data
Attach Receipt Images
View Receipts

	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 & Submit Cancel

Print \*EWU-Detailed Report with Summary Data
Attach Receipt Images
View Receipts

	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	10/09/2017	\$1,344.00

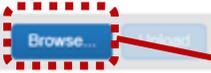
**Receipt Upload and Attach**

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:



8. 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.

---

Accept & Submit
Cancel

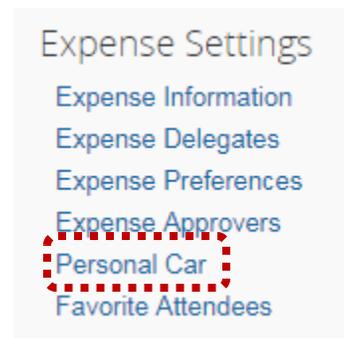
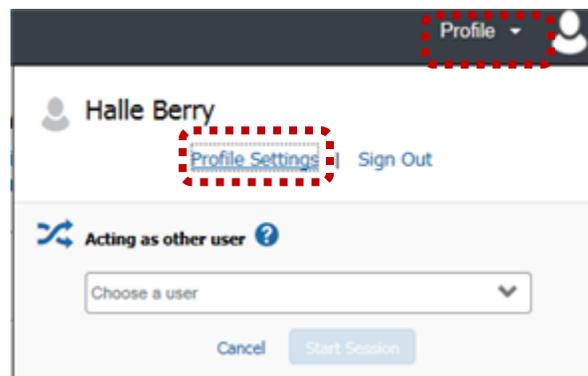
## MILEAGE REIMBURSEMENT

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**.



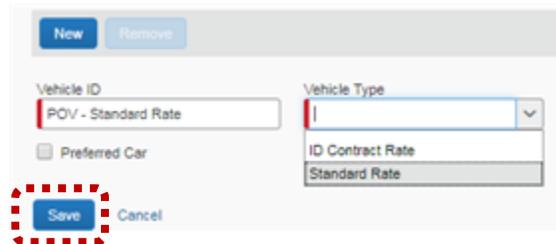
2. In the left-hand column under **Expense Settings**, select **Personal Car**:

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 Contact Rate** or **Standard Rate**) from the drop-down list.

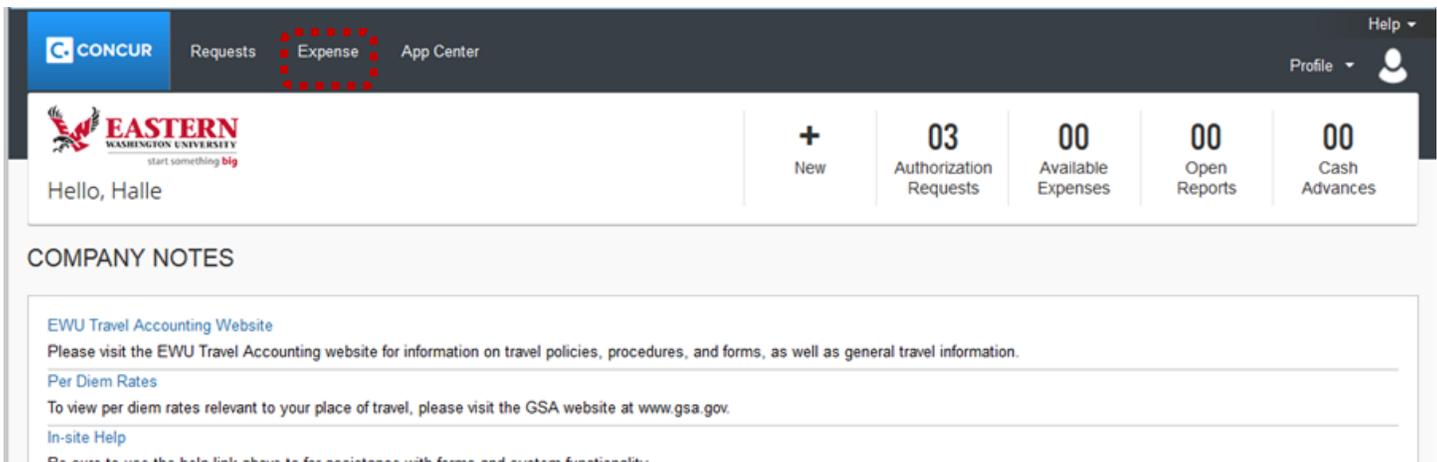


5. Click **Save**.

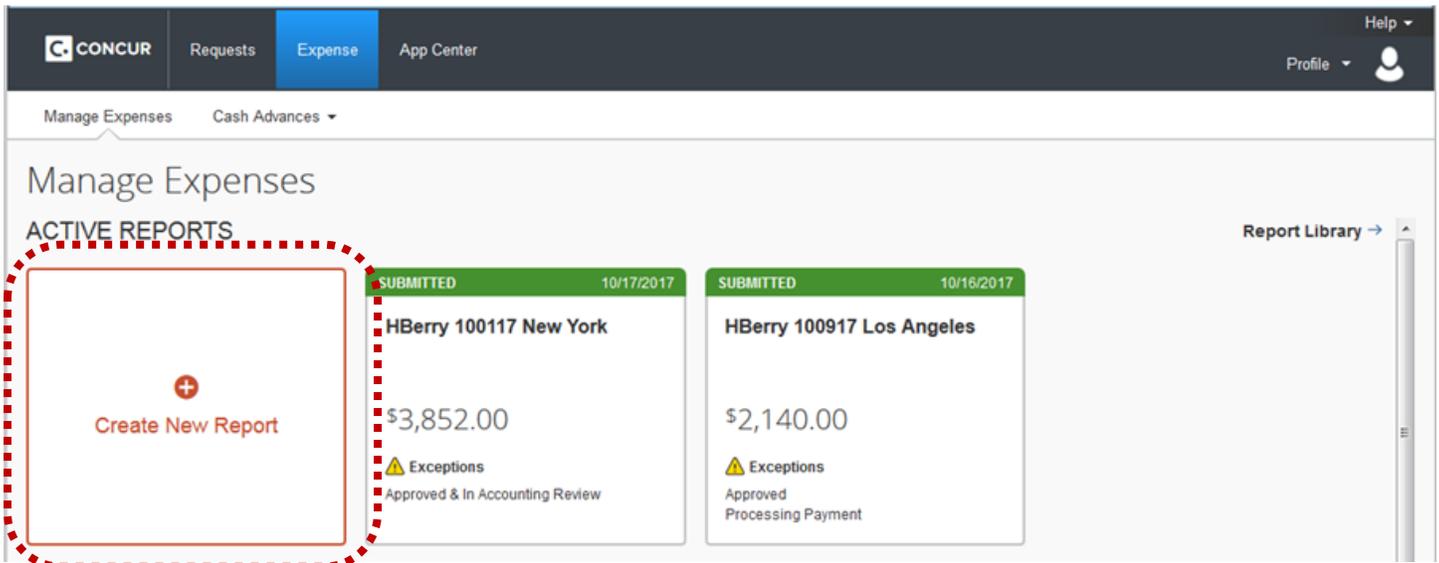
**Note:** If the traveler is eligible for reimbursement for both rates, click **New** and repeat steps 4-5.

## MILEAGE EXPENSE REIMBURSEMENT

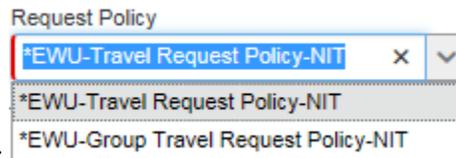
1. On the main menu, click **Expense**.



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

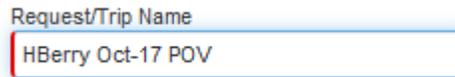


3. Enter the following in the **Create a New Expense Report** page:



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:



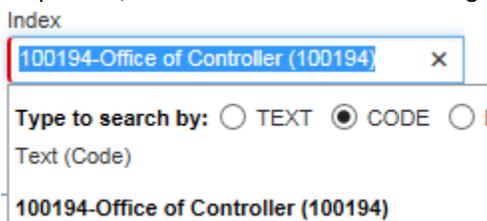
6. **Report/Trip Start Date** – Use the calendar icon to select the first day of the month:



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



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.



Traveler Type

Faculty/Staff Travel

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

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

Mileage for October 2017

## 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: 10/03/2017

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: [Empty]

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="button" value="Add"/> <input type="button" value="Remove"/>					

16. Click **Next**:



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

+ New Expense | Details | Receipts | Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: [Input Field]

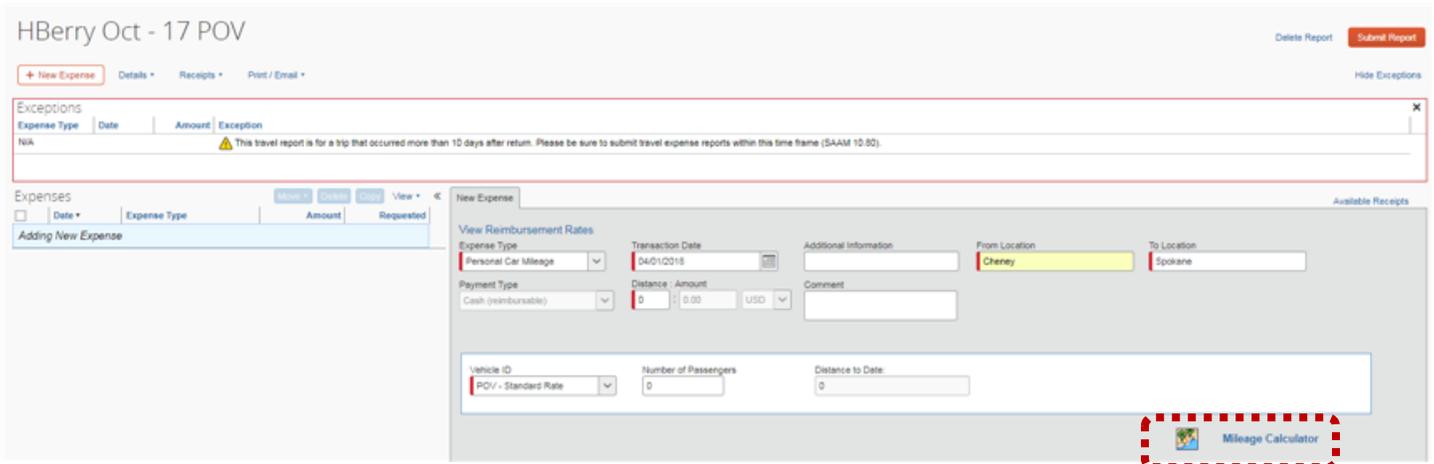
Recently Used Expense Types

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

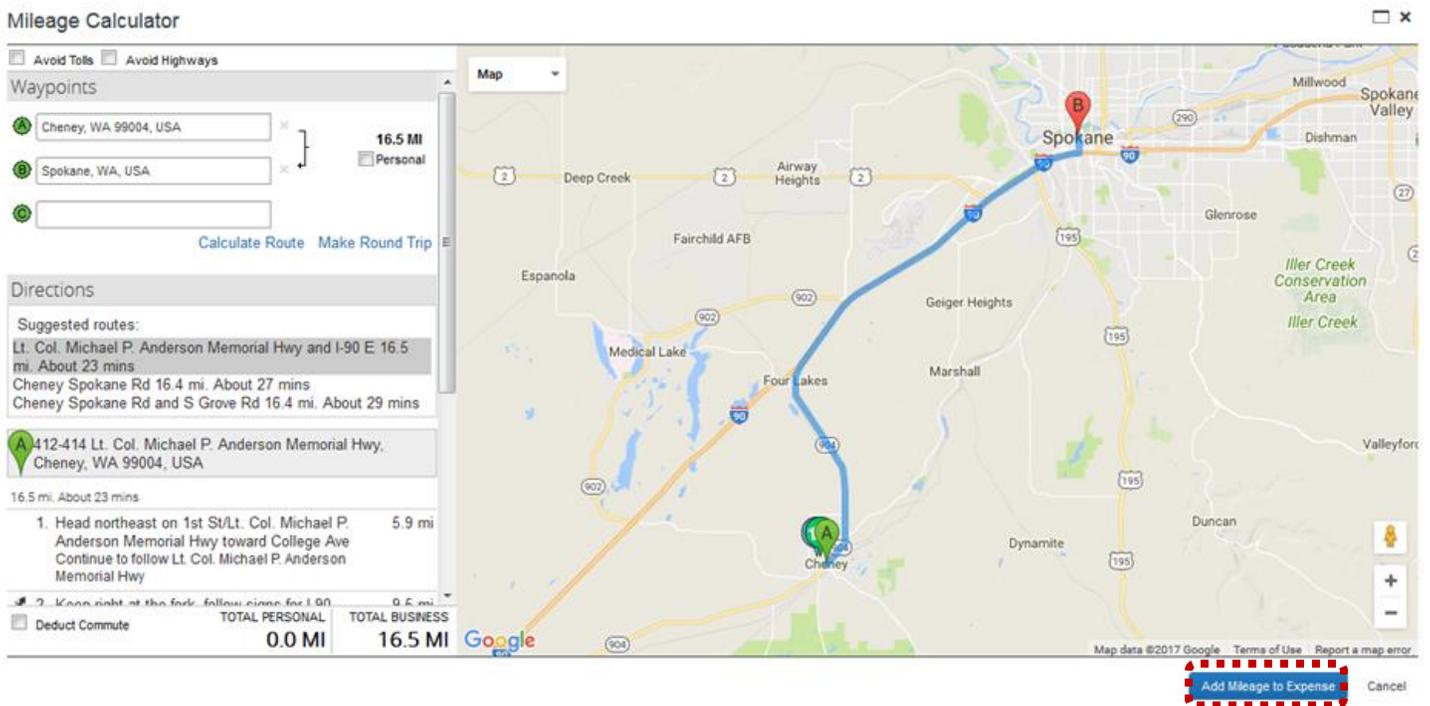
All Expense Types

<b>01. Travel Expenses</b> Below Meal Allowance Hotel Hotel Exception Needed Hotel Group Laundry Other Accomodations <b>02. Transportation</b> Airfare Airline Fees - Baggage Car Rental Charter Bus/Transfers	... <b>02. Transportation</b> Other Ground Transportation Personal Car Mileage 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/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
---	--	---

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



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



21. Click **Save**.

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

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

Expense Type:

Recently Used Expense Types

- Personal Car Mileage
- Seminar/Conference Registration Fees
- Airfare
- Hotel

All Expense Types

- 01. Travel Expenses**
  - Below Meal Allowance
  - Hotel
  - Hotel Exception Needed
  - Hotel Group
  - Laundry
  - Other Accomodations
- 02. Transportation**
  - Airfare
  - Airline Fees - Baggage
  - Car Rental
  - Charter Bus/Transfers
- ...02. Transportation**
  - Other Ground Transportation
  - Parking
  - Personal Car Mileage
- 04. Meals & Entertainment**
  - Group Meals/Entertainment <10 Attendees
  - Group Meals/Entertainment 10+ Attendees
- 05. Office Expenses**
  - Office Supples - Under \$50
  - Postage
  - Printing/Photocopying/Stationery
- 06. Communications**
  - Internet/Online Fees
- 07. Fees**
  - Passports/Visa Fees
  - Resort/Safe Warrantee Fee
  - Seminar/Conference Registration Fees
- 08. Other**
  - 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.

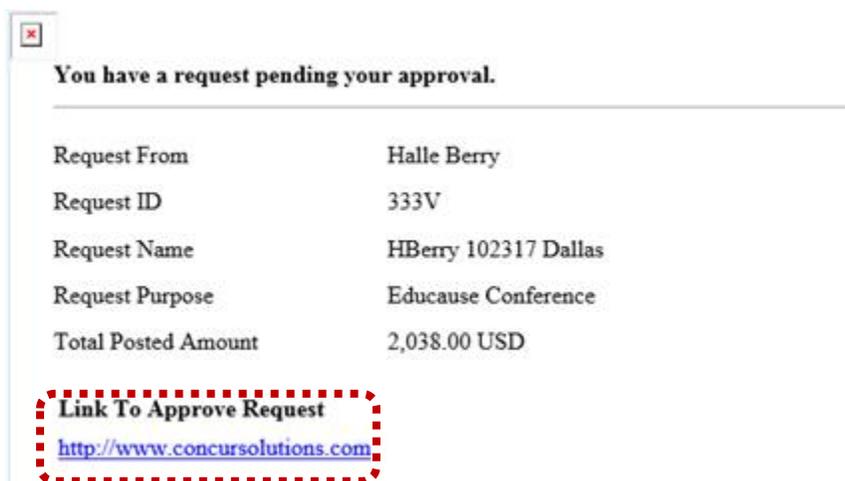
### HOW DO I KNOW A TRAVEL AUTHORIZATION IS READY FOR REVIEW?

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]

Cancel Save Attachments Print / Email Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval  
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

Warning: This request contains warnings. Please review for problem items, requirements, questions.

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 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			
Cash Advance Policy Fixed Limit Amount \$3,069.00		Comment <input type="checkbox"/> I will contact OGI for international travel requirements.		
Cash Advance				
Cash Advance Amount \$3,069.00	Travel Start Date 10/02/2017	Travel End Date 10/07/2017	Cash Advance Comment	

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

## Request 33A9 [Traveler1, Traveler]

Attachments Print / Email Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval  
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

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

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

- Continue to review all expenses.

Send Back to User Approve Approve & Forward

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

- **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.

**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 TA 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



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

- Click **Requests**.

- Click the applicable **Request ID**.

**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:

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

	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 10/07/2017	09/27/2017	\$3,669.00	\$3,669.00	\$3,669.00	Expense

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

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:

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

- 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: 
 Selection:

	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

#### New Itinerary Stop

Departure City:

Date: 
 Time:

Arrival City:

Date: 
 Time:

6. 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 & Adjustments

### Assigned Itineraries

Edit Unassign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: PFournier 100217 New York</b>				
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
<b>Itinerary: Paul - Test TA</b>				
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



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

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**.

Pfourrier 100217 New York Delete Report Submit Report

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

**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

**Expenses**

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<b>Adding New Expense</b>				
<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	\$323.00	TOTAL REQUESTED
			\$323.00	\$323.00

**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**

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

- 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

Enter Vendor Name

Amount  
 USD

Transaction Date

City of Purchase

Comment

Additional Information

Payment Type

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

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

Expense Available Receipts

Nightly Lodging Expenses

Check-in Date	Check-out Date 10/02/2017	Number of Nights
---------------	------------------------------	------------------

**Recurring Charges (each night)**

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

Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

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



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.

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.

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

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

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>		New York, New York		
<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

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 for per diem rates.

- 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**.

PFournier 100217 New York

Delete Report **Submit Report**  
Hide Exceptions

+ 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 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.
Hotel	10/02/2017	\$1,505.00	⚠ The itemization amounts do not add up to the expense amount.

Expenses

Date	Expense Type	Amount	Requested
10/07/2017	Daily Meal Allowance New York, New York	\$74.00	\$74.00
10/06/2017	Daily Meal Allowance New York, New York	\$19.00	\$19.00
10/05/2017	Daily Meal Allowance New York, New York	\$52.00	\$52.00
10/04/2017	Daily Meal Allowance New York, New York	\$52.00	\$52.00
10/03/2017	Daily Meal Allowance New York, New York	\$52.00	\$52.00
10/02/2017	Daily Meal Allowance New York, New York	\$74.00	\$74.00
10/02/2017	Hotel Marriott Hotels, New York, New Yo	\$1,505.00	\$1,370.22
10/02/2017	Hotel Exception Needed Marriott Hotels, New York, New Yo	\$345.00	\$134.78
10/02/2017	Airfare American Airlines, New York, New	\$600.00	\$600.00
10/02/2017	Seminar/Conference Registratio Higher Ed Training Conference, N	\$750.00	\$750.00
10/02/2017	Parking	\$25.00	\$25.00

TOTAL AMOUNT: \$4,170.50      TOTAL REQUESTED: \$3,203.00

Expense Details:

Expense Type: Seminar/Conference Registratio  
Transaction Date: 10/02/2017  
Enter Vendor Name: Higher Ed Training Conference  
City of Purchase: New York, New York  
Amount: 750.00 USD  
Request: 10/02/2017, \$750.00 - PFour

Buttons: 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

Files Selected for uploading:

15. 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.

**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

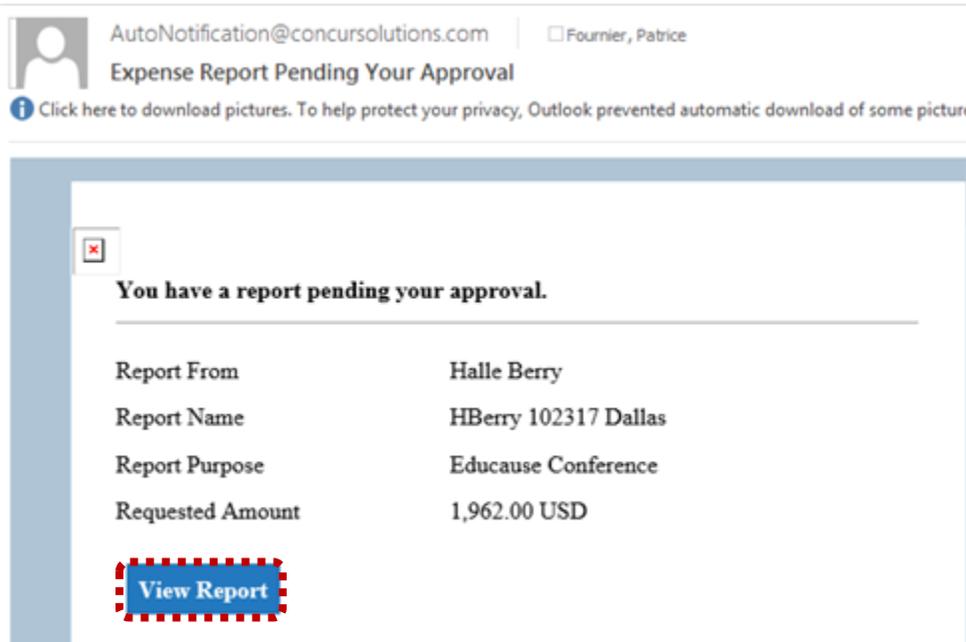
**TRAVEL EXPENSE REIMBURSEMENT (TR) APPROVAL**

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

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.

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

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

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



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.

- **Approve** – Sends the TR 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.

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**.

6. Select **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**.

The screenshot shows the Concur application interface. At the top, there are navigation tabs for 'CONCUR', 'Requests', 'Expense', and 'App Center'. The 'Requests' and 'Expense' tabs are highlighted with a red dashed box. Below the navigation is a header area with the Eastern Washington University logo and the text 'Hello, Traveler'. To the right of the header are five summary cards: '+ New', '14 Authorization Requests', '00 Available Expenses', '15 Open Reports', and '07 Cash Advances'. Below the header is a 'COMPANY NOTES' section with links for 'EWU Travel Accounting Website', 'Per Diem Rates', and 'In-site Help'. At the bottom of this section is a 'Read more' button. Below the company notes is a 'MY TASKS' section.

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

The screenshot shows the 'Active Requests (14)' page. At the top right, there are buttons for 'Delete Request', 'Copy Request', and 'Close/Inactivate Request'. Below the title is a 'View' dropdown menu. There is a search bar with 'Request Name' and 'Begins With' fields and a 'Go' button. Below the search bar is a table of active requests. The table has columns for Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved, Remaining, and Action. The table contains five rows of request data.

	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"/>	PFourmier 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"/>	PFourmier 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	08/21/2017	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	Paul - 2nd Group Testing	337V	Sent Back to User - Administrator, Concur	08/09/2017	08/10/2017	\$2,419.00	\$0.00	\$0.00	

3. Click the tabs to view the desired information:

The screenshot shows the 'Request 33A9' detail page. At the top right, there are buttons for 'Create Expense Report', 'Attachments', 'Print / Email', 'Cancel Request', and 'Close/Inactivate Request'. Below the title is the 'Request/Trip Name: PFourmier 100217 New York' and 'Additional Information: Higher Ed training Conference'. Below this is a 'Request Header' section with tabs for 'Request Header', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is selected and highlighted with a red dashed box. Below the tabs is a warning message: '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

RETURNED	06/08/2017	RETURNED	05/03/2017	NOT SUBMITTED
<b>Testing Per Diem</b>		<b>Meeting with Concur</b>		<b>PFournier 100217 New York</b> 10/03/2017
\$296.00		\$1,281.00		\$0.00
<a href="#">down test ta audit rule</a>		<a href="#">Add Hotel Spend</a>		

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

### PFournier 100217 New York

Recall Copy Report

Summary Details Receipts Print / Email

Exception	Expense Type	Date	Amount	Approved
N/A	Daily Meal Allo	10/07/2017	\$74.00	\$74.00
	Travel Allowances	10/06/2017	\$19.00	\$19.00
	Reimbursable Allowances Summary	10/05/2017	\$52.00	\$52.00
	Allocations	10/04/2017	\$52.00	\$52.00

Report Summary		Amount Due Company	Amount Due Employee
Report Totals		\$0.00	\$1,399.00

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

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

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

Request Header ⚠ Expense Summary ⚠ Approval Flow Audit Trail

Status: Approved  
Amount: \$3,669.00

2. For expenses, click the desired expense:

Manage Expenses

ACTIVE REPORTS Report Library →

+

Create New Report

RETURNED

06/08/2017

Testing Per Diem

\$296.00

dawn test ta 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 Delete Report Submit Report

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

<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 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.

**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.

---

<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.

---

<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

---

<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

5MB.<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 Accomodations	Travel Expenses	71740	71740	Use for other than hotel accomodations.
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	Us for passports charges that are nfe fees.
Resort/Safe Warrantee Fee	Fees	71740	71740	Ue 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	Uhe 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.