



CALIFORNIA STATE UNIVERSITY

Stanislaus

Concur Travel Training

California State University, Stanislaus

Financial Services

Approver Handbook

Accounts Payable- Travel

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GETTING STARTED

Concur's Approver Profiles will allow Approvers to approve Travel Requests and Expense Reports.

Log In:

Step 1:

Please go to CSU Stanislaus Travel Webpage at:
<https://www.csustan.edu/travel>

Step 2:

Click on the **Concur Log In** link.

Step 3:

Login using your Warrior User Name and the Warrior Password.

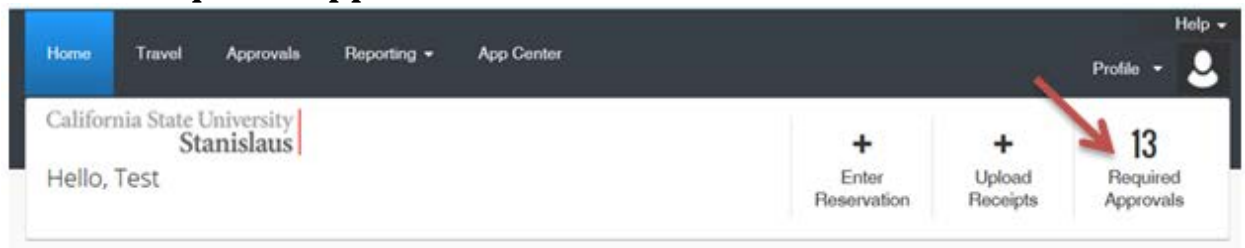
Step 4:

Click **Sign In**.

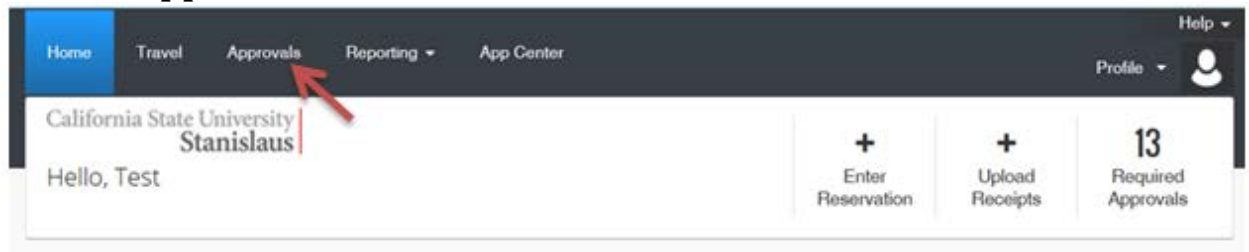
Step 5:

View Travel Requests or Expense Reports that require your approval.
You can view through two different routes:

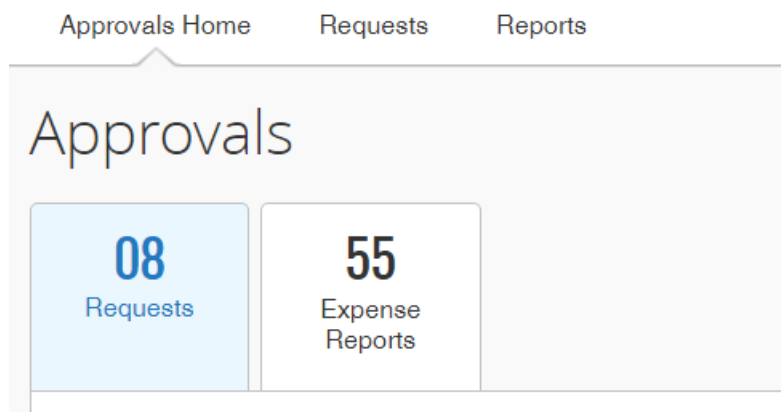
A. Click on **Required Approvals**.



B. Click on **Approvals**.



You will be redirected to your “Approvals Home” and will be able to select Requests or Expense Reports that need your Approval.



APPROVING TRAVEL REQUESTS

About Approving Travel Requests

All university travel must be approved through an authorization by the appropriate authorities. This process requires completing a Travel Request in Concur. The Travel Request identifies what travel costs can be paid or reimbursed to the traveler using University funds. Travel Requests must be submitted prior to the travel occurring. Individuals traveling for University business that have not submitted the proper Travel Request may not be covered by University Insurance Policies and may be traveling at their own risk. The approving authority designated to approve travel requests ensures all expenses are reasonable in terms of price, purpose and necessity.

Approving Authority Responsibility

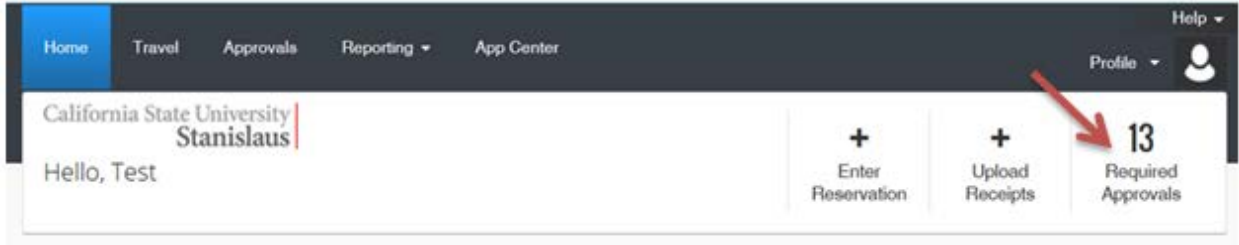
The approving authority ensures all expenses are reasonable in terms of price, purpose, and necessity, and is responsible for:

- Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds.
- Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
- Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
- Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
- Approving/denying payment of the travel claim in a timely manner.
- Denying expenses not directly related to official University business.

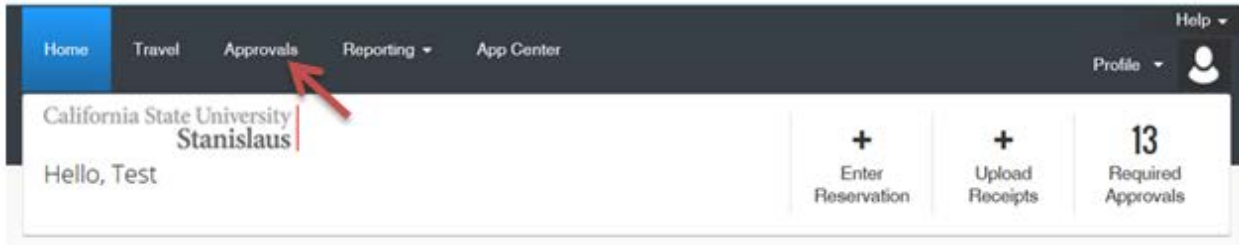
Step 1:
Log in to Concur using the **Concur Log In** link.

Step 2:
View Travel Requests or Expense Reports that require your approval.
You can view through two different routes:

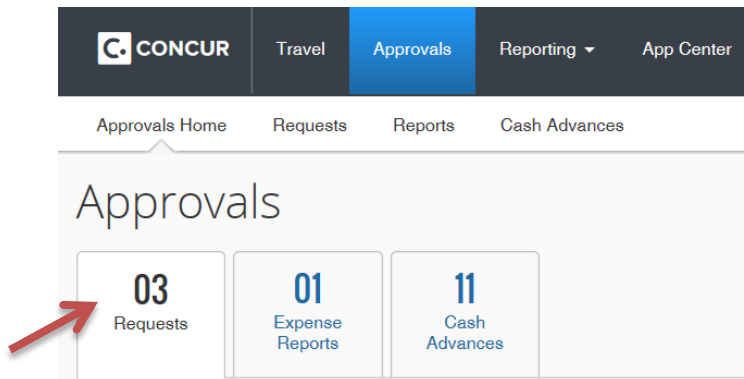
A. Click on **Required Approvals**.



B. Click on **Approvals**.



Step 3:
On the **Approvals Home** page select **Requests**.



Step 4:
From your available options select the **Request Name** in blue.

Approvals

03
Requests

01
Expense
Reports

11
Cash
Advances

Requests

Approve

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
<input type="checkbox"/> Long Beach Training Travel Training	33DA	Traveler, Test	03/04/2015 03/04/2015	03/04/2015	\$1,190.00

Step 5:
Review all the tabs; **Request Header, Segments, Expense Summary, and Approval Flow.**

CONCUR | Travel | **Approvals** | Reporting | App Center | Help | Profile |

Approvals Home | Requests | Reports | Cash Advances

Request 33DA [Traveler, Test]

Request Name: Long Beach Training
Purpose: Travel Training

Status: Submitted & Pending Approval
Amount: \$1,190.00

Request HeaderSegmentsExpense SummaryApproval FlowAudit Trail

Date	Expense	Amount	Requested
03/04/2015	Airfare	\$150.00	\$150.00
03/04/2015	Taxi & Shuttle	\$50.00	\$50.00
03/04/2015	Parking	\$20.00	\$20.00
03/04/2015	Registration	\$900.00	\$900.00
03/04/2015	Personal C...	\$70.00	\$70.00

TOTAL AMOUNT
\$1,190.00

TOTAL REQUESTED
\$1,190.00

Expense Type: Airfare | Transaction Amount: 150.00 | USD

[View segment detail](#)

Step 6:
Once you have reviewed all the tabs you can: **Send Back Request, Approve, or Approve and Forward.** Below are instructions for each of the following functions.

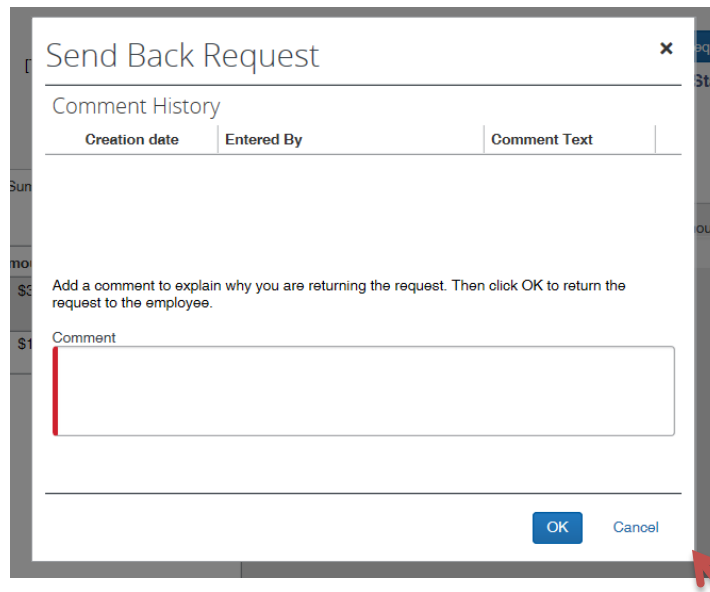
If the traveler's international destination is a high hazard area the University President must approve the travel. Pay close attention to the Approval Flow and be sure the President is included. If you are unsure if the location is high hazard please contact Safety & Risk Management (209) 667-3057, risk@csustan.edu. If the President is not included in the approval please select Approve and Forward to add the President. See steps below (C).



- A. **Send Back Request-** If you do not wish to approve it or if you require any additional information from the Traveler you can select this option and it will send it back to the Traveler.



1. If you select this option you must enter a comment in the **Comment** field and click **OK**.



- B. **Approve-** If you approve then it will follow the delegation of authority approval flow.

Request 33DA [Traveler, Test]

Request Name: Long Beach Training
Purpose: Travel Training

Attachments ▾ Print ▾ Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval
Amount: \$1,190.00

- C. **Approve and Forward**- If you approve and forward you must enter the name of the person you wish to send it to, this would be ***in addition*** to the approval flow based on the Delegation of Authority.

Request 33DA [Traveler, Test]

Request Name: Long Beach Training
Purpose: Travel Training

Attachments ▾ Print ▾ Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval
Amount: \$1,190.00

1. Enter the name of the **User-Added Approver**. Once the name of the **User-Added Approver** appears on the Approval Flow, then select it.

Approval Flow Audit Trail

Authorized Approver 1:

Approver 1, Test

User-Added Approver:

Approver|

- Approver 1, Test (rfeldman@csustan.edu)
Employee ID: 22222
Logon ID: approver1@csustan.edu
- Approver 2, Test (rfeldman@csustan.edu)
Employee ID: 33333
Logon ID: approver2@csustan.edu
- Approver 3, Test (approver3@csustan.edu)
Employee ID: 44444
Logon ID: approver3@csustan.edu
- Approver 4, Test (approver4@csustan.edu)
Employee ID: 55555
Logon ID: approver4@csustan.edu

Search Approvers By

2. Once you select the name of the additional approver it will appear in the **User-Added Approver** box.

Approval Flow Audit Trail

Authorized Approver 1:
Approver 1, Test + x

User-Added Approver:
Approver 3, Test (approver3@csustan.edu) + x

3. Then click **Approve**.

Save Workflow Attachments ▾ Print ▾ Send Back Request **Approve**

Status: Submitted & Pending Approval
Amount: \$1,190.00

Flow Audit Trail

Authorized Approver 1:
Approver 1, Test + x

User-Added Approver:
Approver 3, Test (approver3@csustan.edu) + x

APPROVING TRAVEL EXPENSE REPORTS

About Approving Travel Expense

Often, upon the completion of the Travel, travelers find that their actual expenses exceeded their anticipated expenses. There are various reasons for this, from having unforeseen expenses or budgeted amounts were less than the actual amount. If you receive a Travel Expense to approve it is because the traveler exceeded their requested budgeted amount that was approved when they submitted a Travel Request. The approving authority designated to approve travel expense reports ensures all expenses are reasonable in terms of price, purpose and necessity.

Approving Authority Responsibility

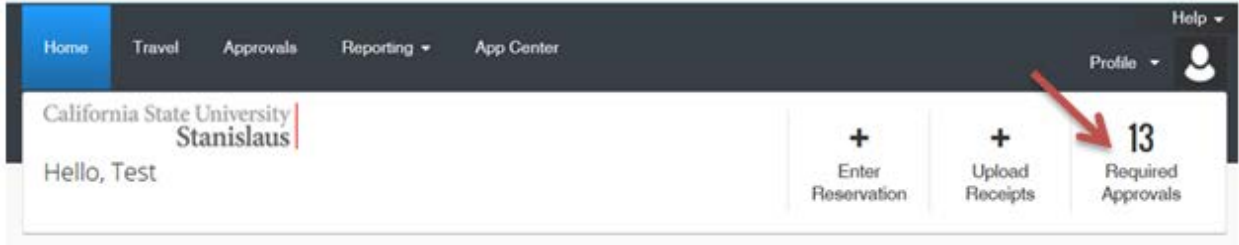
The approving authority ensures all expenses are reasonable in terms of price, purpose, and necessity, and is responsible for:

- Ensuring expenses charged to his/her accounts are supported by sufficient funds and ensuring appropriateness of use of funds.
- Ensuring expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.
- Validating, to the extent possible, that the expenses listed were actually incurred by the employee and that appropriate supporting documentation is attached.
- Reviewing and approving the business purpose and ensuring the request is in compliance with any applicable sponsored project/grant requirements.
- Approving/denying payment of the travel claim in a timely manner.
- Denying expenses not directly related to official University business.

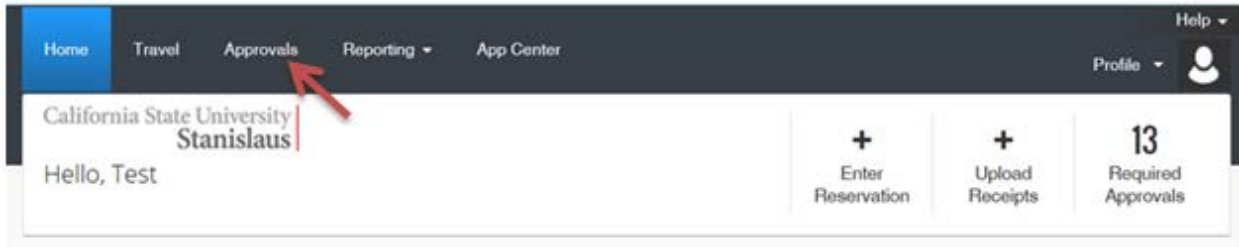
Step 1:
Log in to Concur using the **Concur Log In** link.

Step 2:
View Travel Requests or Expense Reports that require your approval.
You can view through two different routes:

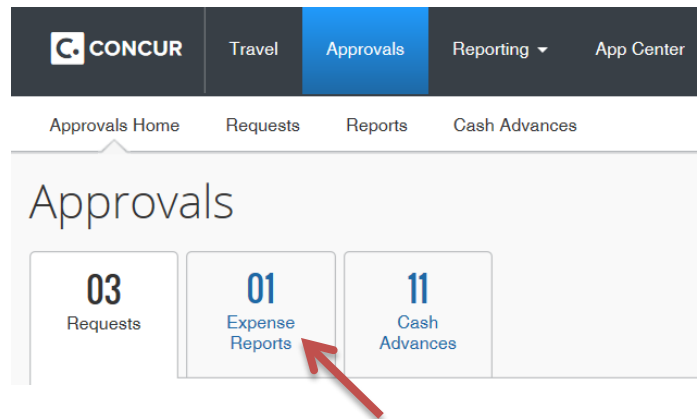
A. Click on **Required Approvals**.



B. Click on **Approvals**.



Step 3:
On the **Approvals Home** page select **Expense Reports**.



Step 4:

From your available options click on the **Report Name** in blue.

CONCUR | Travel | Approvals | Reporting | App Center | Help

Profile

Approvals Home | Requests | Reports | Cash Advances

Approvals

02 Requests | 02 Expense Reports | 11 Cash Advances

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Long Beach Training	⚠ Traveler, Test	03/10/2015	\$172.70	\$1,222.70

Step 5:

Review the **Expenses** and the **Total Amount**.

Long Beach Training [Traveler, Test]

Summary | Details | Receipts | Print | Hide Exceptions

Send Back to Employee | Approve | Approve & Forward

Exceptions

Expense	Date	Amount	Exception
N/A			⚠ This expense report total amount is over the total of the associated Request.
Taxi & Shuttle	03/04/2015	\$50.00	⚠ We see you paid cash for this taxi. Did you know you can use RideCharge for taxi travel? RideCharge allows you to book, track, charge, and get e-receipts for taxis online or using your smart phone. RideCharge is available with Concur Mobile.

Expenses

Date	Expense	Amount	Requested
03/04/2015	Airfare Southwest Airlines, Sacramento, Calif	\$150.00	\$150.00
03/04/2015	Taxi & Shuttle Sacramento, California	\$50.00	\$50.00
03/04/2015	Parking Sacramento Airport, Sacramento, Calif	\$10.00	\$10.00
03/04/2015	Registration Chancellors Office, Sacramento, Calif	\$900.00	\$900.00
03/04/2015	Personal Car Mileage	\$112.70	\$112.70

TOTAL AMOUNT \$1,222.70 | **TOTAL REQUESTED** \$1,222.70

Report Summary

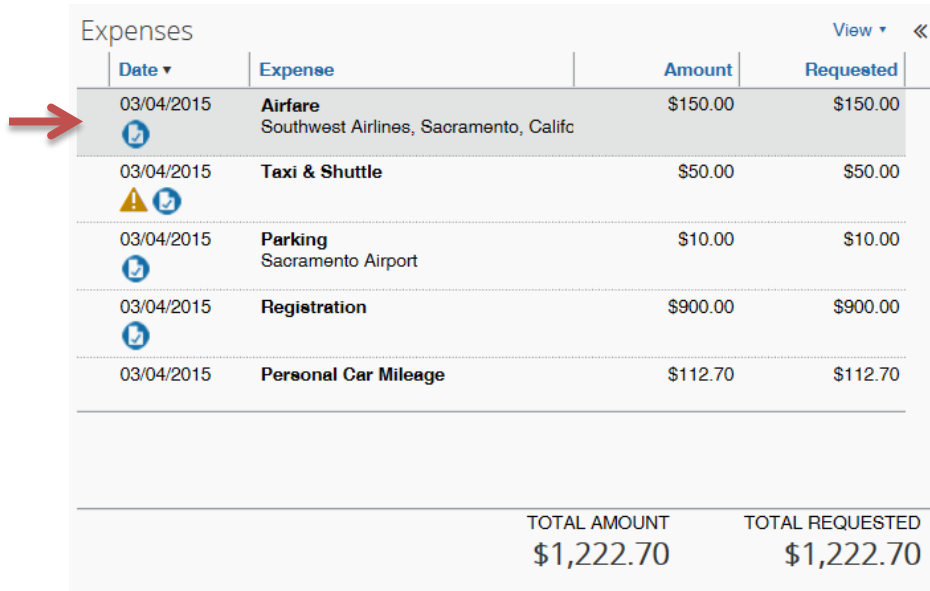
Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$172.70

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remain...
Long Beach Trai...	33DA	\$1,190.00	\$-32.70

Step 6:

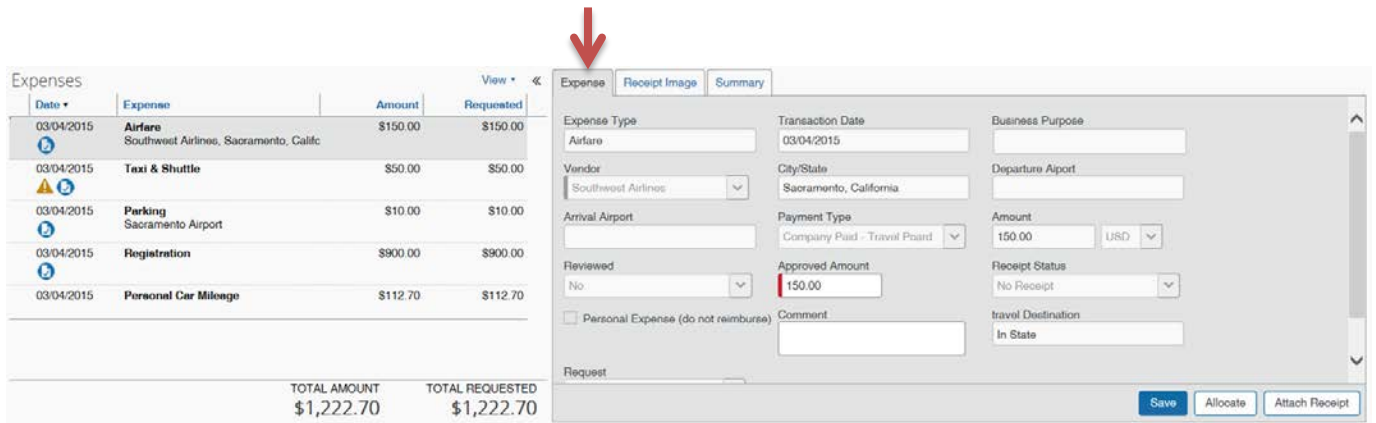
To review the Expenses individually double click on the **Expense** name.



Date	Expense	Amount	Requested
03/04/2015	Airfare Southwest Airlines, Sacramento, Calif	\$150.00	\$150.00
03/04/2015	Taxi & Shuttle	\$50.00	\$50.00
03/04/2015	Parking Sacramento Airport	\$10.00	\$10.00
03/04/2015	Registration	\$900.00	\$900.00
03/04/2015	Personal Car Mileage	\$112.70	\$112.70
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,222.70	\$1,222.70

Step 7:

On the **Expense** tab you will see all of the detail of the Expense such as **Amount, Payment Type, and Transaction Date**.



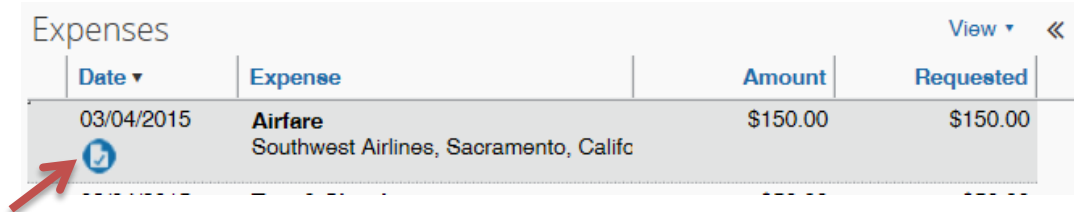
Date	Expense	Amount	Requested
03/04/2015	Airfare Southwest Airlines, Sacramento, Calif	\$150.00	\$150.00
03/04/2015	Taxi & Shuttle	\$50.00	\$50.00
03/04/2015	Parking Sacramento Airport	\$10.00	\$10.00
03/04/2015	Registration	\$900.00	\$900.00
03/04/2015	Personal Car Mileage	\$112.70	\$112.70
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,222.70	\$1,222.70

Expense	Receipt Image	Summary
<p>Expense Type: Airfare</p> <p>Vendor: Southwest Airlines</p> <p>Arrival Airport:</p> <p>Reviewed: No</p> <p><input type="checkbox"/> Personal Expense (do not reimburse)</p>	<p>Transaction Date: 03/04/2015</p> <p>City/State: Sacramento, California</p> <p>Payment Type: Company Paid - Travel Board</p> <p>Approved Amount: 150.00</p> <p>Comment:</p>	<p>Business Purpose:</p> <p>Departure Airport:</p> <p>Amount: 150.00 USD</p> <p>Receipt Status: No Receipt</p> <p>Travel Destination: In State</p>

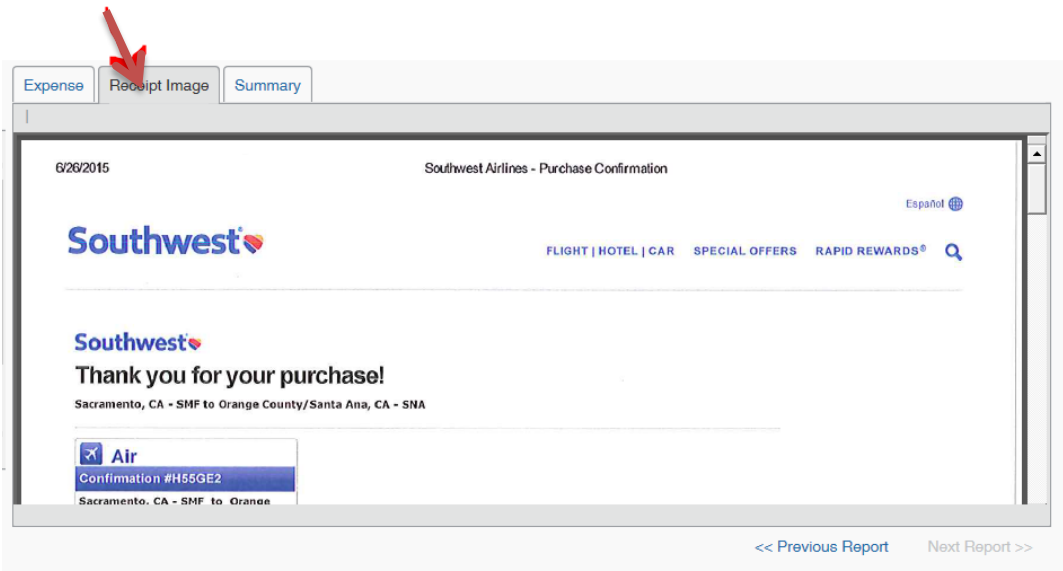
Step 8:

To view the receipts you can view them two different ways.

- A. You can view the receipt by hovering over the receipt icon. By hovering over it the virtual receipt will appear as a pop-up.

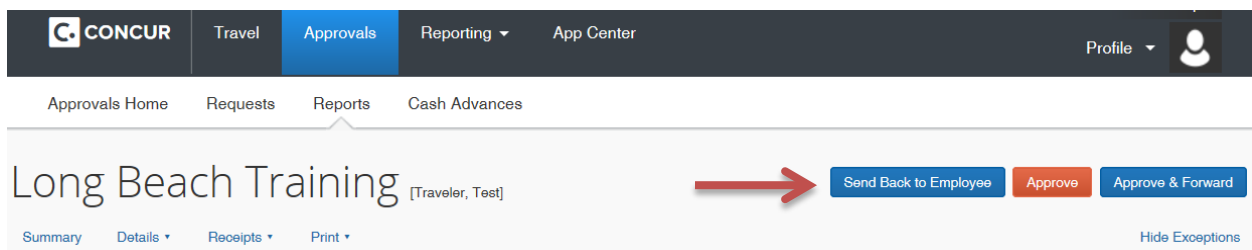


- B. Another way to view the receipt is by clicking on the **Receipt Image** tab.

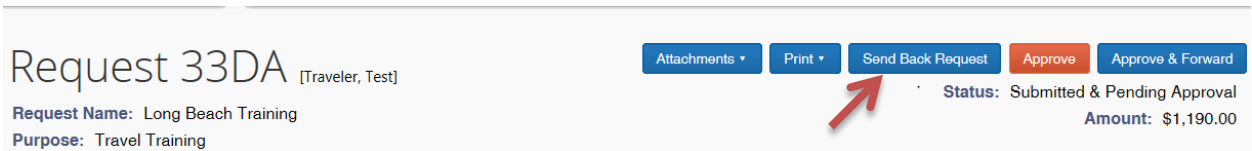


Step 9:

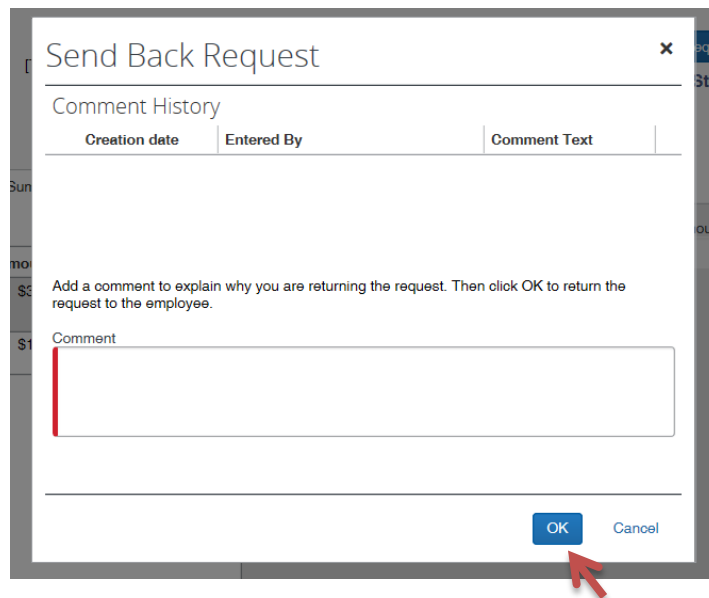
Once you have reviewed all the expenses you can: **Send Back to Employee**, **Approve**, or **Approve and Forward**. Below are instructions for each of the following functions.



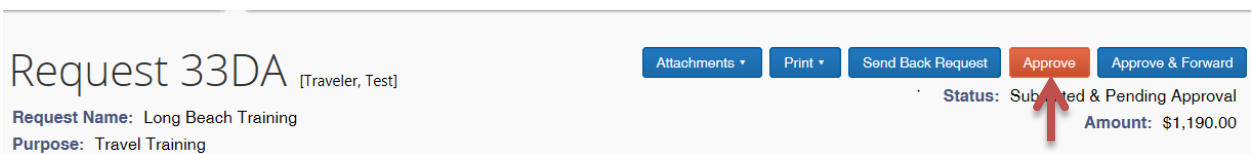
- A. **Send Back Request**- If you do not wish to approve it or if you require any additional information from the Traveler you can select this option and it will send it back to the Traveler.



1. If you select this option you must enter a comment in the **Comment** field and click **OK**.



- B. **Approve**- If you approve then it will follow the delegation of authority approval flow.



C. **Approve and Forward**- If you approve and forward you must enter the name of the person you wish to send it to, this would be ***in addition*** to the approval flow based on the Delegation of Authority.

Request 33DA [Traveler, Test] Attachments Print Send Back Request Approve Approve & Forward

Request Name: Long Beach Training Status: Submitted & Pending Approval
Purpose: Travel Training Amount: \$1,190.00

1. Enter the name of the **User-Added Approver**. Once the name of the **User-Added Approver** appears on the Approval Flow, then select it.

Approval Flow Audit Trail

Authorized Approver 1:
Approver 1, Test

User-Added Approver:
Approver|

- Approver 1, Test (rfeldman@csustan.edu)
Employee ID: 22222
Logon ID: approver1@csustan.edu
- Approver 2, Test (rfeldman@csustan.edu)
Employee ID: 33333
Logon ID: approver2@csustan.edu
- Approver 3, Test (approver3@csustan.edu)
Employee ID: 44444
Logon ID: approver3@csustan.edu
- Approver 4, Test (approver4@csustan.edu)
Employee ID: 55555
Logon ID: approver4@csustan.edu

Search Approvers By

2. Once you select the name of the additional approver it will appear in the **User-Added Approver** box.

Approval Flow Audit Trail

Authorized Approver 1:
Approver 1, Test + x

User-Added Approver:
Approver 3, Test (approver3@csustan.edu) + x

3. Then click **Approve**.

Save Workflow Attachments ▾ Print ▾ Send Back Request **Approve**

Status: Submitted & Pending Approval
Amount: \$1,190.00

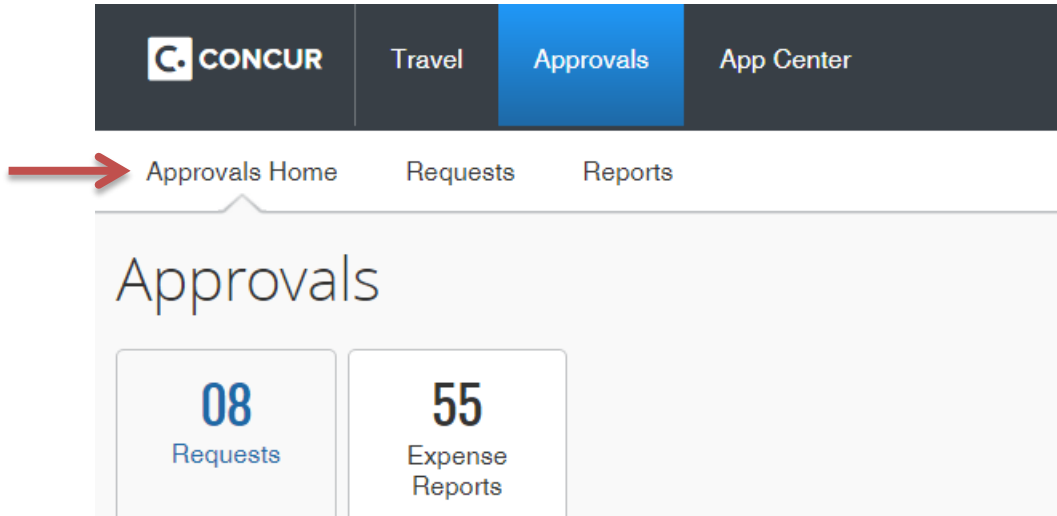
Flow Audit Trail

Authorized Approver 1:
Approver 1, Test + x

User-Added Approver:
Approver 3, Test (approver3@csustan.edu) + x

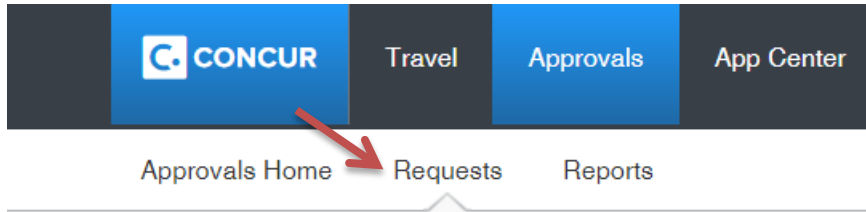
ACCESSING COMPLETED APPROVALS

From your Approvals page you will see three options: Approvals Home, Requests and Reports.

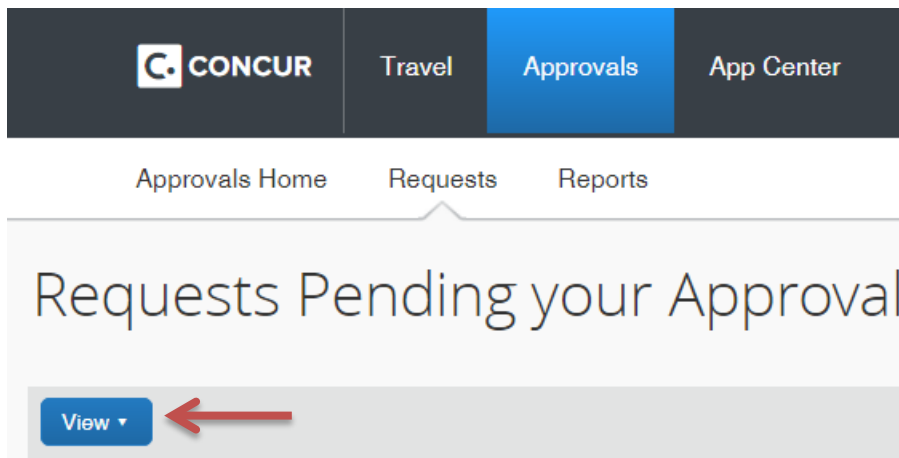


REQUESTS

Step 1: To review Requests previously approved, select Requests while in your Approvals Tab.



Step 2: The default view is All Request Pending your Approval. To see previously approved requests select the View drop down.



Step 3: Identify the Requests you wish to see from the menu:

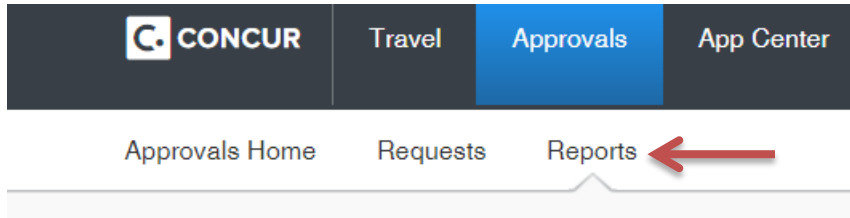
- Requests Pending your Approval
- Requests you Approved this Month
- Requests you Approved last Month
- Requests you Approved this Quarter
- Requests you Approved last Quarter
- Requests you Approved this Year
- Requests you Approved last Year
- All Approved Requests

Step 4: You can then filter or sort by the following:

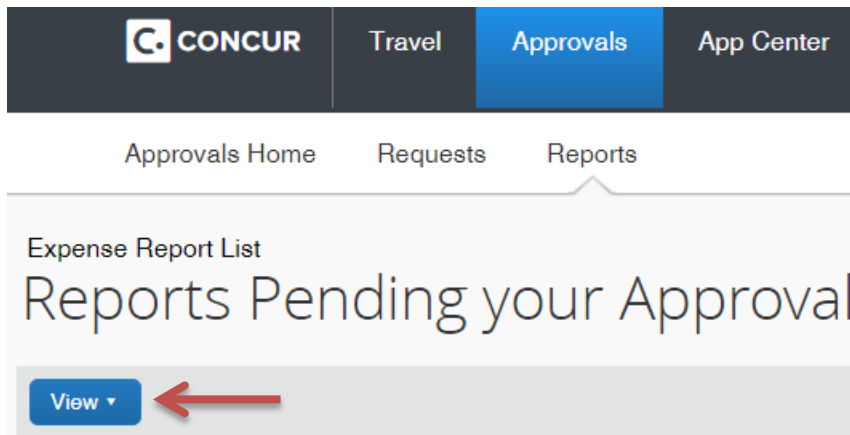
- Request Name
- Employee First Name
- Employee Last Name
- Employee ID
- Request ID
- Status
- Date Submitted
- Total
- Approved amount
- Remaining amount
- Request Type

EXPENSE REPORTS

Step 1: To review Expense Reports you previously approved select Reports while in your Approvals tab.



Step 2: The default view is Reports Pending your Approval. To see previously approved Expense Reports select the View drop down.



Step 3: Identify the Reports you wish to see from the menu:

- Reports Pending your Approval
- Reports you Approved this Month
- Reports you Approved last Month
- Reports you Approved this Quarter
- Reports you Approved last Quarter
- Reports you Approved this Year
- Reports you Approved last Year
- All Reports you Approved

Step 4: You can then filter or sort by the following:

Report Name

Employee First Name

Employee Last Name

Employee ID

Report ID

Submit Date

Approval Status

Payment Status

Receipts Received

Receipt Image Available

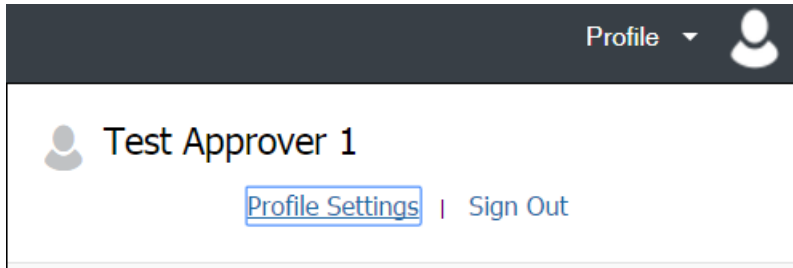
Report Total

Amount Approved

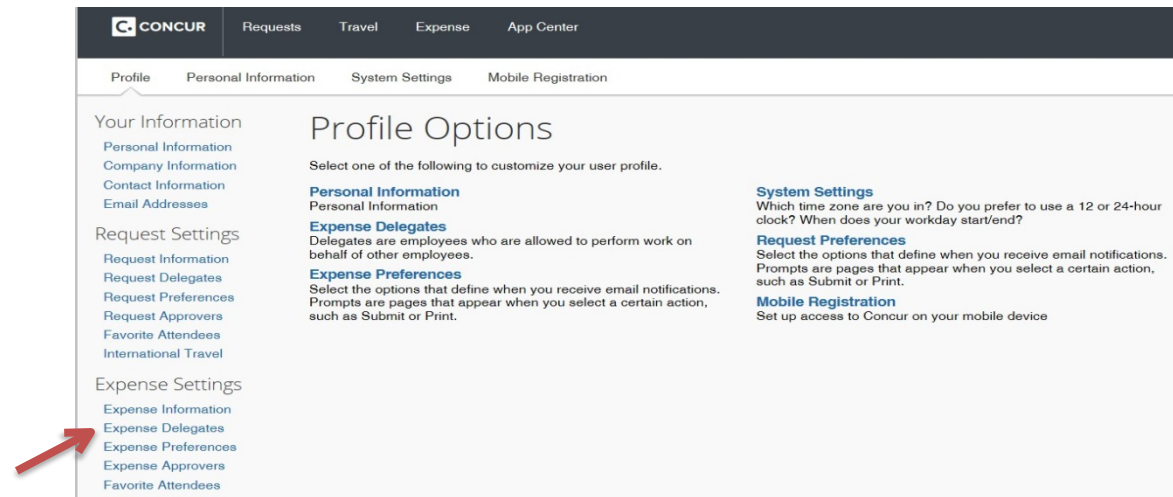
Amount Due Employee

ADDING DELEGATES AND REVIEWERS

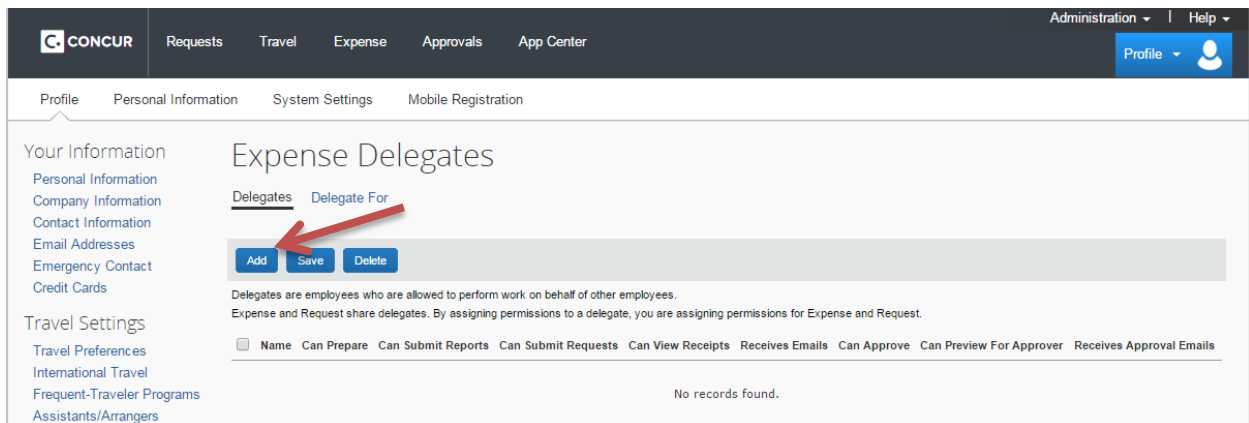
Step 1: Select Profile in the upper right corner, and then Profile Settings.



Step 2: Select Expense Delegates.



Step 3: On the Expense Delegates page, click Add.



Step 4: In the **Search by employee name, email address or login ID field**, type the last name of the delegate you wish to add.

Step 5: From the list of matches, select the appropriate person.

Please Note: Do not add as a Delegate any member of the Financial Services Accounts Payable team, doing so will prohibit them from processing your Expense Report

Step 6: Select the boxes which display the responsibilities you wish this delegate to perform on your behalf.

Expense Delegates

[Delegates](#) [Delegate For](#)

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Approver 6, Test rfeidman@csustan.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/> <input type="checkbox"/> <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

The first several boxes are the Delegate's role as it pertains to you AS A TRAVELER. The last four boxes will identify if you want to give this delegate access to your role AS AN APPROVER.

Can Approve: The delegate can approve on your behalf indefinitely or until you uncheck the box. The delegate identified MUST BE AN APPROVER to give this type of authority.

Can Approve Temporary: The delegate can approve on your behalf for a specified period of time and you must identify the date range. The delegate identified MUST BE AN APPROVER to give this type of authority.

Can Preview For Approver: The delegate can review your approvals and notify you once the request or expense has been reviewed. However, he/she CANNOT approve FOR you.

Once the Delegate marks something reviewed, there will be an icon next to the expense/request indicating he/she has reviewed it (document with a check mark).

The screenshot shows a dashboard titled 'Approvals'. At the top, there are two summary boxes: '01 Requests' and '05 Expense Reports'. Below these is a section titled 'Expense Reports' containing a table with two columns: 'Report Name' and 'Employee'. The table lists four reports: 'Test Email Notification', 't1', 'Test EmplReim', and 'any'. Each report has a document icon to its left. A red arrow points to a checkmark icon overlaid on the document icon for the 'Test Email Notification' report. The 'Employee' column for all reports lists 'Travel1Feldman, Travel1Rosemary'. A yellow warning triangle icon is visible next to the 'Test Email Notification' report in the 'Employee' column.

Report Name	Employee
Test Email Notification	Travel1Feldman, Travel1Rosemary
t1	Travel1Feldman, Travel1Rosemary
Test EmplReim	Travel1Feldman, Travel1Rosemary
any	Travel1Feldman, Travel1Rosemary

Receives Approval Emails: The Delegate will be notified anytime you have something pending your approval.

Step 7: Click **Save**.

CONTACT INFORMATION

CSU Stanislaus Travel Webpage:

<https://www.csustan.edu/travel>

Regan Linderman, Controller

(209) 667-3145

rlinderman@csustan.edu

Shondra Kaufman, Travel Coordinator

(209) 667-3654

skaufman@csustan.edu

Rosemary Feldman, Analyst/Programmer

(209) 667-3718

rfeldman@csustan.edu

OIT Help Desk (209) 667-3687