GRAMBLING
STATE UNIVERSITY
GRAMBLING, LOUISIANA

SAP CONCUR

TRAVEL EXPENSE MANANAGEMENT SOLUTION

Table of Contents

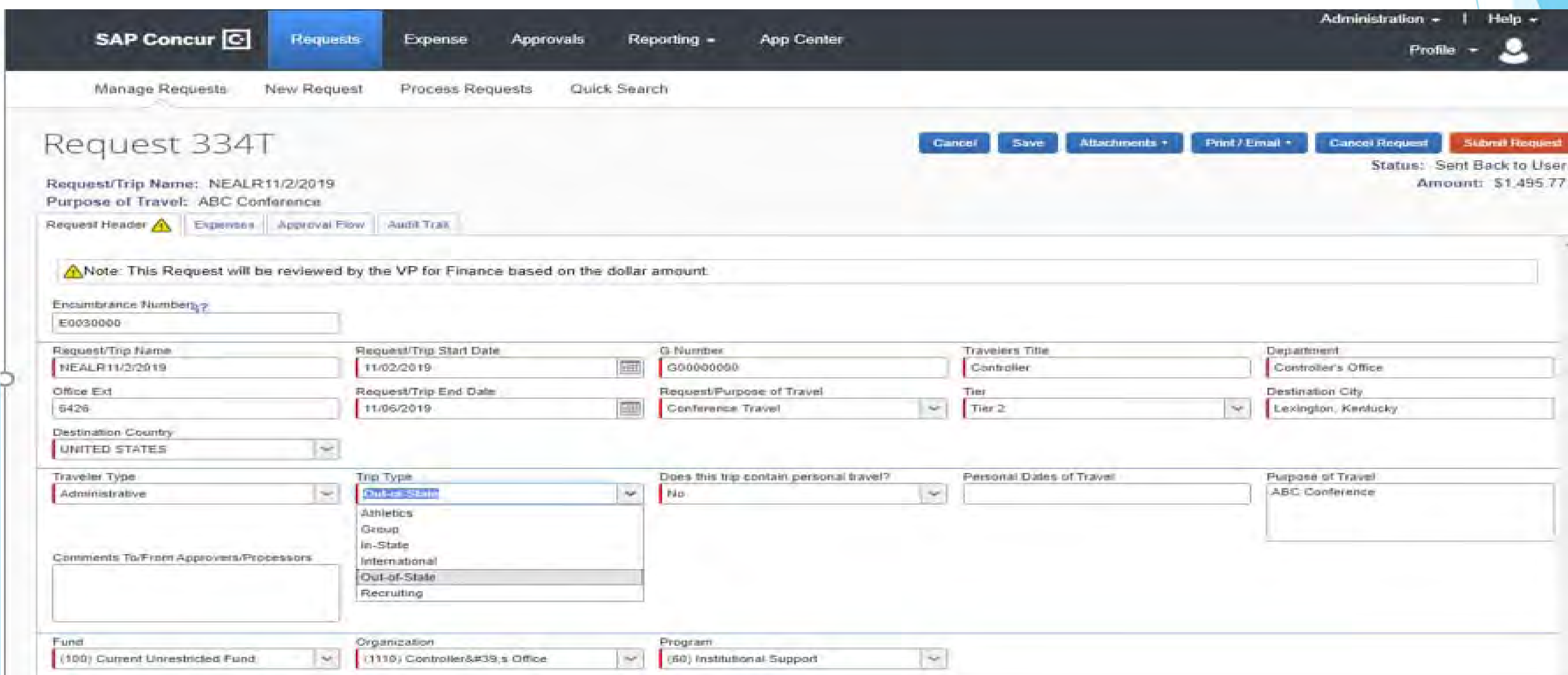
Gain Access to Concur

- Complete the SAP User Request Form
  - **Go to GSUnet**
  - **Click Popular Links**
  - **Select Controller Office**
  - **Then click Travel Information on the left side of the screen**
  - **The form is listed under Concur Forms**

Encumbrance Number

Prior to submitting your Travel Request you must:

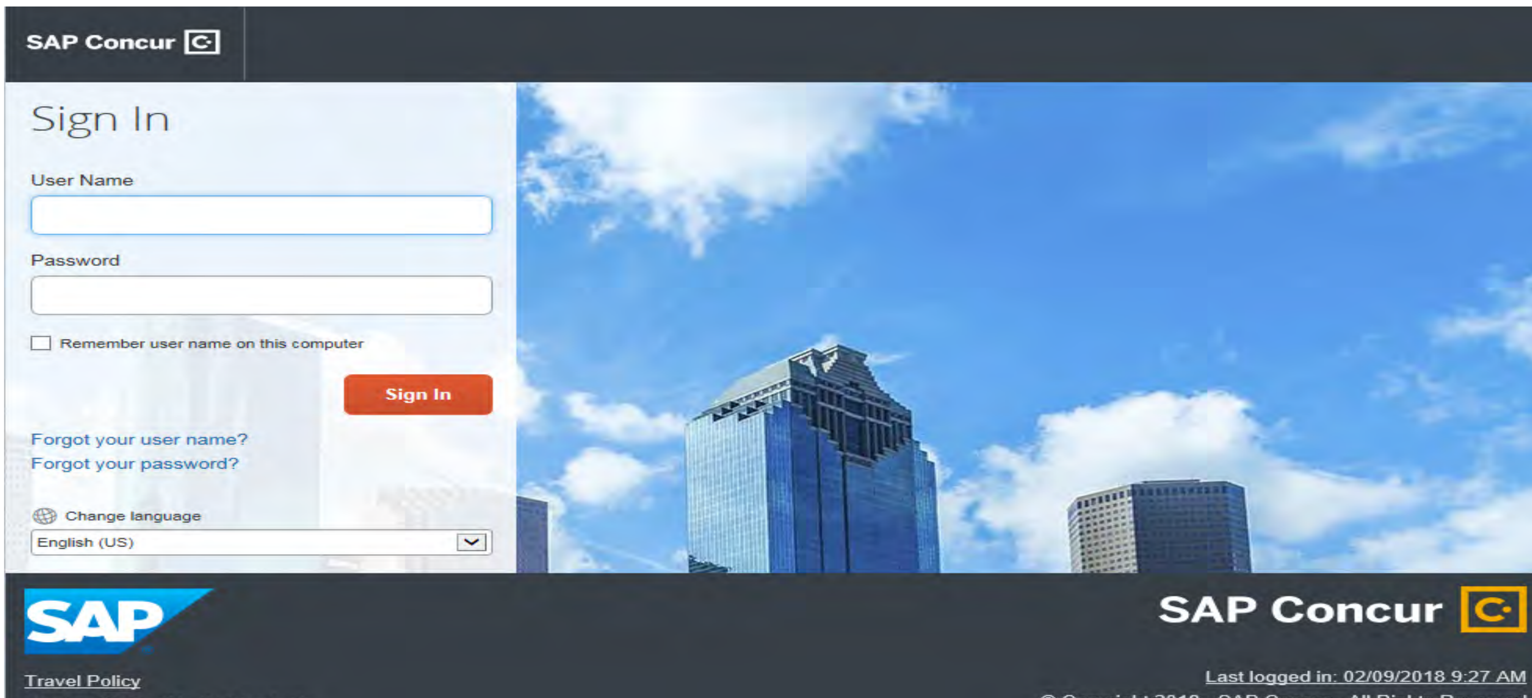
1. **Go into Banner and Encumber the funds needed to fund the travel**
2. **Obtain all applicable management approval for this Encumbrance.**
3. **Enter the Encumbrance Number on Concur Travel Request**
4. **Scan and attach documentation to the request showing that the encumbrance has been approved. (THIS IS REQUIRED)**
5. **Contact the Information Technology Center for Banner Encumbrance Training if needed.**



Log in to SAP Concur
Go to: WWW.CONCURSOLUTIONS.COM
Select Log in at the top of the page

To Log in to SAP Concur:
•In the **Username** field, enter your username (this is your university email address).
•In the **Password** field, enter your password.
•Click **Sign In**.

NOTES:
•Log in to SAP Concur with your University email address.
•Your password is case sensitive.
•**First time users**: In the **Username** field, enter your username, then select Forgot your password. A link will be sent to your university email address so that you can set up your password.
•If you are not sure how to log in, check with the travel administrator for additional assistance.



Exploring the Sign In Page

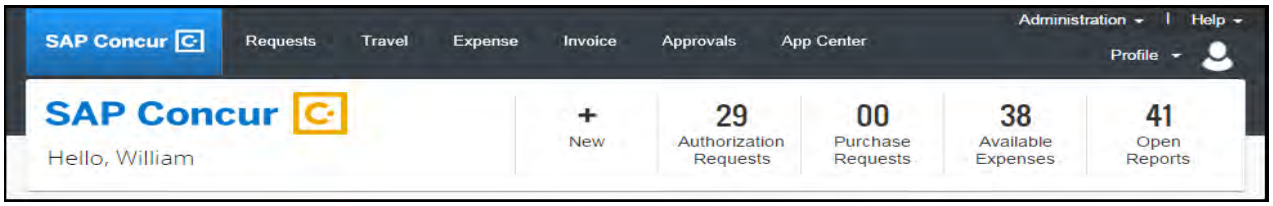
Section	Description
Forgot your username?	This section will let the system send your username in the email address that was set-up in your profile. Note: • If you do not see the email in your inbox, please check your spam or junk folder. • If you do not receive the email, please contact your company administrator.
Forgot your password?	This section will let the system send the following in the email address that was set-up in your profile: • Your password hint (if you provided a password hint) - or - • Link to reset your password Notes: • If you do not see the email in your inbox, please check your spam or junk folder. • If you do not receive the email, please contact your company administrator.
Change language	This section allows you to change the language of your SAP Concur Account to your native language. [Example: Deutsch, Italiano, etc.] NOTE: SAP Concur is now available in 22 languages.
Service Status	This section provides you with an up-to-the-minute service availability and performance information. This will be helpful if you encounter a sudden system issue. [Example: Slow response, etc.].

Exploring the Home Page

The home page contains the following sections.

NOTE: To return to the home page from any other page, click the SAP Concur logo on the top left of the screen.

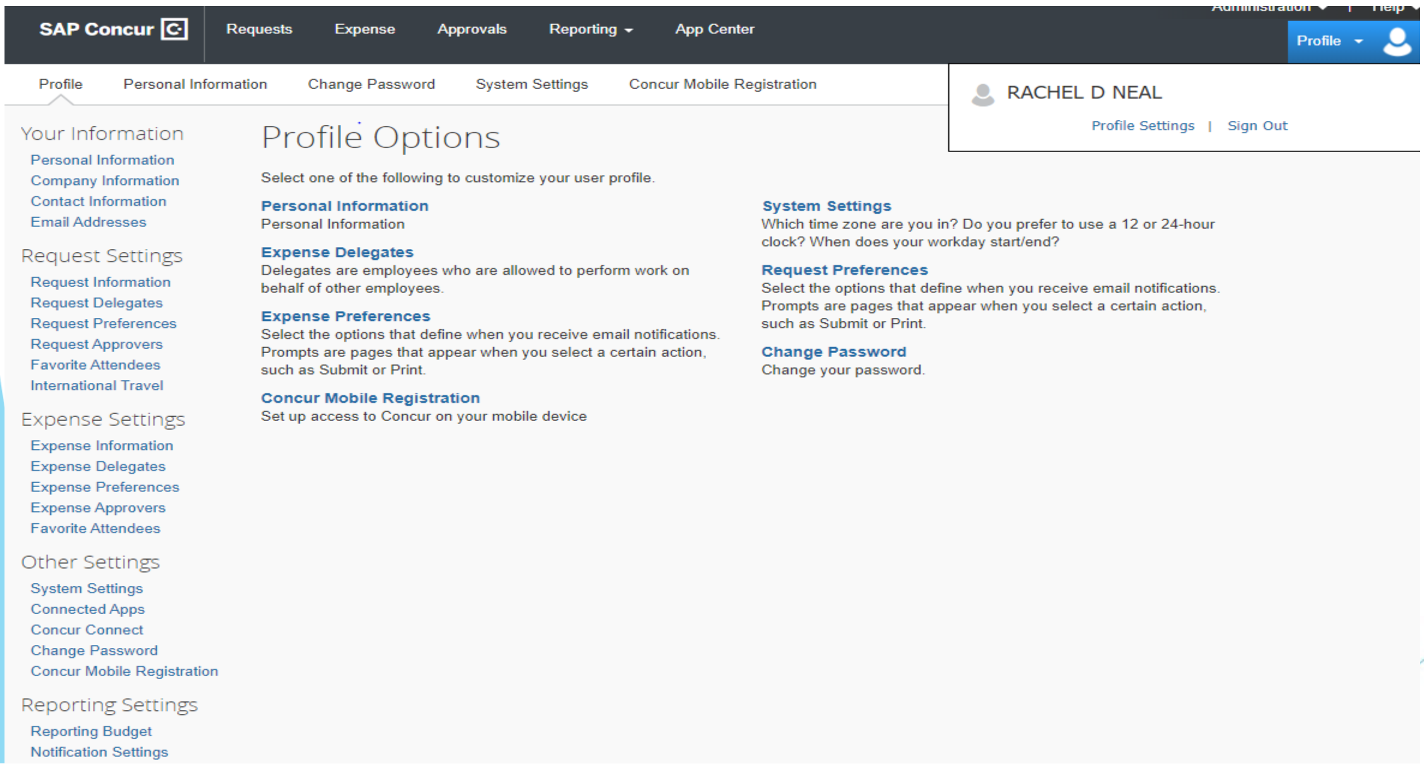
Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new report, request, cash advance, payment request, etc.; • Open reports and requests; • Manage available expenses; and, • Upload Receipts.
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



Profile Information

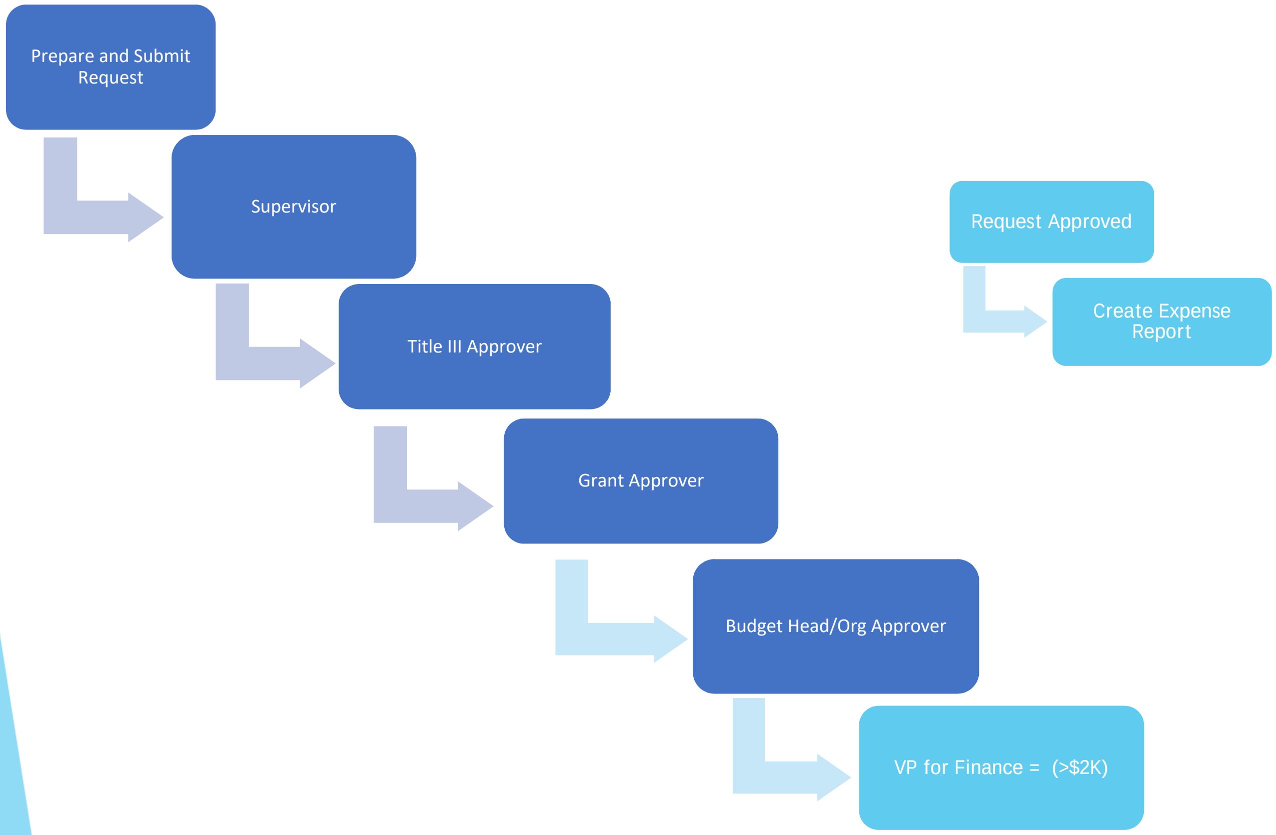
To view your profile parameters:

- Click **Profile** > **Profile Settings**. The **Profile Options** page appears.
- Click the appropriate option from the left-side menu.
- Note: To see your **FOPAL** information. On The **Profile Options** page, select Expense Information.

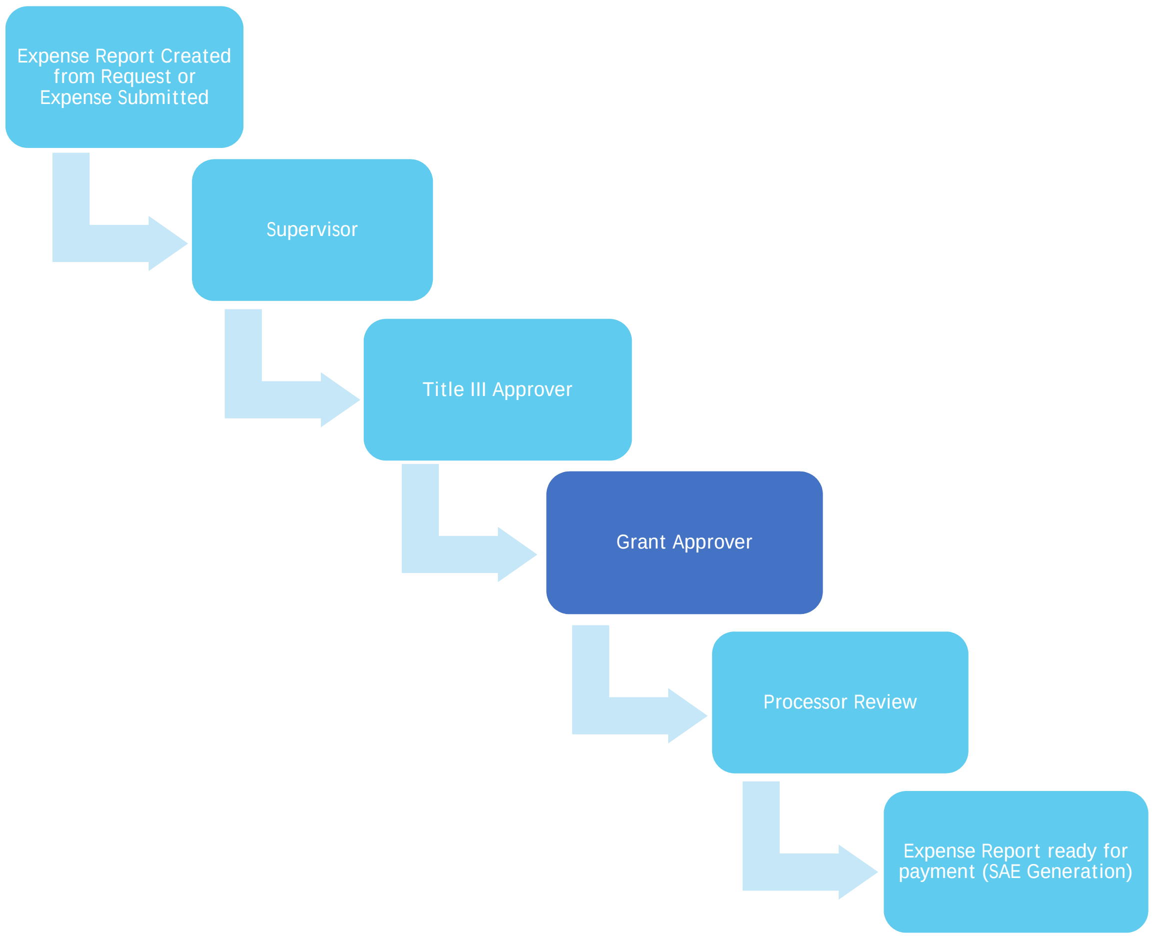


Grambling State University – Workflow:

Request:



Expense:



Expense Report Created from Request or Expense Submitted
Supervisor
Title III Approver
Grant Approver
Processor Review
Expense Report ready for payment (SAE Generation)

Add a Delegate

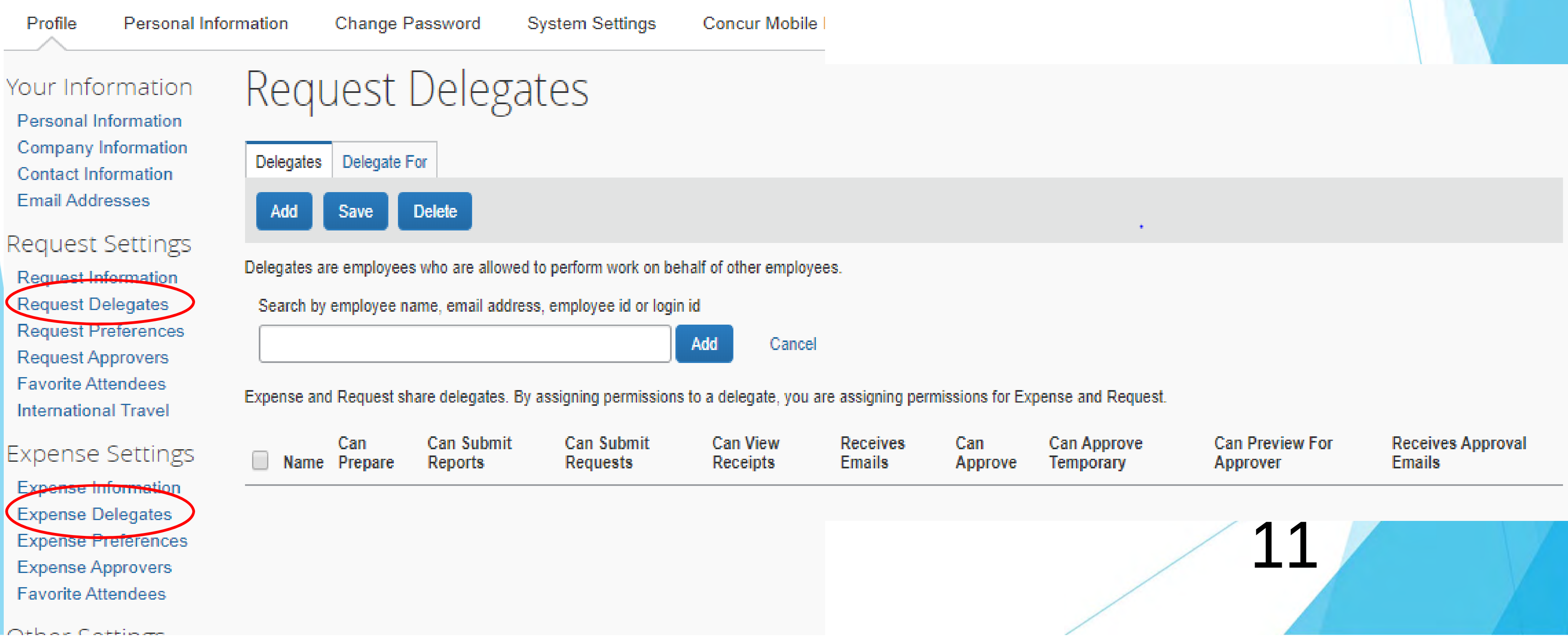
To add a Request or Expense *delegate* to your profile:

•Click **Profile** > **Profile Settings**. The **Profile Options** page appears.

•Click the appropriate option from the left-side menu. (Request and/or Expense Delegate).

•Select Add, Enter the delegate's name in the box, then select a delegate from the list of employees in the system.

•Assign the permission, then SAVE.



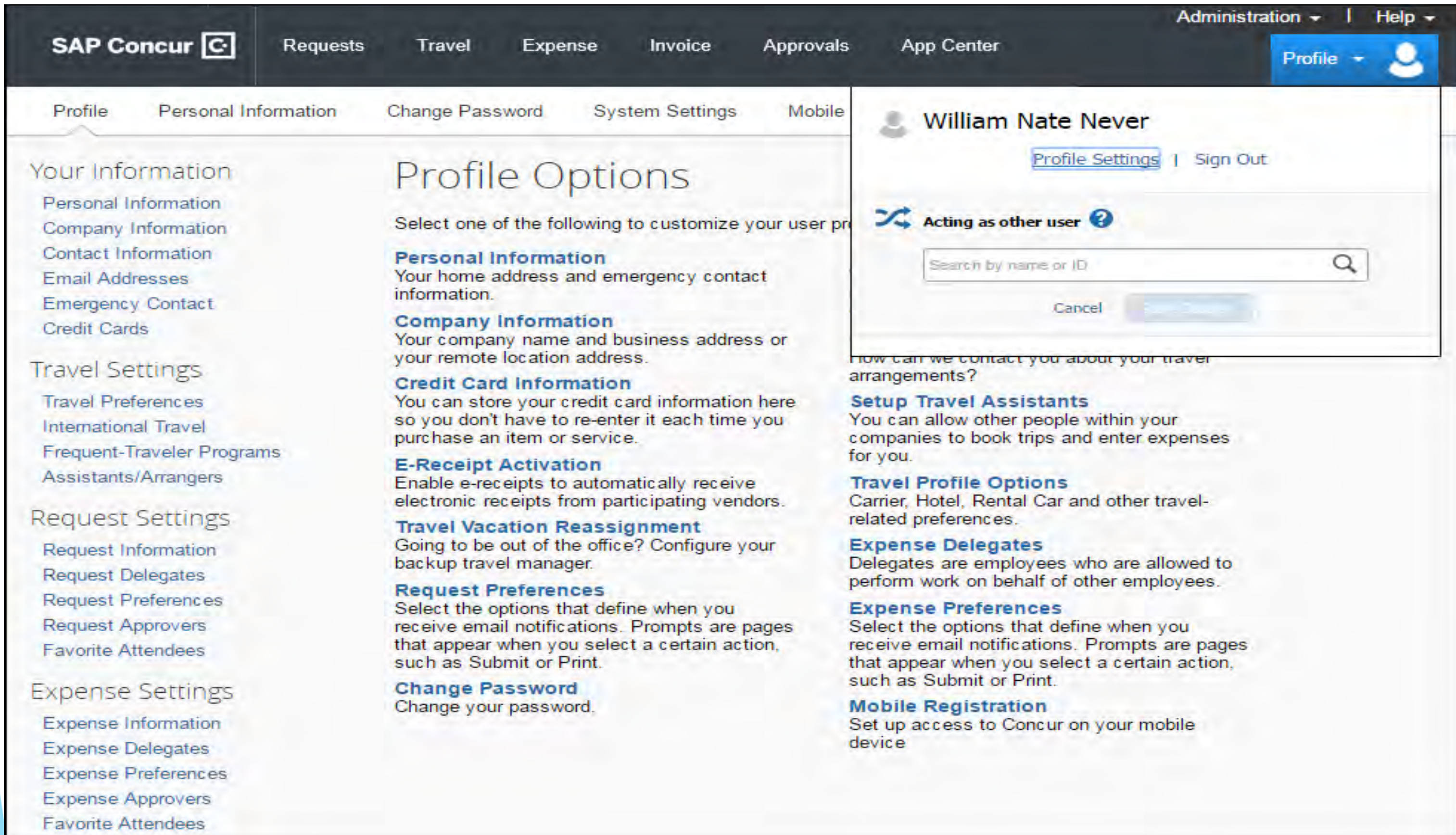
Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access the profile information:

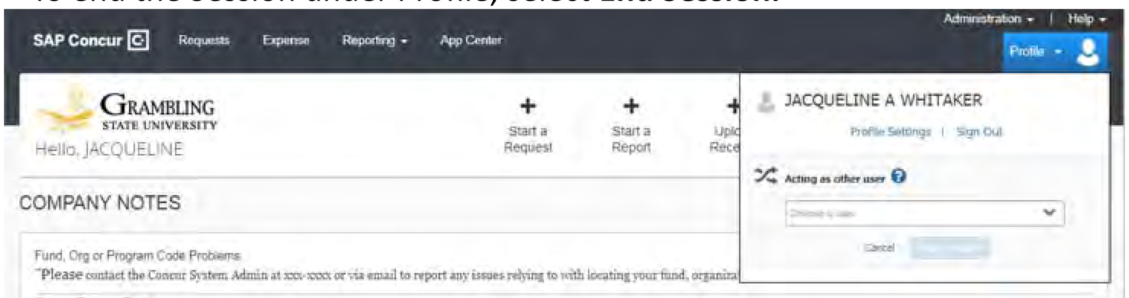
- Click **Profile** > **Profile Settings**. The **Profile Options** page appears.
- Click the appropriate option from the left-side menu.



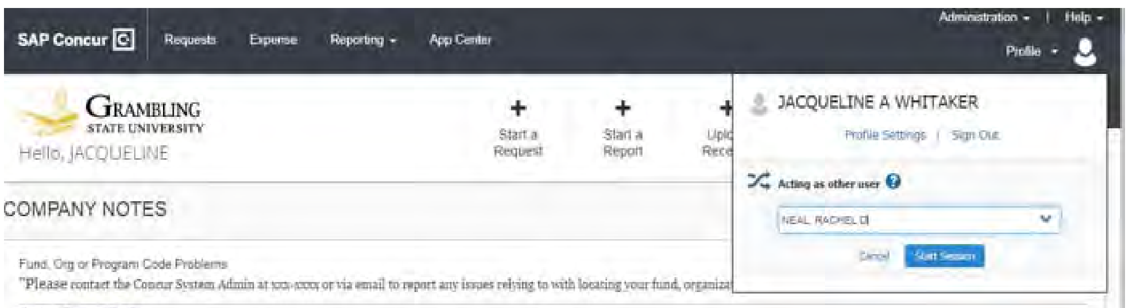
Processing Travel as a Delegate

- Click **Profile**
- Under **Acting as other user** enter the user's name that you are performing duties for, or select the name from the drop-down list.
- Then Hit **Start Session**
- To end the Session under Profile, select **End Session.**

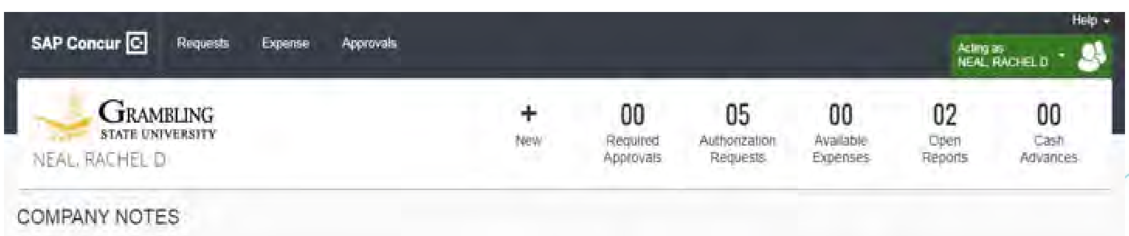
1)



2)



3)

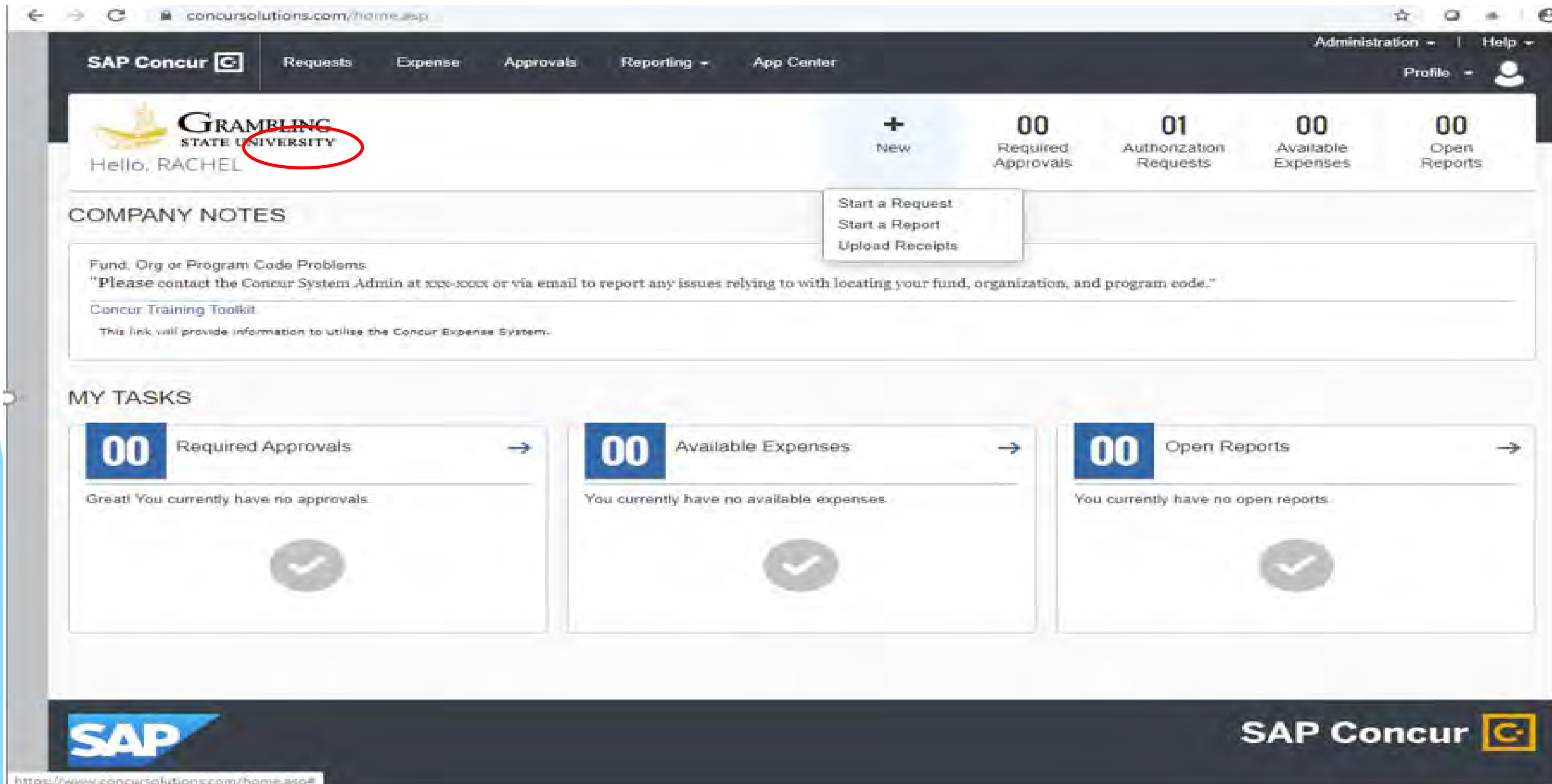


Creating a New Request

To create a request:

1. Select from the following:

- On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Request**.
  - or –
- Click the **Request Tab,** then click **New Request** (on the sub-menu).

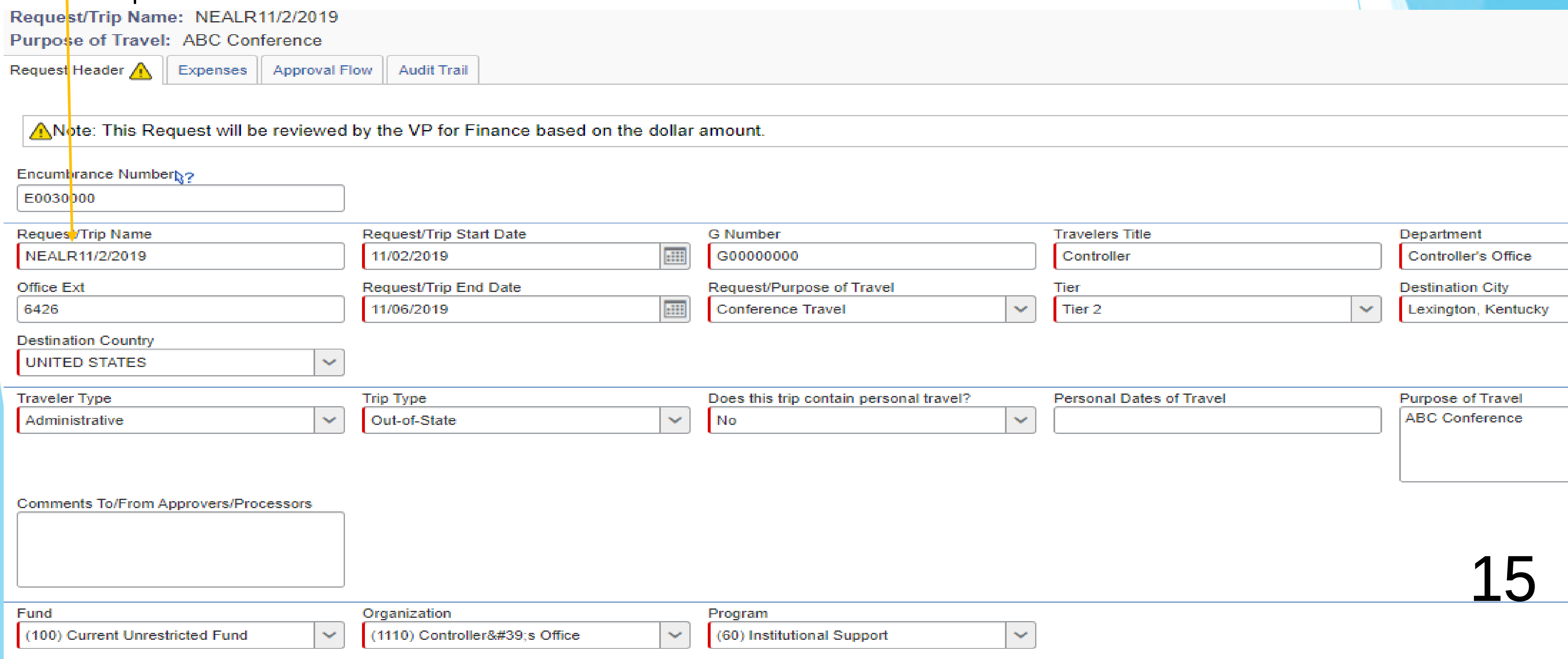


Request Header

Complete all required fields (marked with red bars) and the customized optional fields, as needed.

- **NOTE:** The format for the **Request/Trip Name** for all request is your last name, first name initial, and the start date of the travel.

  Example: **NEALR11/2/2019**



Request/Trip Name: NEALR11/2/2019
Purpose of Travel: ABC Conference

Request Header | Expenses | Approval Flow | Audit Trail

Note: This Request will be reviewed by the VP for Finance based on the dollar amount.

Encumbrance Number ?
E0030000

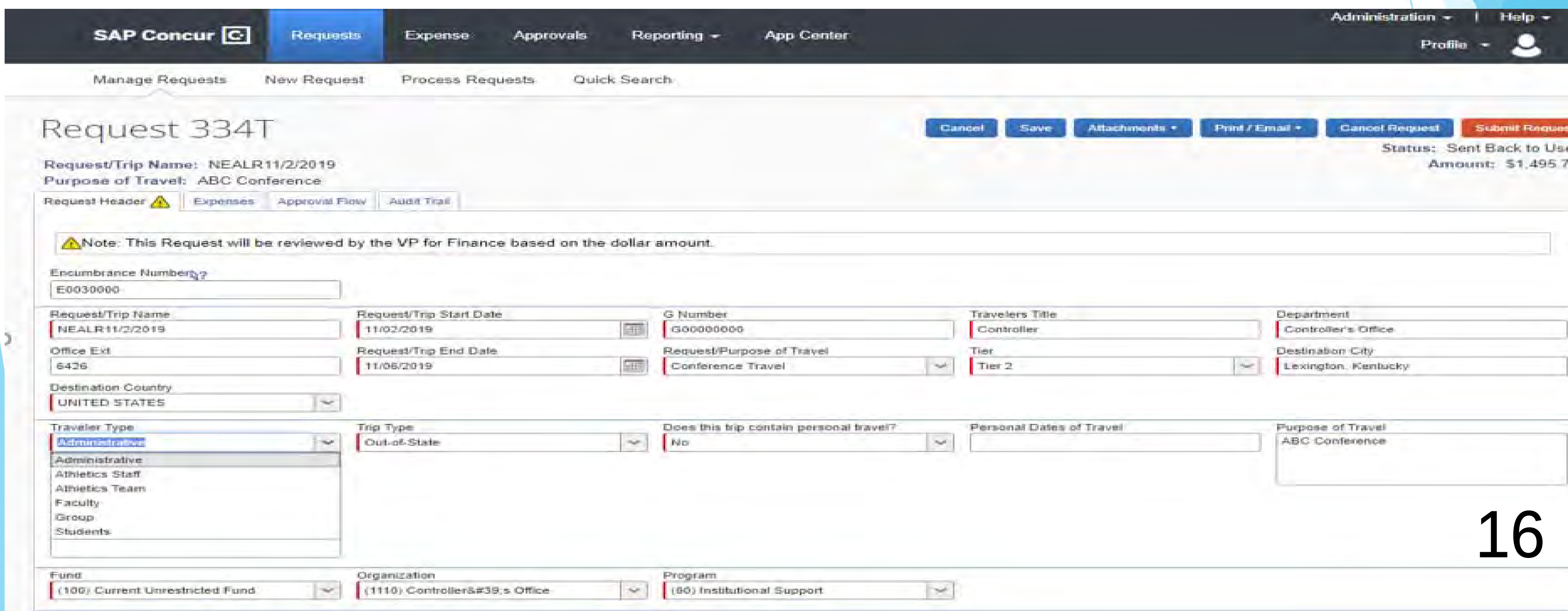
Request/Trip Name	NEALR11/2/2019
Request/Trip Start Date	11/02/2019
G Number	G00000000
Travelers Title	Controller
Department	Controller's Office
Office Ext	6426
Request/Trip End Date	11/06/2019
Request/Purpose of Travel	Conference Travel
Tier	Tier 2
Destination City	Lexington, Kentucky
Destination Country	UNITED STATES
Traveler Type	Administrative
Trip Type	Out-of-State
Does this trip contain personal travel?	No
Personal Dates of Travel	
Purpose of Travel	ABC Conference
Comments To/From Approvers/Processors	
Fund	(100) Current Unrestricted Fund
Organization	(1110) Controller's Office
Program	(60) Institutional Support

Request Header

- Traveler Type

This is split into 6 categories:

- Administrative – selected by University Staff when travel does not include students
- Athletic Staff – selected by University Athletic staff when travel does not include students
- Athletic Team – selected by University Athletic staff when travel does include students for competition
- Faculty – selected by University Faculty when travel does not include students
- Group – selected by University Faculty or Staff when travel does include students
- Students – selected for Student only travel

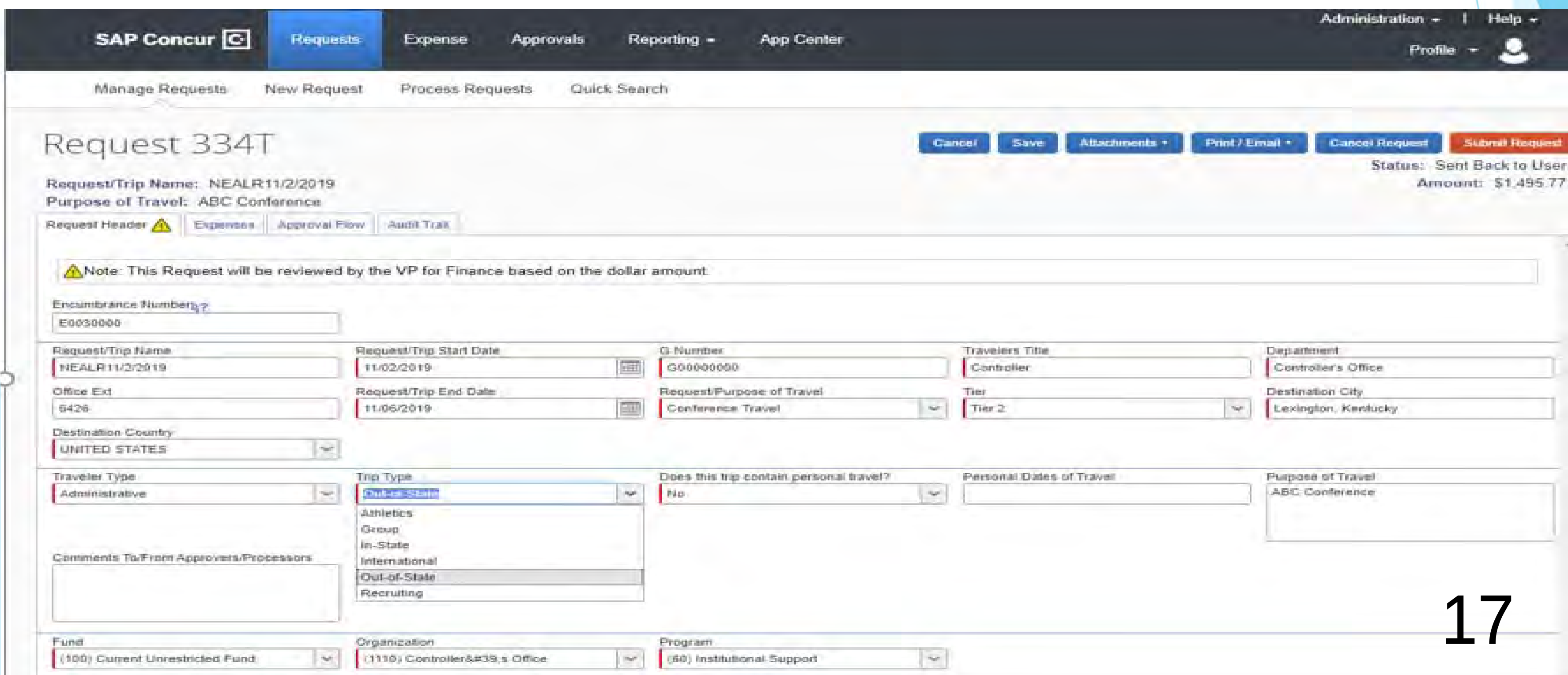


Request Header

- Trip Type

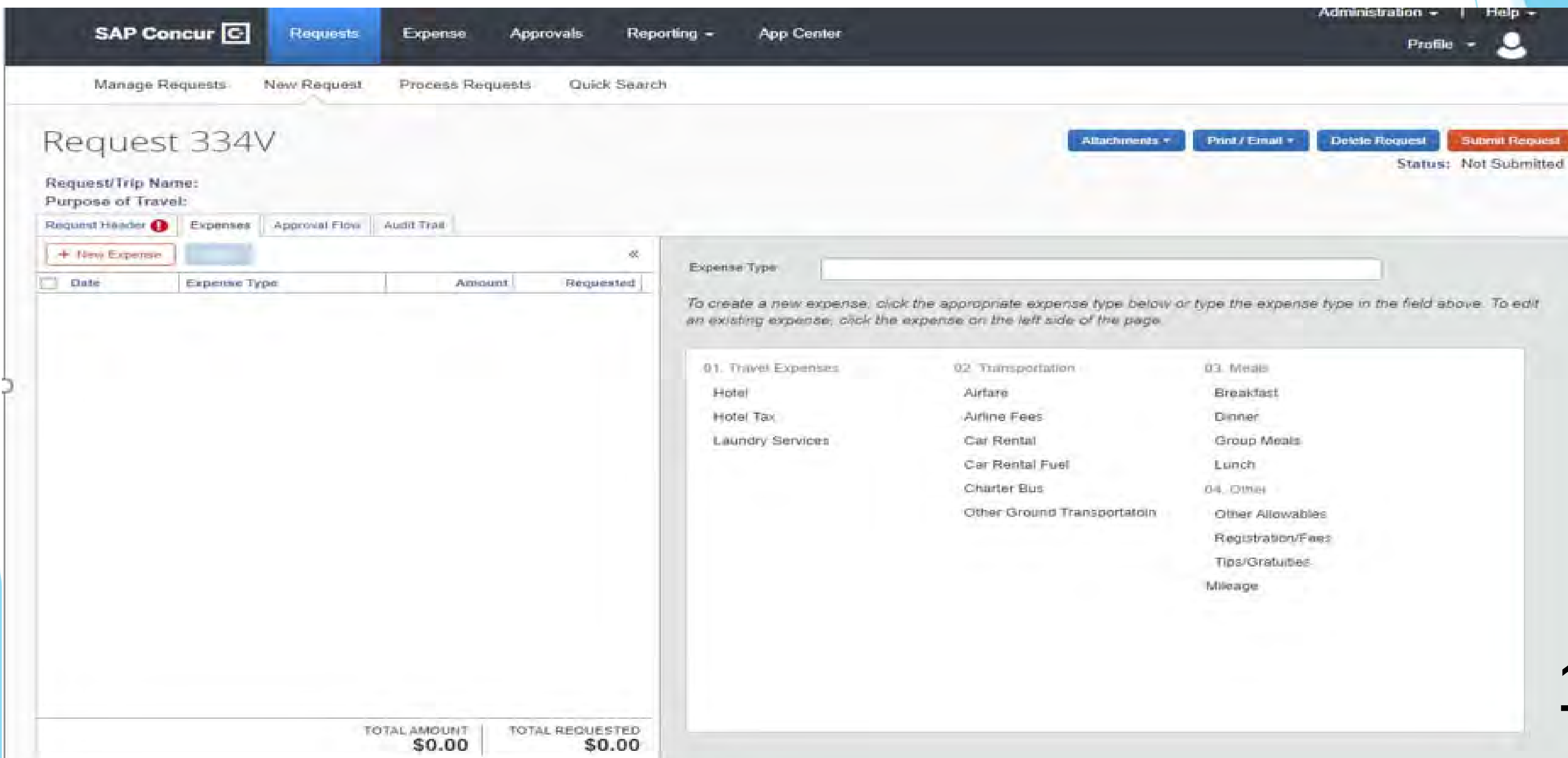
This is split into 6 categories:

- Athletics –
- Group –
- In-State –
- International –
- Out of State –
- Recruiting –



Adding Transactions to a Travel Request

- Once you have completed the request Header tab, proceed to the expense tab to add expense items to your travel request.
- Select add **New Expense.**
- Choose from the list of expenses on the right and continue to add expenses until you have added all the applicable expenses for your upcoming travel.



Adding Expenses to the Travel Request

- Once you choose from the list of expenses on the right,
- Complete all required fields (marked with red bars) and the customized optional fields, as needed.
- Attach supporting documents as needed to support request.
- Then **Save.**

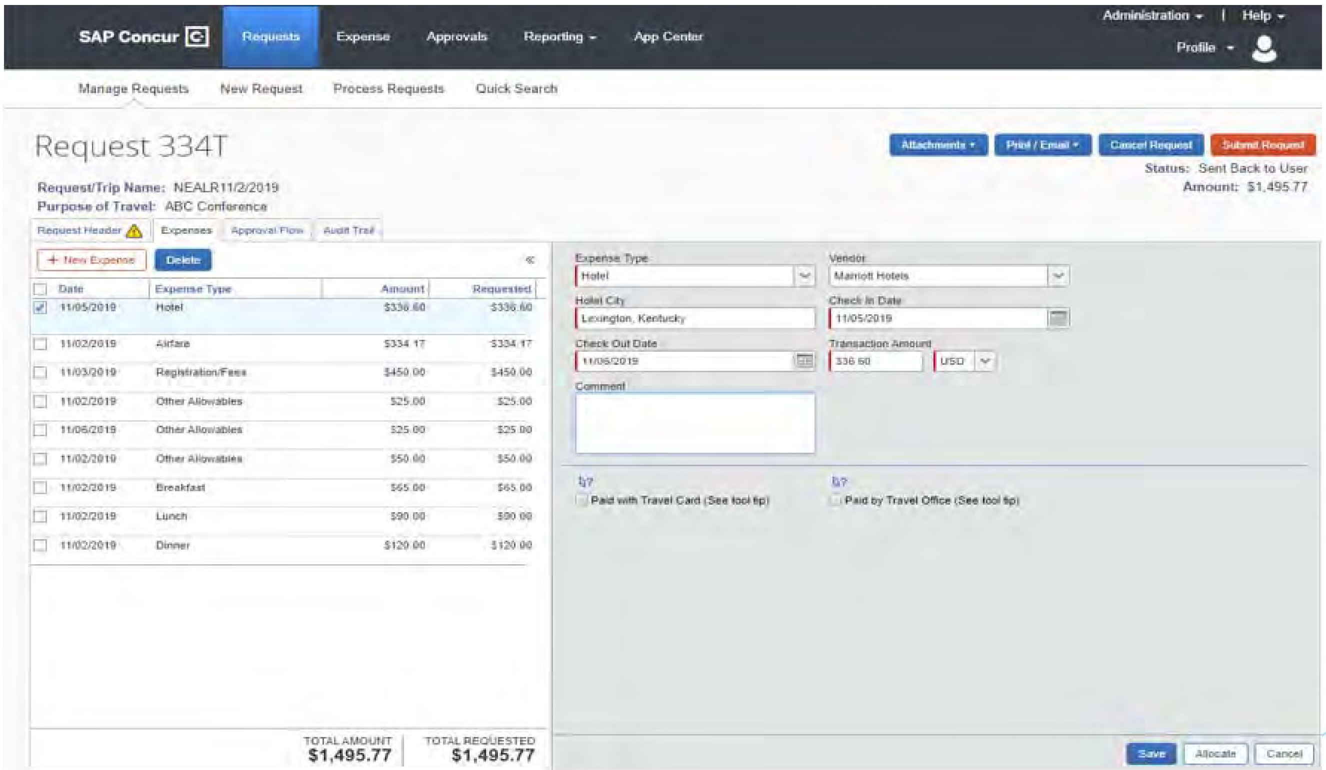
- **Note:** If applicable, indicate whether the transaction is paid by individual travel card or travel office by selecting the appropriate checkbox.
- If supporting documentation is required, the system will not allow you to submit your request for approval until support has been attached.

REQUIRED SUPPPORTING DOCUMENTS (Attach ALL documents in Concur)

- **Hotel- Hotel confirmation, credit card authorization form if paid by the travel office**
- **Airfare-Quotes**
- **Car Rental-Hertz or Enterprise Booking Form**
- **Registration-Agenda**
- **Recruiting-Schedule**
- **Mileage-Google Maps, Map Quest, etc.**
- **Cash Advance-Meal per diem list**

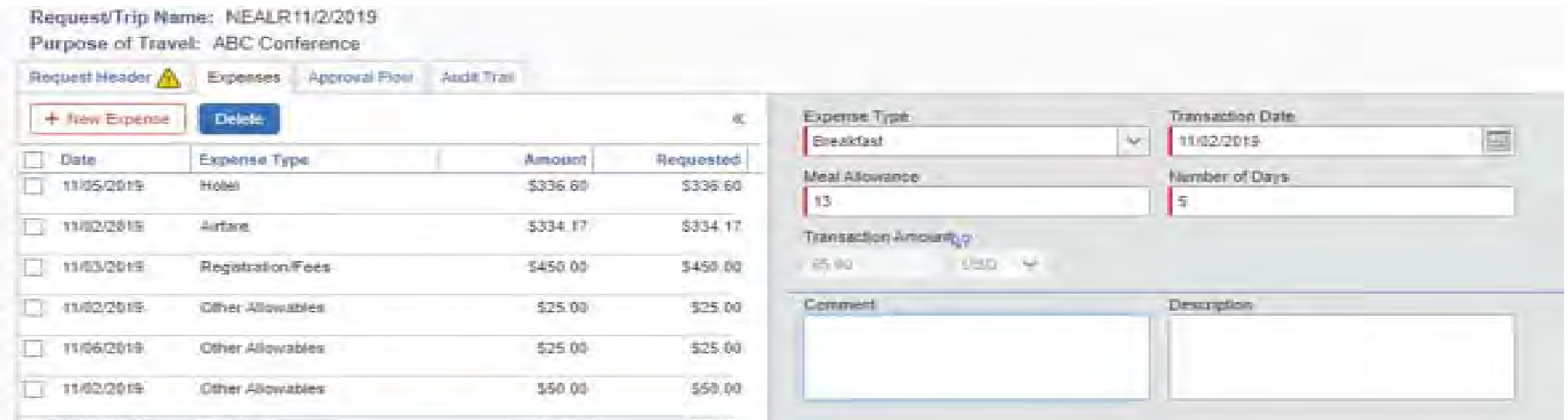
Hotel Expense Type

If the hotel is paid by the travel office, then attach the credit card authorization form to the request.
If the form is filled out electronically, then attach the link in the comment section under the hotel expense
For in state hotels, provide them with a hotel tax exemption form before or upon arrival.



Meal Expense Type

If paid out of pocket for students or received a cash advance for meals, then a meal per diem list is required.
Refer to the travel pocket guide on the travel page to determine the meal allowance



Airfare Expense Type

The Travel Office cannot approve the airfare request until your travel request has made it to the Travel Office queue.

To book a flight you must first create a profile

https://legacy.cbtravel.com/business/profile/stateofla/

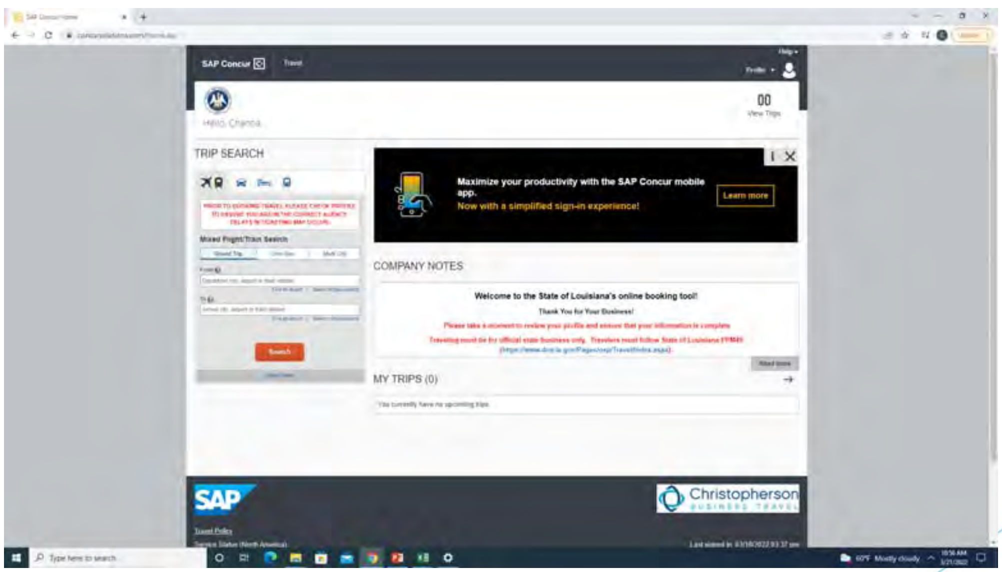
Once you create a profile, log in

https://app.cbtat.com/authentication/?url=%2F

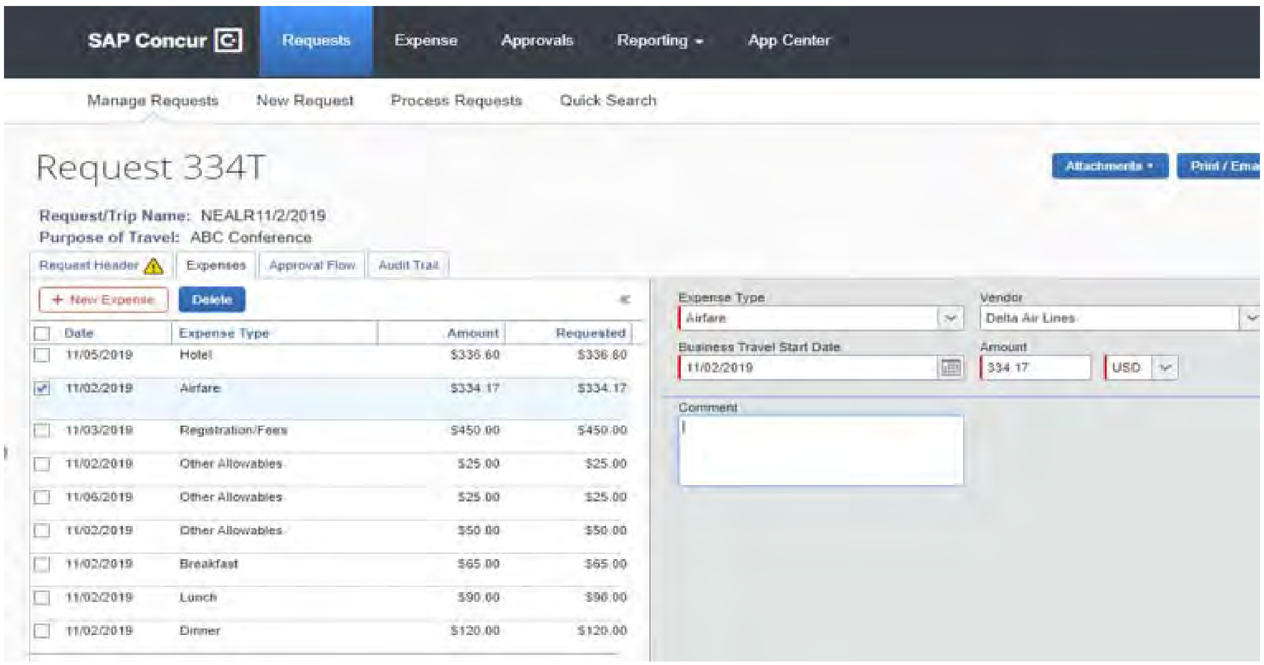
Go to book travel

Book/Manage online trips

Then it will take you to Concur (Look below to see how your screen should look)

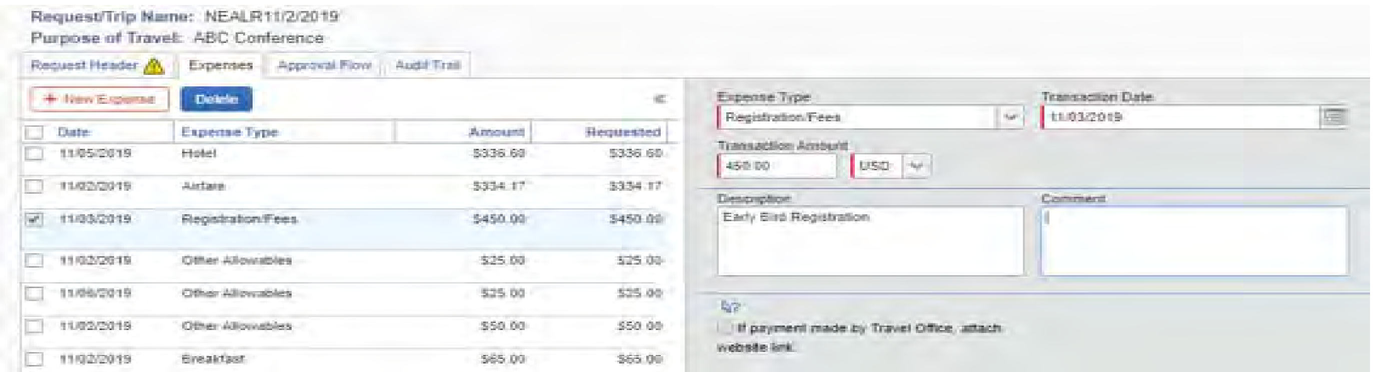


- The Travel Office pays for ALL airfare.
- For the method of payment please select the CBA card that is already on file ending in 1111.
- Attach the list of flight options to your travel request.

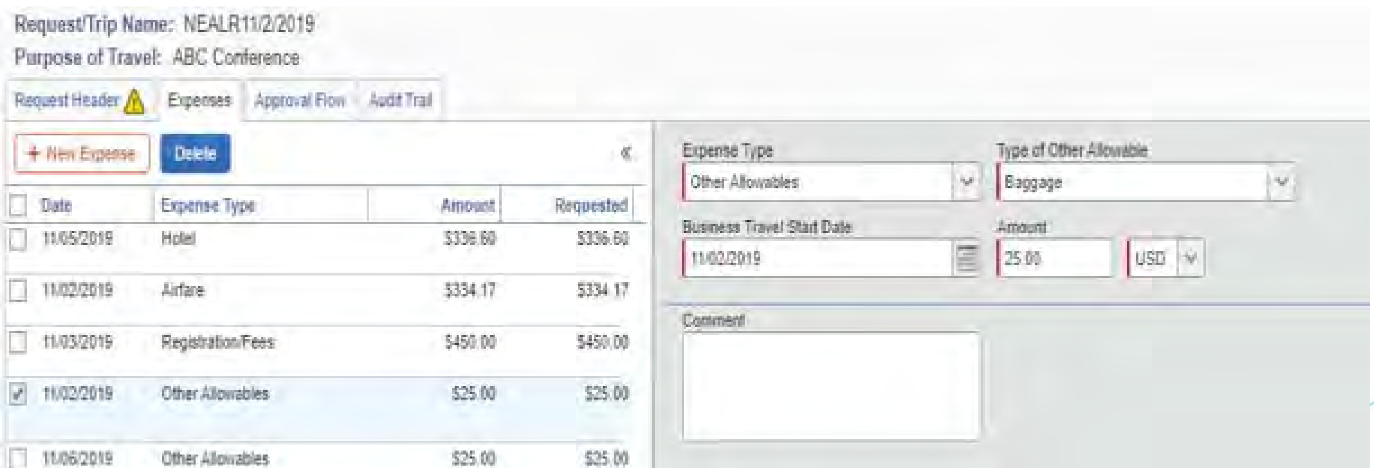


Registration Fee Expense Type:

If paid by the Travel Office, then attach the website link and your login information in the comment section. Please specify which course you are registering for if there are more than one option.

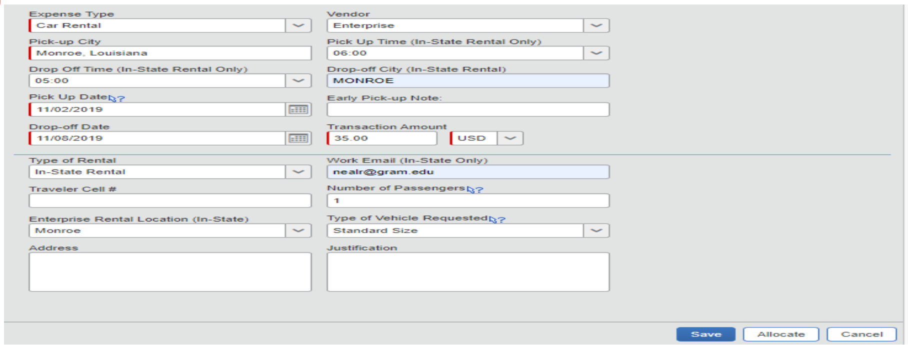


Other Allowable Expense Type:

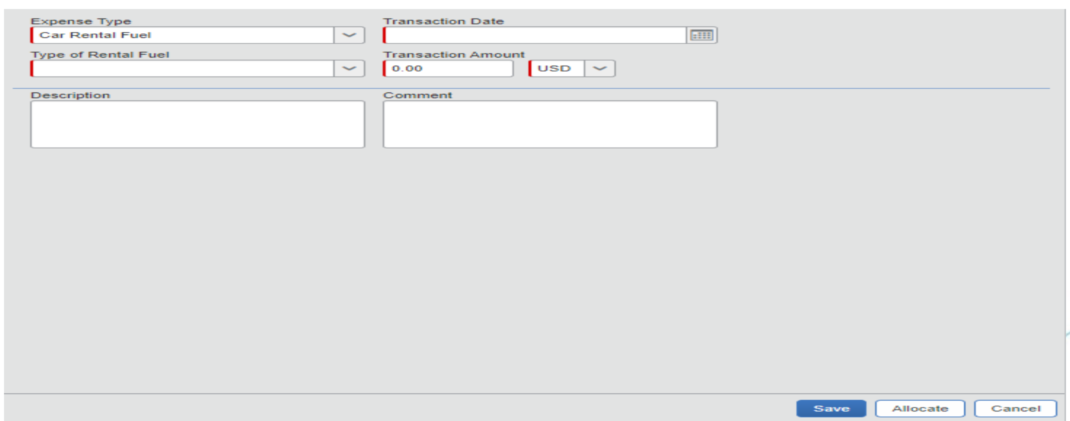


Car Rental Expense Type:

Attach Enterprise or Hertz car rental booking form to the travel request.
If you are requesting a larger size vehicle and there are less than 4 passengers, then a justification letter is required.
Please provide the address on the booking form for all reservations that are made outside of Ruston.
If you have a travel card, then you can pay for the car rental and gas with your travel card for out of state rentals ONLY.
Non cardholders, for out state rentals, the Travel Office will pay for the rental and you will get reimbursed for gas.
(receipts are required)



Car Fuel Expense Type: **For in state car rental, once your travel request is approved, the Travel Office will send you an email to pick up your gas card.**



MILEAGE

- You can only be reimbursed up to 99 miles per trip
- Provide documentation showing the miles to and from your destinations (ex. Map Quest)

Allocating Expenses

The Allocations feature allows you to allocate expenses to multiple accounts, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

- With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.

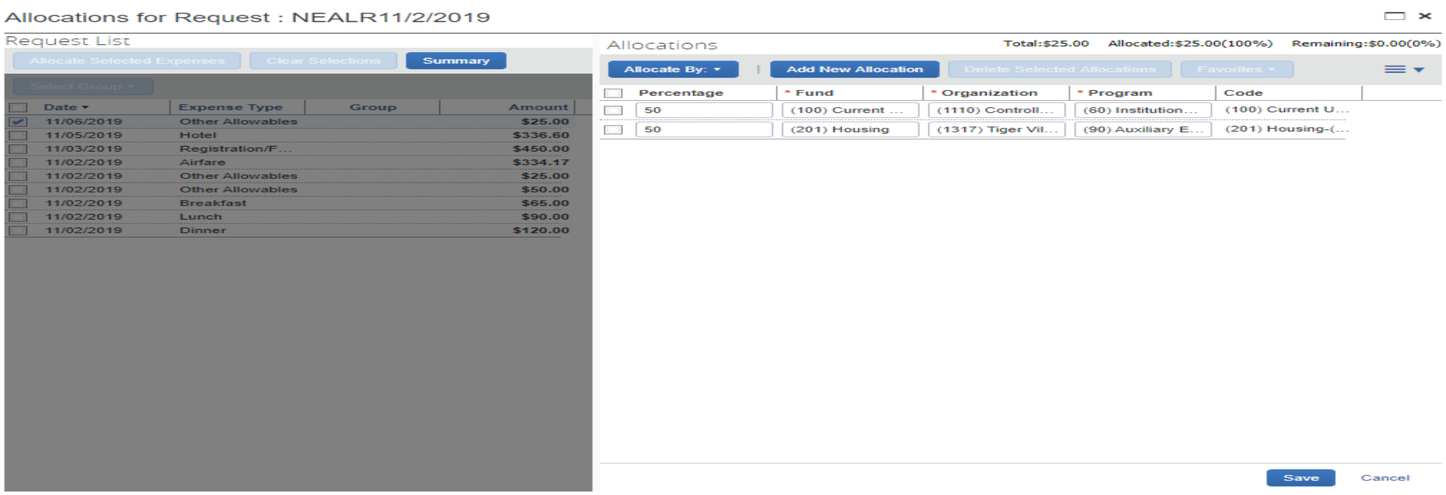
- To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

  (1)Click **Allocate the selected expenses** on the right side of the page.

- \- or -

  (1)Click **Details** > **Allocations**.

The **Allocations for Request** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.



- From the **Allocate By** dropdown list, select ***Percentage*** or ***Amount*.**

Select from the Account lists the appropriate account and allocated expenses accordingly.

NOTE:

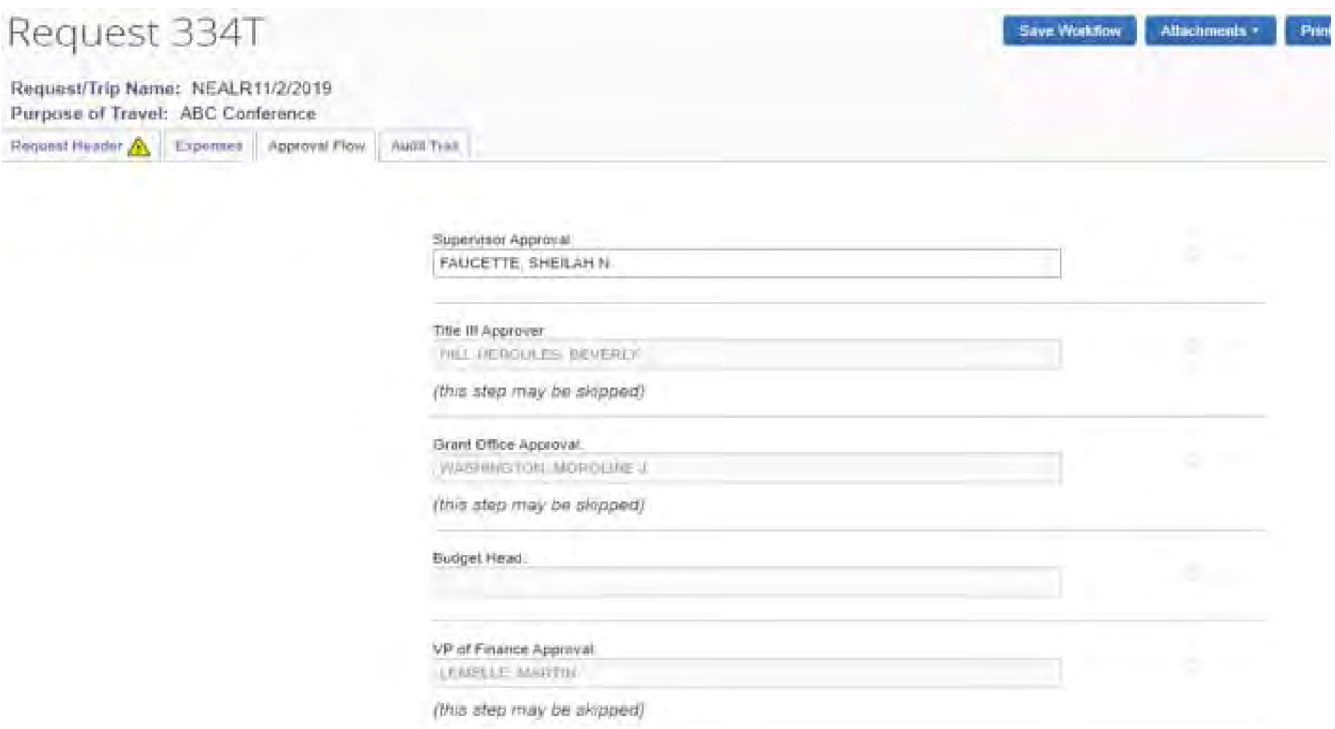
- Add as many allocations as necessary.

You can adjust the amounts and percentages. The total amount must be allocated 100%; otherwise, an audit rule is flagged, and you will not be able to submit the report.

- Click **Save**.
- For the confirmation message, click **OK**.

Approval Flow of Travel Request

- This document indicates the levels of approval for travel requests

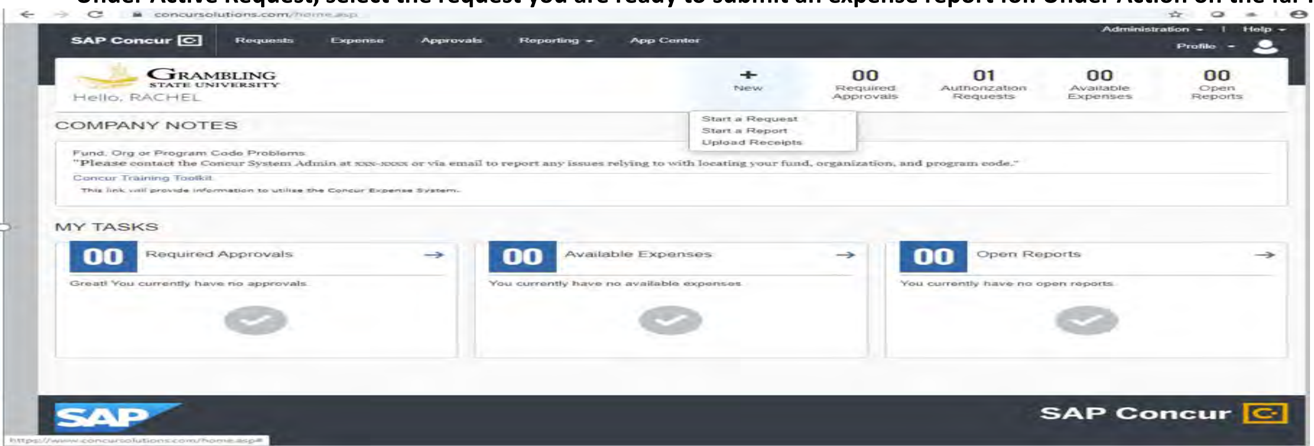


Creating a New Expense Report

To create a report:

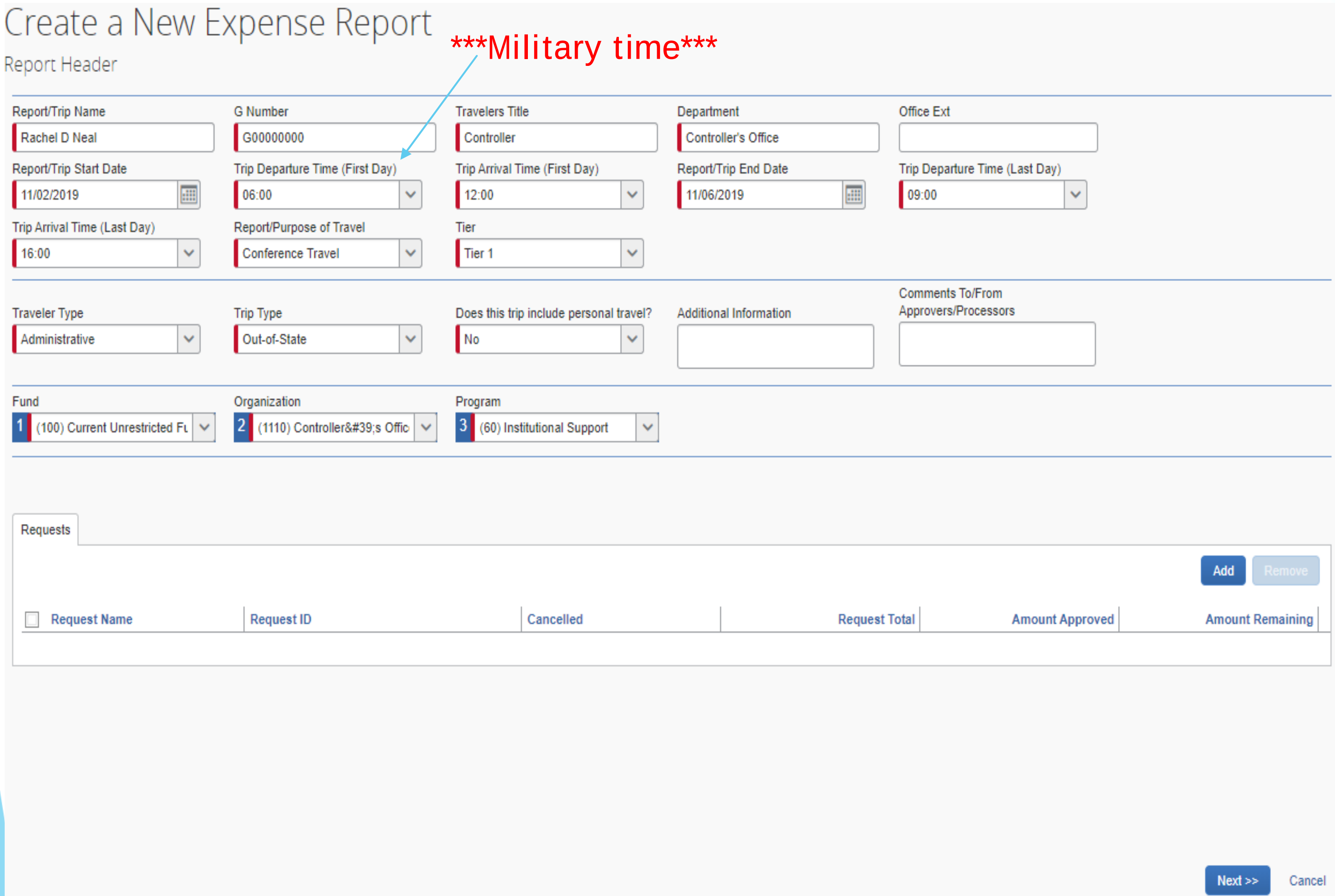
1. Select from the following:

- On the home page, in the **My Tasks** section, click **Open Reports**
- **Under Active Request, select the request you are ready to submit an expense report for. Under Action on the far right of the screen click Expense.**



1. Complete all required fields (marked with red bars) and the customized optional fields customized, as needed.
2. Click **Next**. Available **Cash Advances** are displayed in a popup window (assign advances or click **Next**). Depending on your company's configuration, you might see a **Travel Allowances** popup window, click **Yes** or **No** to include travel allowance expenses.
3. At this point, you will either:

- Add company card transactions to your expense report. -or-
- Add an out-of-pocket expense to your expense report.

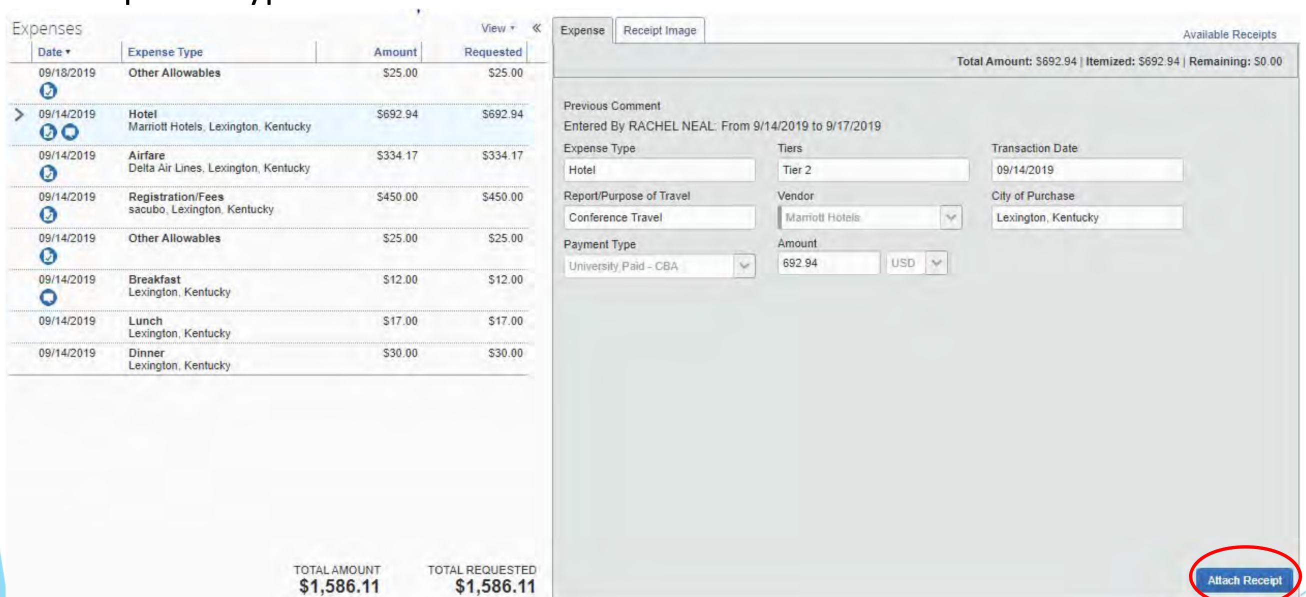


Create a New Expense Report
Report Header
Military time
Report/Trip Name
Rachel D Neal
G Number
G00000000
Travelers Title
Controller
Department
Controller's Office
Office Ext
Report/Trip Start Date
11/02/2019
Trip Departure Time (First Day)
06:00
Trip Arrival Time (First Day)
12:00
Report/Trip End Date
11/06/2019
Trip Departure Time (Last Day)
09:00
Trip Arrival Time (Last Day)
16:00
Report/Purpose of Travel
Conference Travel
Tier
Tier 1
Traveler Type
Administrative
Trip Type
Out-of-State
Does this trip include personal travel?
No
Additional Information
Comments To/From Approvers/Processors
Fund
1 (100) Current Unrestricted Fu
Organization
2 (1110) Controller's Offic
Program
3 (60) Institutional Support
Requests
Add
Remove
Request Name
Request ID
Cancelled
Request Total
Amount Approved
Amount Remaining
Next >>
Cancel

Adding Expenses to the Expense Report

- Choose from the list of expenses
- Complete all required fields (marked with red bars) and the customized optional fields, as needed
- Attach supporting documents as needed to support request
- **Save**
- **NOTE**: If applicable, indicate whether the transaction is paid for by the traveler’s card, travel office, voyager or out of pocket by selecting the appropriate checkbox
- If supporting documentation is required, the system will not allow you to submit your request for approval until supporting documentation has been attached.

Hotel Expense Type:



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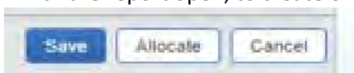
- With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



- To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

  (1)Click **Allocate the selected expenses** on the right side of the page.

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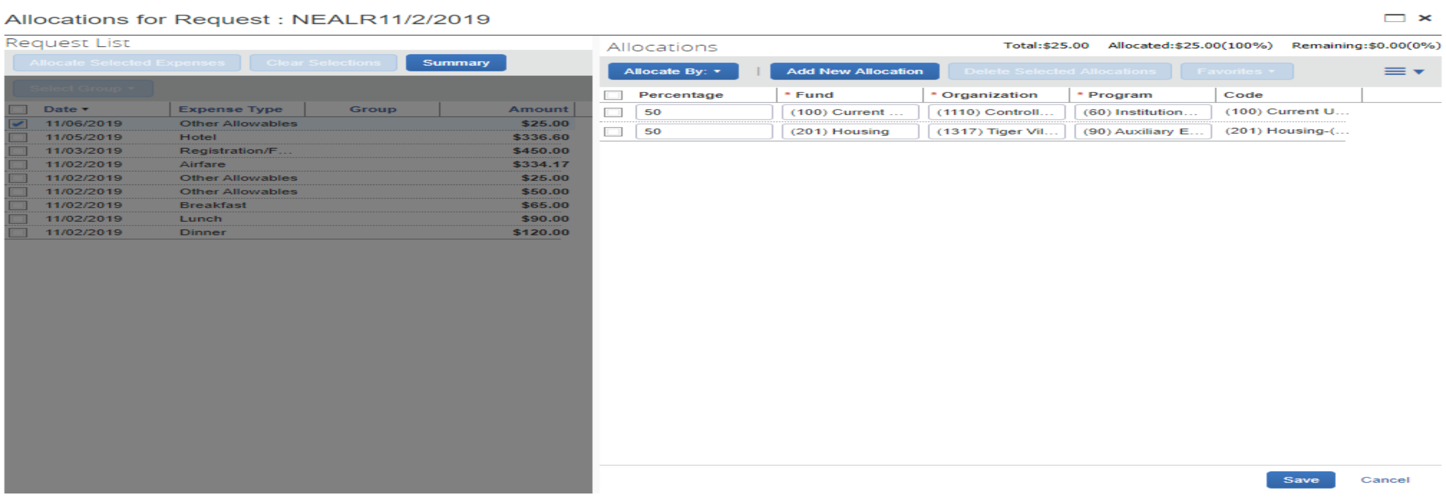
  (1)Click **Details** > **Allocations**.

The **Allocations for Request** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.



- From the **Allocate By** dropdown list, select ***Percentage*** or ***Amount*.**

Select from the Account lists the appropriate account and allocated expenses accordingly.

NOTE:

- Add as many allocations as necessary.

You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise, an audit rule is flagged, and you will not be able to submit the report.

- Click **Save**.
- For the confirmation message, click **OK**.

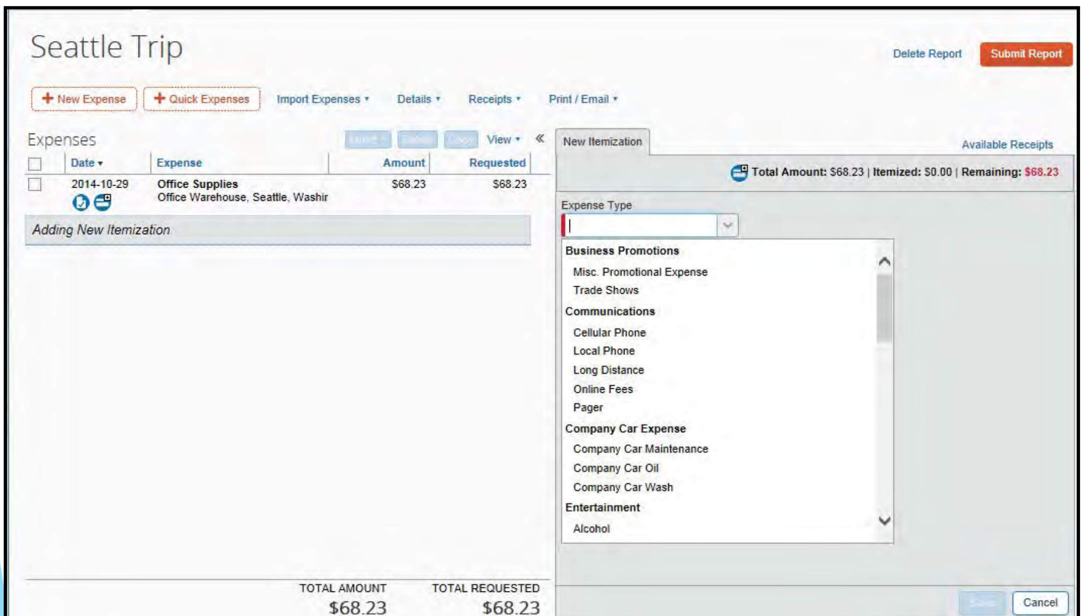
Itemizing Expenses

Use the Itemize feature to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

To itemize an expense:

•Create the expense as usual, and then click **Itemize** (instead of **Save**).
•The expense appears on the left side of the page, along with the message *Adding New Itemization*.
•The name of the **New Expense** tab changes to **New Itemization**.
•On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
•Complete the fields as directed.
•Click **Save**.
•The newly-created itemization appears on the left side of the page, below the expense.
•The total amount, the itemized amount, and the remaining amount appear on the right side of the page.
•For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields. **NOTE:** You can also copy itemizations to save time with similar entries.

Once you have itemized the **Total Amount** of the charge, the **Itemization** tab is replaced by the **New Expense** tab.



Printing and Submitting an Expense Report

To preview and print the expense report

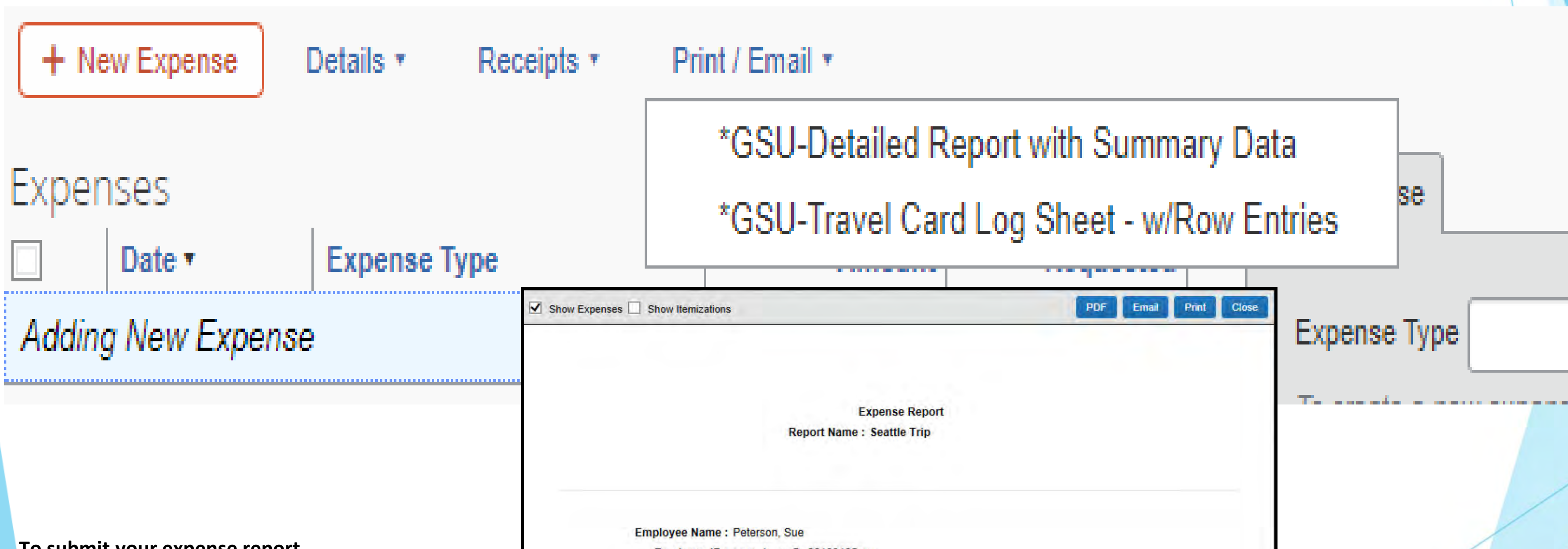
•On the expense report page, click **Print / Email**, and select one of the options from the drop-down list.

•Available options include:

•**GSU Detailed Report with Summary Data:** Prints a report that includes all report-level information as well as a summary of the report.

•**GSU Travel Card Log Sheet – w/Row Entries:** Prints your travel activity for the month that lists all the purchases to be reconciled with your bank statements.

•Review the details, and then click **PDF/Email/Print**.



To submit your expense report

•On the expense report page, click **Submit Report**. The **Final Review** window appears.

•Review the information for accuracy. You can **Print, Attach Receipt Images,** or **View Receipts**.

•Click **Accept & Submit**.

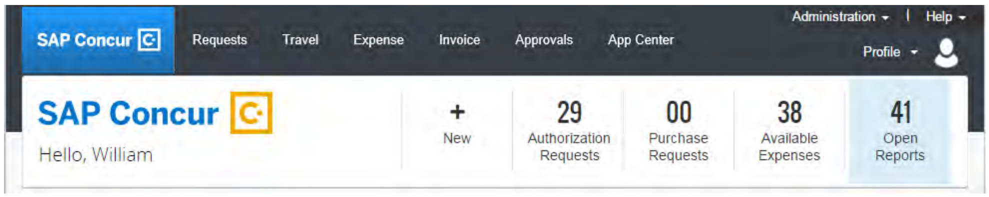
If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

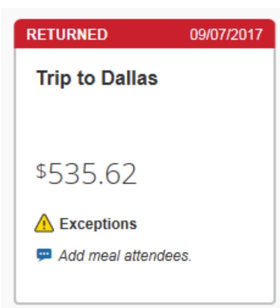
Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

•To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.





•Click the report tile to open the report.

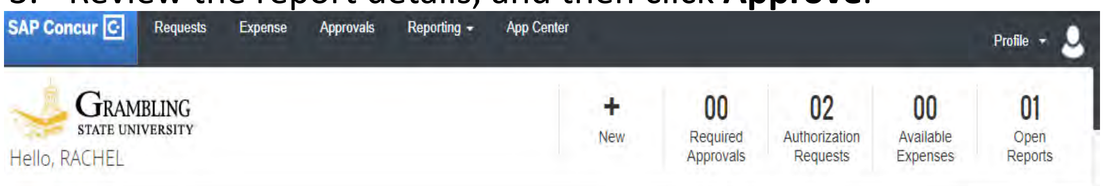
•Make the requested changes.

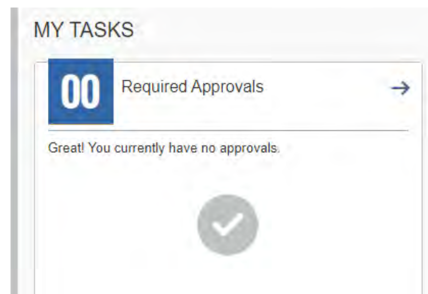
•Click **Submit Report**.

Reviewing and Approving an Expense Report

To approve a report "as is":

1. On the home page, on the Quick Task Bar, place your mouse pointer over **Required Approvals**, and then select the report you want to open.
   - or –
2. On the home page, in the **Required Approvals** section of **My Tasks**, click **Requests or Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
3. Review the report details, and then click **Approve**.





Sending Back an Expense Report

To return the entire request or expense report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Request or Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Click **Send Back to Employee**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report.
4. Click **OK**.

To practice creating, submitting, & approving travel documents, you can use the test environments listed below:

Last ▲ / First	Employee Group Configuration	Email	Employee ID	Login ID
Test, COA1 Approver	Test-Grambling State University	coa1@gram.edu	coa1	coa1@gram.edu
Test, COA2 Approver	Test-Grambling State University	coa2@gram.edu	coa2	coa2@gram.edu
Test, Admin	Test-Grambling State University	admin@gram.edu	admin	admin@gram.edu
Test, Processor	Test-Grambling State University	processor@gram.edu	processor	processor@gram.edu
Test, ITAdmin	Test-Grambling State University	itadmin@gram.edu	itadmin	itadmin@gram.edu
Test, Traveler1	Test-Grambling State University	traveler1@gram.edu	traveler1	traveler1@gram.edu
Test, Traveler2	Test-Grambling State University	traveler2@gram.edu	traveler2	traveler2@gram.edu
Test, ApproverTwo	Test-Grambling State University	approver2@gram.edu	approver2	approver2@gram.edu
Test, Grant	Test-Grambling State University	grantapprover@gram.edu	grantapprover	grantapprover@gram.edu
Test, Finance	Test-Grambling State University	finapprover@gram.edu	finapprover	finapprover@gram.edu