Concur Travel & Expense

CSU Stanislaus Travel Request/Expense Quick Reference Guide

Section 1: Getting Started

Step 1: Log on to Concur Expense

1	Go to the Concur Travel & Expense link.
2	Enter your **Warrior User Name** in the **Warrior Username** field and enter your ***Warrior password*** in the **Password** field.
3	Click **Sign In**.

If you are not sure how to locate the Concur Travel & Expense link, check with your company's system administrator.

Section 2: Use Concur

Step 1: Explore the available options

1	Explore the **Company Notes** section.
2	Locate the **Request & Expense Reports**

Section 3: Update Your Profile

Step 1: Enter Your Information

1	At the top of the My Concur page, click **Profile**, **Profile Settings**
2	Click the **Personal Information** link.
3	Update your profile personal information. Don't forget to Verify your email address in the **Email Addresses** section.

Step 2: Add a Request & Expense Delegate

1	At the top of the My Concur page, click **Profile, Profile Settings**.
2	Click the **Expense Delegates** link. Expense & Request share delegates.
3	On the **Expense Delegates** page, click **Add** to add a Delegate.
4	In the **Search by employee name, email address or logon id** field, type the search criteria for the delegate you wish to add.
5	From the list of matches, select the appropriate person.
6	Select the responsibilities you wish this delegate to perform on your behalf.
7	Click **Save**.

Step 3: Expense Email Notification Setting

1.	At the top of the My Concur page, click **Profile, Profile Settings**.
2.	Click the **Expense Preferences** link.
3.	On the Expense Preferences page select the options that define when you receive email notifications. Default email settings for all users are as follows:

Send email when...

- [x] The status of a cash advance changes
- [x] A cash advance is submitted for approval
- [x] The status of an expense report changes
- [x] New company card transactions arrive
- [x] Faxed receipts are successfully received
- [x] An expense report is submitted for approval

Step 4: Request Email Notification Setting

1	At the top of the My Concur page, click **Profile** > **Profile Settings.**
2	Click the **Request Preferences** link.
3	On the **Request Preferences** page select the options that define when you receive email notifications. Default email settings for all users are as follows:

Send email when...

- [x] The status of a request changes
- [x] A request is submitted for approval

Step 5: Add a Favorite Attendee

1	At the top of the My Concur page, click **Profile, Profile Settings**.
2	On the **Expense Settings** menu on the left side of the page, click **Favorite Attendee.**
3	On the **Favorite Attendee** page, click **New Attendee**.
4	From the **Type** dropdown menu, select the appropriate Attendee Type.
5	In the **Last Name** field, enter the last name of the new attendee.
6	In the **First Name** field, enter the first name of the new attendee.
7	In the **Attendee Title** field, enter the job title of the attendee
8	Click the **Attendee Groups** tab to create groups from your favorite Attendees list.

Step 6: Activate Mobile Registration

1	At the top of the My Concur page, click **Profile > Profile Settings**.
2	Click **Mobile Registration**. Under the "Review your login details" create your PIN.
3	In the "**Download the app**" section enter your mobile phone number or email address and click "Send Link"**.**
4	Follow the instructions on your mobile device to download the app.

Section 4: Upload Receipts

Step 1: Browse from a saved file on your computer

1	Under the **Expense** tab, click Upload New Receipt.
2	Click "**Browse**" and select a saved file of receipt on your computer, then click "**Open**" *Receipt file needs to be saved in PNG, JPG, PDF, HMTL, or TIF format*
3	Click **"Upload"**
4	When the status of your receipt shows as "Uploaded", click **"Close"**

Send Receipt from your email

1	Scan your receipt and send receipt to your email address. *Receipt file needs to be saved in PNG, JPG, PDF, HMTL, or TIF format*
2	When you receive the scanned email with attachment of receipt, click forward email.
3	Forward an email to receipts@concur.com Ensure receipt is attached to the email.
4	Click **"Send"**

Section 5: Create a Travel Request

Step 1: Create the travel request

1	In the **Request** section of Concur, click **New Request**.
2	Complete all required fields highlighted in red.
3	Click **Save.**
4	Complete all the **Segments** of your planned trip and then Click **Save**.
5	Click **Submit Request**. The system will display a **"Final Review"** window. Click **"Accept and Submit".**

Step 2: Check the Status of a Travel Request.

1	In the manage Requests section, locate the request and check the **Status** column.

Section 6: Create a Expense Report

1	In the **Manage Requests** section of Requests, click the blue "**Expense**" link in the Action column for the Approved Request you are reporting on.
2	Select the Request and click **"Next".**
3	Enter all your expenses using the Expense Types and attach your receipts.
4	Click "**Save**".

Section 7: Review or Edit a Report

In the **Manage Expenses** section of **Expense**, click the name of the report that you want to review.
Make the appropriate changes.
Click **Save**.

Section 8: Print & Submit or Resubmit Expense Reports

Preview, print, and submit your report

1	Open the **Request or Expense Report** and select the **Print** dropdown item "*CSU detailed report".
2	After reviewing the document, click **Print**, and then click **Close Window**.
3	On the **Expense Report** page, click **Submit Report** to submit for processing.
4	In the **Final Review** window, click **Submit Report**. You also have the option to **Print** from this window.
5	In the **Report Submit Status** window, click **Close**.

Correct and resubmit a report sent back by your approver

1	In the **Expense Reports** (sometimes also labeled **Active Work)** section of My Concur, read the approver's comment in the **Status** column.
2	Click the report name (link).
3	Make the requested changes.

Section 9: Use Special Features

Allocate Expenses

You can select multiple expenses to allocate, click ***Allocate*** *in the right-side pane, and then continue with step 4.*

1	Complete all expenses as usual.
2	Select the expense you wish to allocate from the Expense List.
3	In the lower right-hand corner of the window, click **Allocate**.
4	From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.
5	In the **Allocate By** field, enter the **Percentage** or **Amount**.
6	Click the fields **Business Unit, Fund, Department, Program or Project** to select the proper chartstring then save.
7	Click **Add New Allocation**, and then repeat steps 5-6 for each new allocation.
8	Click **Save**, and then click **OK**. In the Allocate Report window, click **Done**.

Use Special Features (continued...)

Itemize Expenses

1	On the **New Expense** tab, click the expense you want to itemize.
2	Click **Itemize**.
3	On the **New Itemization** tab, click the **Expense Type** dropdown arrow and select expense from the dropdown list.
4	Complete all required and optional fields as directed by your company. Click **Save.**
5	Repeat steps 3-5 until the **Remaining Amount** equals $0.00.

Use Special Features (continued...)

Itemize Nightly Lodging Expenses

Step 1: Itemize nightly lodging expenses

1	On the **New Expense** tab, select the **Hotel** expense type. *Your company will define this expense type. It may also be listed as Room Rate, Lodging, Accommodations, etc.*
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields as defined by your company.
4	In the **Amount** field, enter the amount spent on the expense.
5	Click **Itemize**.
6	On the **Nightly Lodging Expenses** tab in the **Number of Nights** field, enter the number of nights for your hotel stay (the **Check-in Date** will be filled in once you enter the number of nights).
7	In the **Room Rate** field, enter the amount you were charged per night for the room.
8	In the **Room Tax** fields, enter the amount of each room tax that you were charged.
9	In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.
10	In the **Amount** field, enter the amount of the expense.
11	Repeat steps 9-10 using the second **Expense Type** field if you have more than one recurring additional charge.
12	Click **Save Itemizations**.

Step 2: Add remaining lodging itemizations

1	If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
2	Complete all required and optional fields as directed by your company.
3	Click **Save**.
4	Repeat steps 1-3 until the **Remaining Amount** equals $0.00.

Use Special Features (continued...)

Add Attendees

1	On the **New Expense** tab, select an Entertainment, Business Meals, or Group Meals expense type. *Your company defines the expense type names that deal with entertaining clients, customers, or group meals that include employees.*
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields for this expense type as defined by your company.
4	In the **Amount** field, enter the amount of the expense.

5	Click **Favorites**.
6	On the **Favorites** tab in the **Search Attendees** window, select the attendees for this expense, and then click **Add to Expense**.
7	To add a new attendee, click **New Attendee**. Complete the required fields, and then click **Save**.
8	To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.
9	Click **Save**.

Use Special Features(continued…)

Convert Foreign Currency Transactions

1	Click **New Expense**.
2	On the **New Expense** tab, select the appropriate expense type.
3	Complete all required fields as usual *except* **Amount**.
4	In the **Amount** field, enter the amount spent on the expense.
5	Select the “spend” currency from the dropdown list to the right of the **Amount** field.
6	Click the appropriate mathematical symbol to change the conversion format, if required.
7	Click **Save**.

Section 10: Review & Approve Expense Reports

Step 1: Review and approve a report

1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	On the **Expense Report** page, click the expense you want to view.
3	Click **Approve**.

Step 2: Send an expense report back to an employee

1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Send Back to Employee**.
3	In the **Send Back Report** page, add comments in the **Comment** box.
4	Click **OK**.

Step 3: Adjust authorized allocation on an expense report

1	In the **Approval Queue** section of My Concur, click the name of the report that You want to view.
2	On the **Expense Report** page, click the expense you want to adjust.
3	Change the **Expense Type**, **Fund**, **Function**, **Object**, and **Sub-fund** as needed.
4	Click **Save**.
5	To approve the report with the changes, click **Approve**.

Step 4: Add an additional review step for an expense report

1	In the **Approval Queue** section of My Concur, click the name of the report that you want to view.
2	Click **Approve & Forward**.
3	In the **Approval Flow** window, click the **Search Approvers By** dropdown arrow.
4	Select the desired search option from the dropdown list.
5	In the **User-Added Approver** field, type the search criteria.
6	From the list of options displayed by the search, select the appropriate approver.
7	Click **Approve**.