Concur Travel & Expense System

Townhall

October 13th, 2022

Agenda

Project Timeline

Testing Update

Approvers
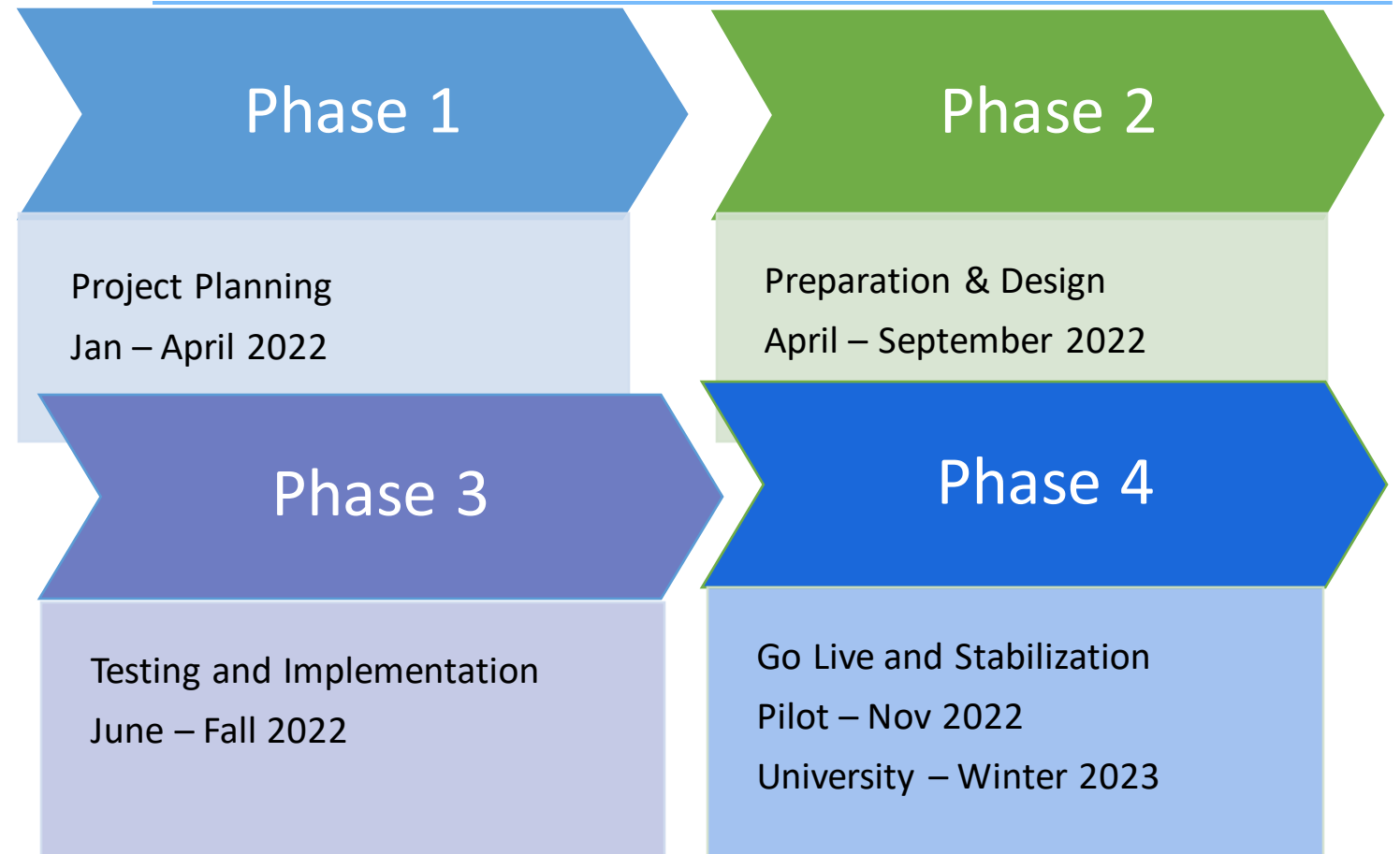
Delegates

Training

Demo

Questions

Testing

Unit Testing

SME Testing

Next Steps

- UAT – Week of October 10th
- SIT – Week of October 24th
- Cutover/System Test – Weeks of November 7th and 14th

SMEs

Herty Cortez Diaz- IOS

Raymond Dudeck - OAA
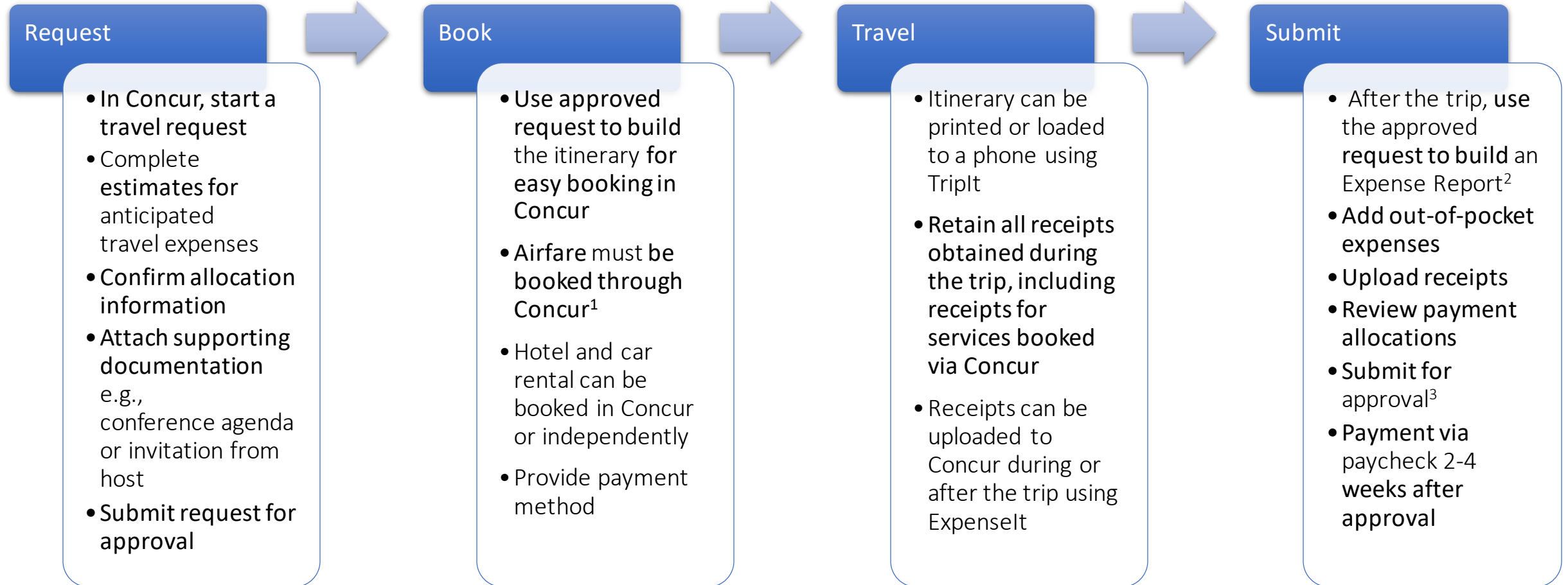
Dean Glorioso - SOL

Cheryl Fuller - SSW

Bonnie Bissonette - CGE

Shauna Guest - SOP

Kelli Sattler - SOM

John Yurich - CASS

Travel and Expense Process

Request
- In Concur, start a travel request
- Complete estimates for anticipated travel expenses
- Confirm allocation information
- Attach supporting documentation e.g., conference agenda or invitation from host
- Submit request for approval

Book
- Use approved request to build the itinerary for easy booking in Concur
- Airfare must be booked through Concur[1]
- Hotel and car rental can be booked in Concur or independently
- Provide payment method

Travel
- Itinerary can be printed or loaded to a phone using TripIt
- Retain all receipts obtained during the trip, including receipts for services booked via Concur
- Receipts can be uploaded to Concur during or after the trip using ExpenseIt

Submit
- After the trip, use the approved request to build an Expense Report[2]
- Add out-of-pocket expenses
- Upload receipts
- Review payment allocations
- Submit for approval[3]
- Payment via paycheck 2-4 weeks after approval

[1]Advanced approval for an exception may be requested. Flights can be paid directly by UMB or by the traveler.
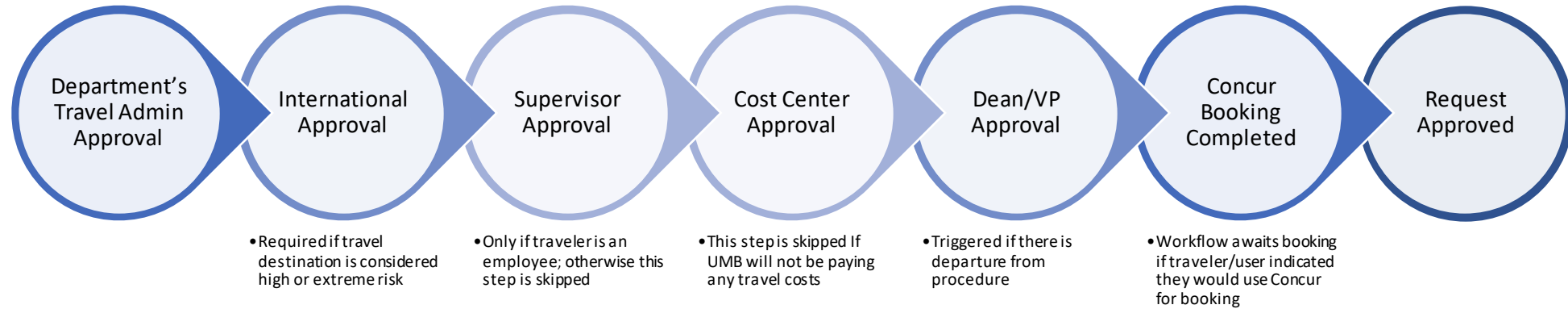
[2]If the reimbursement is not for a UMB employee, the payment is made using a NONPO Invoice.

[3]If an expense report is submitted 60 days after the last day of travel, the expenses become taxable. Expense reports not submitted within 6 months cannot be reimbursed.
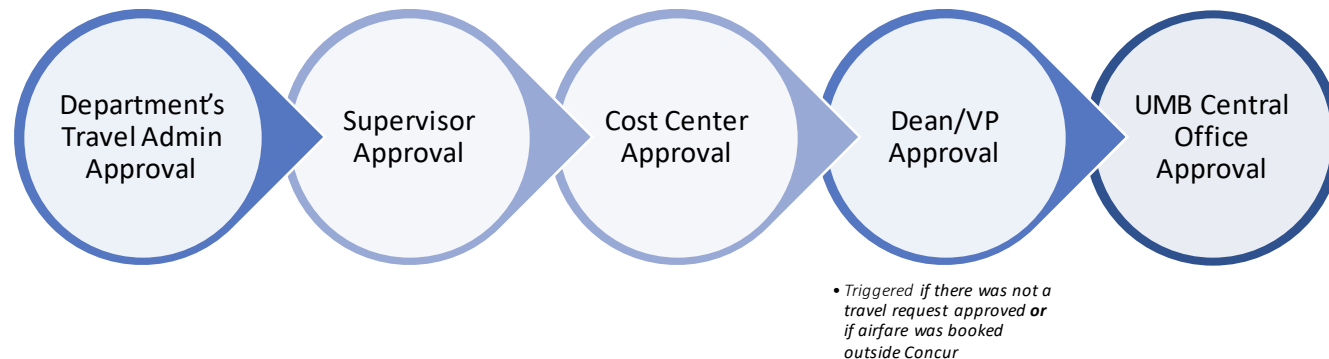
Travel and Expense Changes

➢ GSA Rate Used – Including Incidentals – No More Subtracting the $5.00!

➢ Mileage Automatically Calculated – No More Maps!

➢ Create Request Form for Business Expenses in Concur

➢ Remove Central Office Approval for Expense Reimbursements Meeting Certain Criteria (low dollar, low risk types)

➢ Require Airfare to be Booked Through Concur

➢ Airfare Paid by Personal Credit Card Reimbursed after Trip

Concur Travel Request Approval Workflow Upon Submitting

Department's Travel Admin Approval → **International Approval** → **Supervisor Approval** → **Cost Center Approval** → **Dean/VP Approval** → **Concur Booking Completed** → **Request Approved**

- International Approval: •Required if travel destination is considered high or extreme risk
- Supervisor Approval: •Only if traveler is an employee; otherwise this step is skipped
- Cost Center Approval: •This step is skipped If UMB will not be paying any travel costs
- Dean/VP Approval: •Triggered if there is departure from procedure
- Concur Booking Completed: •Workflow awaits booking if traveler/user indicated they would use Concur for booking

Concur Travel Expense Reimbursement Approval Workflow Upon Submitting – Employee Only

Department's Travel Admin Approval → **Supervisor Approval** → **Cost Center Approval** → **Dean/VP Approval** → **UMB Central Office Approval**

- Dean/VP Approval: •*Triggered if there was not a travel request approved **or** if airfare was booked outside Concur*

Approvers

- **Cost Center Approvers** will need to **request** security access
- **Supervisors** will be automatically **granted** access
- **Deans/VPs** will be automatically **granted** access
- **Travel Administrators** will be **required** to go to training and then **request** security access

Approver	Level	Security Request
Cost Center	Org	Required
Supervisor	Employee	N/A
Dean/VP	Org	N/A
Travel Administrator	Employee	Required

Delegates
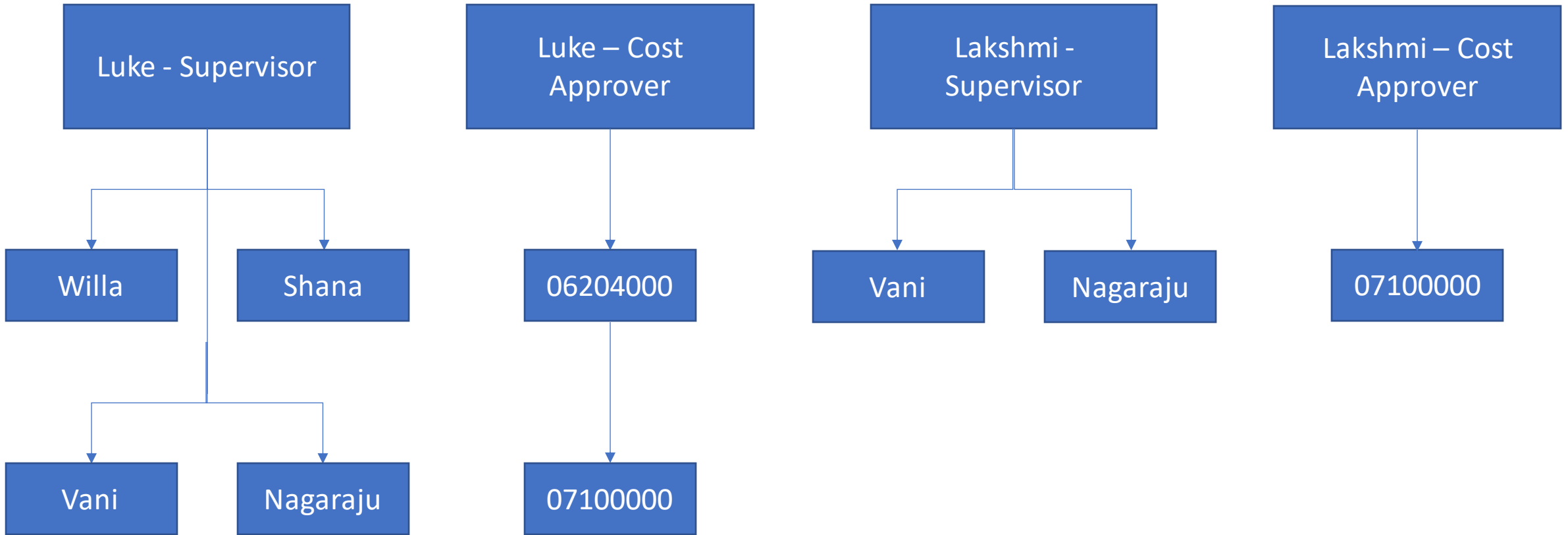
Delegates are self assigned

- Still require security access

Delegation is all or nothing

- If someone is a supervisor AND a cost center approver, they would delegate BOTH approvals

Deans/VPs cannot delegate - unless on extended leave (e.g., vacation)

Delegates - Example

Training

Traveler Type	Intro To Concur (Self Study)	Travel Requests	Booking Travel	Expense Reports	Approving Travel	Business Expense Reimbursement (Self Study)
Travel Admin	✓	✓	✓	✓	✓	
Campus Traveler	✓	✓	✓	✓		✓
Supervisor	✓				✓	✓
Cost Center Approver	✓				✓	✓

	Self Study
	Instructor Led
✓	= Recommended

Intro to Concur and **Business Expense Reimbursement** courses are Self Study for All Users
Travel Admin training is **required**

Demo

Questions