Travel Training

CONCUR
Accounts Payable

• Contact Information
  • Travel@ouhsc.edu
  • (405) 271-2038

• Concur Site
  • Travel.ouhsc.edu

• Concur Training Information
  • https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Concur-Travel

• Travel Card Training
  • https://onpoint.ou.edu

• Travel Card Application
  • https://apps.ouhsc.edu/financialservices

• OUHSC Travel Policy
  • www.ouhsc.edu/policy/Home.aspx#19931977-section-540---travel

• Travel Policy Quick Guide
  • https://financialservices.ouhsc.edu/Portals/1354/assets/accounts%20payable/Travel%20Policy%20Quick%20Guide.pdf
What is Concur?

• Travel and Expense Management system
• Facilitates request to travel process
• Book travel online
• Travel Card expenses imported
• Upload receipts electronically
• Online approvals
• Email notifications on report status
• Mobile apps
  • Concur Mobile
  • TripIt
Before Travel Process

Travel Request
- Out of State/International travel
- Submitted by Traveler or Delegate
- Event Name/Nature of Business
- Business Travel Dates and Location
- Personal Travel?
- Online approval by TAL supervisor or offline approval by Higher Authority

Online Booking
- CTP
- Booked by Traveler or Delegate
- Economy/Coach class – domestic
- Business class – foreign
- Warning on flights $100 over lowest available rate
- Comparable quote required when booked outside CTP

Other Payments
- Made by Traveler
- Registrations must meet prepayment guidelines
- Hotels should be contacted directly for sponsored rate
After Travel Process

**Expense Report**
- Identifies all expenses
- Total report amount must be $25+ or expenses must be 30+ days old
- Prepared by Traveler or Delegate
- Submitted by Traveler

**Higher Authority**
- Approval from TAL supervisor
- Can have an approval Delegate

**Financial Approver**
- Skipped if same as Traveler or Higher Authority
- Approval from Financial Approver
- Cost Transfers, Vouchers or Requisitions
- Can have an approval Delegate

**Grants**
- If charged to SPNSR accounts

**Accounts Payable**
- Approves or sends back to Traveler
Concur Expense Reports

• Traveler Type
  • Employee
    • All travel reimbursements, Travel Card charges and some regular reimbursements
  • Non Employee
    • Direct payments on their behalf, not reimbursements
    • Expenses can be submitted immediately after they are incurred

• Trip Type
  • Non Travel
    • Business Meals, Cell Phone Reimbursements, etc.
    • Submitted on a regular basis (monthly or quarterly)
    • Must be greater than $25 or more than 30 days old
  • In State
    • Mileage Only or other in state travel expenses
    • Submitted on a regular basis (monthly or quarterly)
    • Must be greater than $25 or more than 30 days old
  • Out of State
    • Conferences, Trainings, Research, etc. outside of Oklahoma
    • Approved request required
    • Submitted after event is over
  • International
    • Conferences, Trainings, Research, etc. outside of the US
    • Approved request required
    • Submitted after event is over

• Expense Payment Types
  • Cash/Out of Pocket
    • Expenses paid personally that need to be reimbursed
  • Travel Card
    • Expenses paid with the OUHSC Travel Card
    • Pending Travel Card
  • Paid with Unused Ticket
    • Used when an airfare expense has been paid, the ticket was cancelled and the itinerary for the new trip loads
General Travel Expenses

• Agenda/Event Information
  • Placeholder for additional documentation

• Expense Reduction
  • Departmental reduction to amount owed to traveler

• Mileage
  • Reimbursed based on current State rates
  • Deduct commutes as appropriate
  • If driving instead of flying out of state, an Airfare vs. Mileage form is required

• Per Diem
  • Must be gone 18 hours/overnight and 60+ miles away from office
  • Rates set by GSA
  • Meals and incidental expenses
  • Reduced by ¼ per provided meal
  • Reduction not required for continental breakfasts
  • Reductions not required when there is no registration fee
  • Cannot begin/end 24 hours before/after official domestic event, 48 hours for international

• Per Diem In Lieu of Lodging
  • Additional $10 per day added to Per Diem when no Lodging expense is incurred

• Personal/Non Reimbursable
  • Personal charges on the Travel Card that may result in a Payroll deduction
Travel Card or Reimbursement

- Actual Meal Cost (Claiming Per Diem)
  - Meals paid with the Travel Card reducing the amount earned from Per Diem

- Actual Meal Cost (Not Claiming Per Diem)
  - Actual meal expenses when not claiming Per Diem
  - Cannot exceed the amount that would have been earned with Per Diem

- Airfare
  - Airfare booked outside of CTP will require a comparison quote showing a lower price was paid outside of the system
  - Domestic flights should be booked with Economy/Coach rates
  - International flights can be booked with Business Class rates

- Airline Fees
  - Baggage fees, Change fees, On Board Internet Access, Seating Upgrade fees, etc.
  - Seating Upgrades require a business justification

- Agency Booking Fees
  - $5 fees for flight, hotel or rental car bookings
  - Southwest is $8
  - Calling CTP is $25 and after hours calls are an additional $16
  - Recommend to call for complicated or international travel
  - One ticket at a time for online booking
  - CTP can book multiple and split payment over the phone
Travel Card or Reimbursement

• Dispute/Fraud
  • Erroneous charges from vendors
• Freight/Shipping
  • Only allowable when in travel status
• Local Transportation
  • Taxi, Shuttle, Uber, etc.
  • Tipping is capped at 20%
  • Uber for Business
• Miscellaneous Administrative Fee
  • Abstract fees, application fees, etc.
• Miscellaneous Travel Expenses
  • Visas in foreign locations, dry-cleaning, internet access, etc.
• Parking
  • Use for separate Parking expenses
  • Lodging allows for Parking to be itemized
• Printing/Copying
  • Only allowable when in travel status
• Rental Car
  • Ensure this an allowable expense in your department
  • May use Motor Pool instead of Concur
• Rental Car Fuel
  • Not allowable for personal car fuel
Travel Card or Reimbursement

• Lodging
  • GSA Rate
    • Rate assessed by Government
    • Varies for each location/season
    • Used when there is no Sponsored Rate
  • Sponsored Event Rate
    • Rate negotiated by sponsoring organization
    • Must provide documentation showing sponsored single room rate(s) and location(s)
  • OUHSC Sponsored Event
    • Rate negotiated by OUHSC for an OUHSC event
    • Must provide Agency Sponsored Designated Lodging form
  • Non Sponsored Event Rate
    • Rate in excess of GSA or Sponsored Event Rate
    • Must provide documentation showing sold out status of Sponsored Lodging Rates/Locations
    • Limited to the Sponsored single room rate or the GSA rate

• Lodging - Advanced Deposit
  • Advanced deposit for lodging, usually one night, required by some hotels

• Lodging – Group
  • Payments for multiple rooms

• Lodging – Non Employee
  • Payments on behalf of non employees
  • Direct payment to hotel by voucher is more common
Travel Card or Reimbursement

• Registration
  • Must meet University pre-payment guidelines

• Supplies
  • Only allowable when in travel status

• Train
  • Amtrak

• Training
  • Business related training

• Tolls
  • Receipts under $25 are not required
Travel Card or Reimbursement

• Business Meals
  • In Travel Status
    • Reduce Per Diem by a provided meal
  • Not in Travel Status
    • Cannot earn Per Diem
    • Can use any vendor
    • Should not be charged Sales Tax in Oklahoma
    • May have to provide vendor documentation to waive tax
  • Breakfast = $25 per person
  • Lunch = $40 per person
  • Dinner = $80 per person

• Food/Beverage – Business Meal < 10 Attendees
  • Business Meals with 1 – 9 attendees

• Food/Beverage – Business Meal 10+ Attendees
  • Business Meals with 10 or more attendees

• Food/Beverage – Light Items < 10 Attendees
  • Light Items for 1 – 9 attendees

• Food/Beverage – Light Items 10+ Attendees
  • Light Items for 10 or more attendees

• Food/Beverage – Materials
  • Plates, napkins, cutlery, etc.
Non Travel
Reimbursement ONLY

• Books
  • Not allowable on the Travel Card
  • Books or related reference materials owned by University

• Cellular Phone Reimbursement
  • Not allowable on the Travel Card
  • Partial reimbursement of a personal cellular phone/data plan

• Exams
  • Not allowable on the Travel Card
  • Expenses for services and supplies related to examinations
  • Can be reimbursed after the employee has paid or additional restrictions may not allowable for reimbursement until a passing grade is provided

• Licenses/Permits
  • Not allowable on the Travel Card
  • Licenses/Permits required for OUHSC business
  • Cannot pay for CPA licenses

• Memberships
  • Not allowable on the Travel Card unless associated with a Registration
  • Must meet University guidelines

• Subscription
  • Not allowable on the Travel Card unless associated with a Registration
  • Must meet University guidelines

• Uniforms
  • Not allowable on the Travel Card
  • Required apparel
  • May include services to the alteration but not laundry services
Demonstration

• Profile
  • Personal information
  • Travel Card/Personal Credit Card number
  • Delegates
  • e-Receipts
  • Mobile registration

• Request
  • Request header
  • Offline – Approval attached
  • Online - Concur workflow process

• Booking
  • Yourself or guest
  • Flight matrix
  • Payment
  • Required questions

• Out of State report
  • Expense from Request
  • Itinerary and Per Diem
  • Mileage
  • Cash/Out of Pocket
  • Agenda/Event Information
  • Local Transportation
  • Missing Receipt Affidavit
  • Lodging
  • Allocations
  • Comments
  • Receipts
Emails

- Travel Bookings
- Requests/Expense report updates
- Travel Card transactions
  - Must be moved to a report to acknowledge charges are valid
  - 15 – 29 days = Traveler and Delegate
    - Every 5 days
  - 30 – 89 days = Traveler, Delegate and TAL Approver
    - Every 3 days
  - 90 – 120 days = Traveler, Delegate, TAL Approver and Travel
    - Every weekday
  - 121 days = Traveler, Delegate, TAL Approver and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**

- Report/Trip end date
  - Must be submitted by the Traveler
  - 15 – 29 days = Traveler and Delegate
    - Every 5 days
  - 30 – 89 days = Traveler, Delegate and TAL Approver
    - Every 3 days
  - 90 – 120 days = Traveler, Delegate, TAL Approver and Travel
    - Every weekday
  - 121 days = Traveler, Delegate, TAL Approver and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**
Reconciliation Process

- Concur imports into PeopleSoft
- Journals to repay central account
- Vouchers to reimburse employees
- Transmission to State
- EFT Deposit
- OU Activity Report Example

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Next Steps

• Talk with your department
  • Your role
  • Delegate
  • Request process
  • Travel Card
  • Reimbursement time frames for non travel expenses or regular reimbursements
Questions?